

**Charter Oak Communities  
Housing Choice Voucher Administrative Plan  
Amendments/Significant Changes 12/2021**

Chapter/Section	Section/Revised language/Policy
Chapter 3 – Eligibility <b>3-I. L – Absent Family Members</b>	<b>COC Policy</b> – Added language and updates regarding family permanently confined for medical reasons.
Chapter 3 – Eligibility <b>3-II. D through 3-11. F – Family Consent to Release Information and EIV System Searches</b>	<b>Updated HUD regulations and COC Policy</b> – Updated HUD requirements regarding family consent to release information and EIV system searches, specifically Existing Tenant, Debts Owed and Termination, and Income and IVT Reports.
Chapter 4 – Applications, Waiting List, and Tenant Selection <b>4-III.C. – Selection Method</b>	<b>Local Preference/COC Policy</b> – Updated policy language to include 25% AMI preference language for implementation of new construction or rehabilitation.
Chapter 5 – Briefings and Voucher Issuance <b>5.I.B. – Briefing</b>	Added new Notification of Briefing and In-Person Briefing language. Added subsection regarding notification of attendance, remote briefings, and accessibility requirements for persons with disabilities and LEP individuals.
Chapter 7 – Verifications <b>7-II.H. Verification of Preference Status</b>	<b>COC Policy</b> – Added language regarding verification requirements for new preference.
Chapter 8 – Housing Quality Standards (HQS) and Rent Reasonableness Determinations <b>8-II.A. Overview/Types of Inspections, 8-II.C. Annual/Biennial Inspections and 8-II.E. Quality Control Inspections</b>	<b>HUD regulations and COC Policy</b> – Updated HUD guidance on Remove Video Inspections and inserted COC policy. <b>COC Policy</b> – Updated COC policy regarding right to require annual inspections of any unit or owner at any time. <b>HUD regulations</b> – Updated HUD regulations on HQS quality control sample.
Chapter 16 – Program Administration <b>16-III.B. Informal Reviews, 16-III.C. Informal Hearings for Participants</b>	<b>COC Policy</b> – Inserted language regarding scheduling and conducting remote options for informal reviews and hearings. Update the Informal Hearing Procedures and added new subsection on ensuring accessibility for persons with disabilities and LEP individuals.
Chapter 17 – Project Based Vouchers <b>17-I.A. Overview, 17-II. A Overview PBV Owner Proposals, 17-V.C. Amendments to HAP Contract</b>	<b>COC Policy</b> – Updated COC policy so include language stating COC may exceed 20% PBV cap and may project-base units not subject to cap. <b>COC Policy</b> – Updated COC policy regarding advertisements requirements and RFP Proposals. <b>COC Policy</b> – Updated policy regarding unit amendments on a case-by-case basis.
Chapter 18 – RAD Project Based Vouchers (PBV)	<b>New Chapter added:</b> This chapter was added in accordance with HUD requirements, in response to upcoming Rental Assistance Demonstration (RAD) Program activity.
Chapter 19 – Special Purpose Vouchers	<b>New Chapter added:</b> This chapter was added in accordance with HUD requirements, in response to the addition of: <b>Family Unification Vouchers</b> <b>Mainstream Vouchers</b>

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<p>Temporary Policy Supplement – <b>Emergency Housing Vouchers (EHVs)</b></p>	<p><b>New Chapter added:</b> This chapter was added in accordance with HUD requirements, in response to the Emergency Vouchers as part of the American Rescue Plan Act of 2021.</p> <ul style="list-style-type: none"><li><b>I. Funding Overview</b></li><li><b>II. Partnering Agency</b></li><li><b>III. Waiting List Management</b></li><li><b>IV. Family Eligibility</b></li><li><b>V. Housing Search and Leasing</b></li><li><b>VI. Use of Funds, Reporting, and Financial Records</b></li></ul>
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