

**Housing Authority of Racine County**  
**Key Modification Administration Plan**  
**2021**

| Chapter Section     | Previous Policy   | Proposed Policy   | Intent  | BOC Approve Date |
|---------------------|---|---|---|------------------|
| Admin Plan          | New to Admin Plan. HUD authorized COVID Waivers   | Approve the extension of the COVID 19 procedural waivers, allowed by HUD, through 6/30/21   | Address operations of agency during COVID pandemic                    | January 21, 2021 |
| Admin Plan          | New to Admin Plan. No remote or virtual briefings language in Admin Plan.   | Word “remote” will be added throughout pertinent sentences in Admin Plan.<br><br>Second chance briefing explained.  | Address operations of agency during COVID pandemic                    | January 21, 2021 |
| Chapter 5 5-I.B.    | If an applicant family’s voucher term or extension expires before the PHA has approved a tenancy, the PHA will require the family to reapply for assistance once the PHA waiting list re-opens. | If an applicant family’s voucher term or extension expires before the PHA has approved a tenancy, the PHA will require the family to wait 90s to re-issue a moving voucher to the family. If the participant family is still residing in the assisted unit. | Wait period of 90 days for re-issue of voucher was not in Admin Plan. | January 21, 2021 |
| Chapter 4 4-III. B. | List of types of targeted funding only included RAD, VASH, Tenant Protection  | List of types of targeted funding now includes RAD, Tenant Protection, Foster Youth, Project Based, Mainstream and VASH   | Address targeted funding  | January 21, 2021 |
| Chapter 19          | There was no Chapter 19 Mainstream section  | Add Chapter 19 Mainstream section to Admin Plan   | Establish protocols for Mainstream Voucher                            | January 21, 2021 |
| Chapter 20          | There was no Chapter 20 VASH section  | Add Chapter 20 VASH section to Admin Plan.  | Establish protocols for VASH Voucher                                  | January 21,2021  |

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| Chapter 11<br>11-II.C. | No language on annualized income.<br><br>No language of 90 interim reexams of income.  | The PHA may annualize the income anticipated.<br><br>Quarterly (90 days) payroll record for new admissions and participants will be required from families with irregular income. An interim change of the housing assistance payment will be made only on a quarterly (90 days) basis and based on the preceding quarter.   | To stabilize client's irregular income.   | March 18, 2021 |
| Chapter 21<br>1.C.     | HARC will not run a waiting list for FYI Voucher applicants.   | HARC may reopen the waiting list to accept an FYI eligible youth without opening the waitlist for other applicants.  | Allow Foster Youth applicants to apply as needed.   | March 18, 2021 |
| Chapter 4<br>4-I.D.    | <p>Current <b><u>Preference Points</u></b></p> <p>10 Points will be awarded to applicants that live, work, or have been hired to work in Racine County, Wisconsin.</p> <p>5 Preference points will be given to all Veterans of the United States Armed Forces who were discharged from service other than with a dishonorable discharge. The preference will also be given to an unmarried, surviving spouse of a United States Veteran.</p> | <p><b><u>New Preference Points</u></b></p> <p>Housing Authority of Racine County will aggregate preferences, meaning the more preferences a family holds, the higher they will be on the waiting list. Preferences will be verified.</p> <p>5 Points in total if you have one or all of the following:<br/>families with at least one minor child &lt;18, elderly (62+), disabled (per 42 USC 423 or 42 USC 6001)/SSI.</p> <p>5 Points will be given to all Veterans of the United States Armed Forces who were discharged from service other than with a dishonorable discharge. The preference will also be given to an unmarried, surviving spouse of a United States Veteran.</p> <p>5 Points to working families where the head, co-head or sole member is employed for at least 20 hours a week.</p> <p>10 Points will be awarded to applicants that have established Racine County residency and that live, work, or have been hired to work in Racine County, Wisconsin.</p> <p>30 Points will be given to an individual or family that is homeless as defined in PIH 2013-15 Category 1 or Category</p> | To improve our HCV leasing success rate, and to target assistance to where it is most needed. | April 15, 2021 |

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|                      | <p>20 Preference points will be given to homeless applicants that are referred from a PHA approved homeless services agency. There will be a limit of 24 families assisted with this preference. Should such a family leave the program, a new homeless applicant may be selected and housed under this preference.</p> <p>40 Points will be awarded to any family that has been terminated from its HCV program due to insufficient program funding.</p> | <p>4, or who is referred from a PHA approved homeless services agency.</p> <p>40 Points will be awarded to any family that has been terminated from its HCV program due to insufficient program funding.</p>   |   |                      |
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| Chapter 4<br>4-11.E. | <p>While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted via the online application portal.</p>  | <p>The changes must be submitted via the online application portal. The family must update the PHA if there are changes to their family size while on the waiting list. Changes to family size must be submitted 30 days prior to admission to program. If no changes are made, the PHA will only issue the voucher based on the application submitted, exceptions could be birth of a child, marriage, adoption, death or live-in aide.</p>   | <p>Improve waiting list intake process.</p>           | <p>June 24, 2021</p> |
|                      |   |  |   |                      |
| Chapter 8<br>8-II.A. | <p>Remote Inspections policy is not in Admin Plan.</p>  | <p><i>Remote Virtual Inspections (RVIs)</i>. HUD provided guidance for alternative methods to performing in-person inspections (see PIH Notice 2020-31). Instead of the PHA inspector testing the unit in-person, a remote virtual inspection involves the performance of similar testing actions in the virtual presence of the PHA inspector. Virtual inspections can be conducted between either the property owner, PHA inspector or the family. This type of inspection can be employed whenever deemed appropriate by the PHA.</p> | <p>Allow a policy for remote virtual inspections.</p> | <p>June 24, 2021</p> |



