

Exhibit B.1-3

Summary of Significant Changes to RRHA’s Administrative Plan for the Housing Choice Voucher Program (“Admin Plan”)

FY 2027

Policy Area	Chapter-Page	Current Language	Proposed Language
Reasonable Accommodations	Page 2-10 2-II.E.	No previous language	Add: Reasonable accommodations requests will only be considered for current applicants or participants. "Reasonable accommodation requests submitted by former participants who have been terminated from HCVP will be processed and decisions will be rendered; however, any decisions rendered will be applied to any potential future activities between the former participant and RRHA. An approved reasonable accommodation does not constitute basis for reinstatement."
Live In Aide	Page 5-14 5-II.B.	"Live-in aides will be allocated a separate bedroom. Children of a live-in aide will be required to share the same bedroom as the live-in aide."	Add: "Once an individual is approved and added to the household as a live-in aide, their designation as a live-in aide is permanent and may not be changed."
Caretaker for a Child	Page 6-5	"If a responsible agency has determined that another adult is to be brought into the assisted unit to care for a child for an indefinite period, the designated caretaker will not be	Add to end of paragraph... "The determination must be received within 60 days from the date the parent or designated guardian was removed from the unit. Extensions beyond 60 days may be

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		considered a family member until a determination of custody or legal guardianship is made."	given on a case-by-case basis in consideration of extenuating circumstances, such as a delayed court date."
Caretaker for a Child	Page 6-5, 6-6	"If a caretaker has assumed responsibility for a child without the involvement of responsible agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for 90 days. After the 90 days has elapsed, the caretaker will be considered a family member unless information is provided that would confirm that the caretaker's role is temporary. In such cases RRHA will extend the caretaker's status as an eligible visitor."	"If a caretaker has assumed responsibility for a child without the involvement of a responsible agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for 60 days. After the 60 days has elapsed, the caretaker will be considered an unauthorized occupant. In such cases, RRHA will terminate assistance to the unit."
Recertifications	Page 11-4, 11-5 11-I.C. and 11-I.D.	"RRHA will begin the annual reexamination process 120 days in advance of its scheduled effective date;" "Any required documents or information that the family is unable to provide at the time of submission must be provided within 15 business days of the due date."	"RRHA will initiate a participant's annual recertification 120 days before its effective date." This includes collecting required information from families and allowing sufficient staff processing time to complete the recertification and issue the required 30-day notice of any changes, including changes in rent, prior to the recertification effective date.
Recertifications	Page 11-4, 11-5	"Notification of annual reexamination interviews may be sent by any of the	"Notification of annual reexamination interviews may be sent by any of the

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		<p>following means: email, message via the RentCafe portal, or first-class mail. The notification will contain website information and the due date. If the family is unable to timely submit required documents, the family should contact RRHA in advance of the date of the scheduled interview or the deadline for document submission. If a family does not attend the scheduled interview or timely respond to the request for documents, RRHA will send a second notification with a new submission date and appointment time or new document submission deadline. If a family fails to comply attend two scheduled interviews without RRHA approval (or fails twice to timely respond to RRHA's request for documents), or if the notice thereof is returned to RRHA as undelivered, a notice of termination (see Chapter 12) will be sent to the family's address of record. An advocate, interpreter, or other assistant may assist the family in the interview process. The family and RRHA must execute a certification attesting to the role and the assistance provided by any such party."</p>	<p>following means: email, message via the RentCafe portal, or first-class mail. The notification will contain website information and the due date. The due date for annual reexaminations will be 15 business days from the date of the initiated workflow. Families will receive two reminders via RentCafe, email or first-class mail to submit their reexamination (and required documents). If the family is unable to submit required documents according to the required timeframe, the family should contact the assigned Housing Specialist in advance of the deadline for document submission. If a family does not respond to the request for documents in a timely manner, RRHA will send a second notification requesting timely submission of required documents. If a family fails to comply without RRHA approval, or fails twice to respond to RRHA's requests for documentation in a timely manner, or if the notice thereof is returned to RRHA as undeliverable, a notice of termination (see Chapter 12) will be emailed and mailed first-class to the family's address of record. An advocate, interpreter, or other assistant may</p>

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			assist the family in the reexamination process. The family and RRHA must execute a certification attesting to the role and assistance provided by any such third party."
Recertifications	Page 12-24 12-II.F	"Notices will be uploaded to the family's online resident portal using the most updated email address that has been provided."	Add: "Notices will also be printed and mailed via USPS to both the participant and the property owner's addresses on file."
Homeownership	Page 15-15 15-VII.A.	"A family assisted under this option may be newly admitted or an existing participant in the HCV program."	Removed newly admitted. "A family assisted under this option must have been an existing RRHA HCV program participant for at least one calendar year."
Homeownership	Page 15-16 15-VII.B.	"The family must have been admitted to the Housing Choice Voucher program."	Add: "...and have been an HCVP participant for at least one calendar year."
Homeownership	Page 15-16 15-VII.B.	"The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, RRHA must grant an exemption..."	Add: "In addition, if a family, other than an elderly or disabled family, includes a disabled person who is not the Head of Household, RRHA must grant an exemption..."
Homeownership	Page 15-17 15-VII.B.	No previous language	Add to the end of the list: "The family must have the ability to pay 1% of the purchase price of the unit from their personal funds acquired from the family's income, i.e., not acquired from loans, donations, grants, gifts, or other means, as part of the required minimum 3% down payment. RRHA will approve a family's

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			request to utilize their Family Self-Sufficiency escrow account for the purpose of paying their required 1% and/or the entirety of the minimum 3% down payment."
Homeownership	Page 15-18 15-VII.D.	No prior language	Add criteria for eligible units: "The unit must be within the limits of the City of Richmond."
Homeownership	Page 15-24 15-VII.I.	"Any inspection RRHA conducts after the initial inspection will be done on an advisory basis. The family will be encouraged to make the repairs, but will not be required to do so as a condition of ongoing assistance."	"RRHA will conduct NSPIRE inspections on the unit once every other year. The family will be encouraged to make the repairs, but will not be required to do so as a condition of ongoing assistance, with the exception of items that pose a risk to the family's or the public's health and safety; e.g., including but not limited to, carbon monoxide leaks, peeling lead paint, lack of easy access to potable water, etc.."
Homeownership	Page 15-28 15-VII.K.	"RRHA may not pay the homeownership assistance directly to the family, at its discretion will pay directly to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, RRHA must pay the excess directly to the family. The RRHA's housing assistance payment will not be paid directly to the family. It will be the family's responsibility to ensure the entire payment is made to the lender. If the assistance payment exceeds the amount due to the	Will remove both paragraphs.

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		lender, RRHA must pay the excess directly to the family."	
Project Based Vouchers	Page 17-51, Part VIII	"If an owner wishes to request an increase in the rent to owner from RRHA, it must be requested at the annual anniversary of the HAP contract... An owner's request for a rent increase must be submitted to RRHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing."	Change the timing of owner-initiated rental increase requests from 60 days prior to contract anniversary to once per calendar year, regardless of anniversary date.