



COMMISSION 419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda  
Lansing Housing Commission  
Annual Plan Public Hearing  
May 27, 2020

Call to Order

1. Roll Call
2. Informational Items.
  - a. Proposed Administrative Plan Changes
  - b. Proposed ACOP Plan Changes
  - c. Overview Resident Advisory Board (RAB)

3. Public Comment

4. Action Items:

Resolution 1318 - Approval of 2020-2021 Annual Plan

5. Adjournment





## Notice

### Lansing Housing Commission Annual Meeting and Regular Meeting May 27<sup>th</sup>, 2020

Due to the extension of the stay at home order through May 28<sup>th</sup>, the Lansing Housing Commission will conduct its Annual Meeting and Regular Board Meeting virtually on Wednesday May 27<sup>th</sup>, 2020

## Join Us For a Virtual Annual and Regular Board Meeting Wednesday May 27<sup>th</sup>, 2020, 5:30pm EDT

To support safety, health, and wellness, the meeting will be conducted virtually via Zoom meeting link and phone number provided below:

Virtual Meeting Link:

<https://us02web.zoom.us/j/86999694158?pwd=YTRVZ1MvUGITbHIHMUNrMVRqKzI1dz09>

Telephone Dial in Option:

+1 312 6266799

OR

+1 929 2056099

Required Meeting ID:

869 9969 4158

To assist you, please note the following instructions for joining a Zoom meeting. Note that this option requires downloading Zoom software or an app to your computer or phone, so please allow a few extra minutes before the meeting to complete this step.

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

If joining from a computer for the first time you will need to download a small application file before entering the meeting. This process is easy to complete on all commonly used browsers by following the prompts.

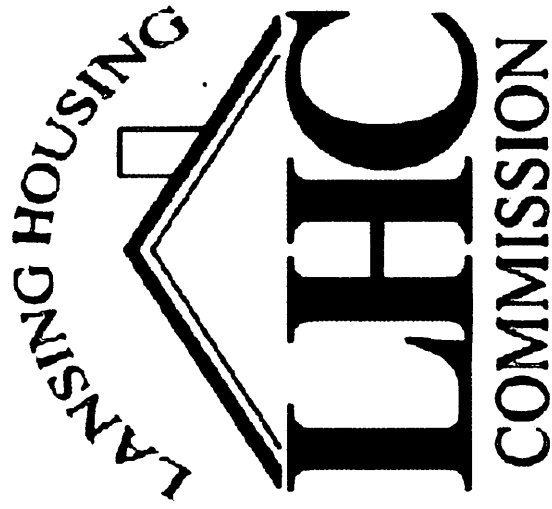
It is possible to use a combination of computer for video and phone for audio. If using this option, enter by computer first and select the *Join By Phone* tab when the audio pop-up window appears,

The mission of LHC is to compassionately deliver healthy, affordable, safe, quality housing options without discrimination, with exceptional customer service while meeting high performance standards.

which will display the dial in number for you, as well as the prompt for your Meeting and Participant ID. Entering the numbers allows your video and audio to be synchronized.

During the meeting, non-speakers who wish to ask a question can use the *Raise Hand* option to make it known to the Host that you would like to speak. To raise your hand during the meeting for MAC use Option Y and for windows use ALT Y. If you join by phone to raise your hand during the meeting dial \*9.

Alternately, you can use the *Chat* option to send a question to all participants or privately to specific participants.



**Lansing Housing Commission (LHC)**

**Annual Plan Meeting**

**May 2020**

## Overview

1

Present LHC's annual and 5 year plan focusing on significant changes

2

Present changes related to Public Housing plan

3

Present changes related to Housing Choice Voucher plan



## Annual and 5 year plans include the leveraging of 2 HUD initiatives to drive LHC's strategic plan

HUD Initiative	Site	Details	Benefits
Rental Assistance Demonstration (RAD)	1 Mount Vernon	<ul style="list-style-type: none"> <li>Rehabilitation of existing communities</li> <li>Leverages low-income housing tax credit program (MSHDA)</li> </ul>	<ul style="list-style-type: none"> <li>Updated units and communities</li> <li>Simplified and stabilized HUD funding</li> <li>Resident rents remain 30% of income</li> <li>Buildings / units satisfy current ADA regulations</li> <li>Long-term sustainability</li> </ul>
	2 Hildebrandt		
	3 South Washington		
	4 LaRoy Froh		
Section 18 Disposition (Non-contiguous sites)	5 Scattered Sites	<ul style="list-style-type: none"> <li>Sale of existing single family homes and duplexes</li> </ul>	<ul style="list-style-type: none"> <li>Capital influx</li> <li>Redirect capital to higher value activities</li> <li>Elimination of ineffective segments of portfolio</li> <li>Reduction of city violations and resident complaints tied to LHC</li> </ul>

## LHC's annual and 5 year plans outline its strategic plan which includes RAD and Section 18 initiatives

### AMPs RAD and Section 18

AMP	Site	Conversion Year	Current Unit Type	Future Unit Type	Future Assistance Type	1BR	2BR	3BR	4BR	5BR	Total
MI058000102	MVP	FY2021	Family	Family	PBRA-RAD	51	25	25	0	4	105
MI058000102	MVP	FY2021	Family	Family	PBRA-Section 18	0	0	0	29	6	35
MI058000112	SWP	FY2021	Family	Senior	PBRA-RAD	182	5	0	0	0	187
MI058000112	SWP	FY2021	Family	Senior	PBRA-Section 18	0	0	0	0	0	0
MI058000103	HP	FY2021	Family	Family	PBRA-RAD	10	33	27	0	5	75
MI058000103	HP	FY2021	Family	Family	PBRA-Section 18	0	0	12	13	0	25
MI058000111	LRF	FY2021	Family	Family	PBRA-RAD	10	33	27	0	5	75
MI058000111	LRF	FY2021	Family	Family	PBRA-Section 18	0	0	12	13	0	25

### Scattered Site Section 18

AMP	Site	Conversion Year	1BR	2BR	3BR	4BR	5BR	Total
MI058000102	MVP	FY2022	0	29	24	9	1	63
MI058000112	SWP	FY2022	0	1	3	7	0	11
MI058000103	HP	FY2022	0	12	38	15	3	68
MI058000111	LRF	FY2022	0	19	78	10	6	93



## LHC's annual plan includes additional details and changes

### RAD Conversion and Section 18 Details

- An additional document is available with the annual plan to provide further details related to the RAD Conversion and Section 18 for AMPs and scattered sites
- The additional document includes:
  - Overview of RAD Conversion / Section 18 for AMPS
  - RAD Conversion Resident Rights
  - Section 18 Disposition of Scattered Sites
  - Section 18 List of Scattered Sites to be Dispositioned

### Elderly Request Form and Approval Letter

- South Washington Park has been approved to transition to an elderly preferred facility
- The transition to an elderly preferred facility will take place over time, the change will not impact any existing residents housing status



## Overview



2

Present changes related to Public Housing plan

# Public Housing: Chapter 2 Fair Housing and Equal Opportunity

<u>Change</u>	<u>Details</u>
Chapter 2  Nondiscrimination	<p><b>Added</b></p> <ul style="list-style-type: none"> <li>• LHC will not use approval or denial to subject anyone to sexual harassment</li> </ul>
Chapter 2  Nondiscrimination Discrimination Complaints	<p><b>Revised</b></p> <ul style="list-style-type: none"> <li>• Applicants or tenant families who believe that they have been subject to unlawful discrimination may notify the LHC either orally or in writing</li> <li>• Within 10 business days of receiving the complaint, LHC will provide a written notice to those alleged to have violated the rule</li> <li>• LHC will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO)</li> <li>• The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct an investigation into all allegations of discrimination</li> <li>• Within 10 business days following the conclusion of the PHA's investigation, the PHA will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted</li> <li>• The PHA will keep a record of all complaints, investigations, notices, and corrective actions</li> </ul>

## Public Housing: Chapter 3 Eligibility

<u>Change</u>	<u>Details</u>
Chapter 3  Social Security Numbers	<p><b>Added</b></p> <ul style="list-style-type: none"> <li>• If a child under age six has been added to an applicant family within the six months prior to program admission, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of admission</li> </ul>
Chapter 3  Required Denial of Admission	<p><b>Revised</b></p> <ul style="list-style-type: none"> <li>• LHC will admit an otherwise-eligible family who was evicted from federally- assisted housing within the past three years for drug-related criminal activity</li> <li>• A conviction will be given more weight than an arrest. A record of arrest(s) will not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity</li> </ul>

# Public Housing: Chapter 6 Income and Rent Determinations

## Change

## Details

### Chapter 6

### Exclusions from Annual Income

#### Added

- Benefits under Section 1780 of the School Lunch Act and Child Nutrition Act of 1966, including WIC
- Deferred disability benefits from the Department of Veterans Affairs, whether received as a lump sum or in monthly prospective amounts
- Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990
- A lump sum or periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the United States District Court case entitled Elouise Cobell et al. v. Ken Salazar et al., for a period of one year from the time of receipt of that payment as provided in the Claims Resolution Act of 2010
- Benefits under the Indian Veterans Housing Opportunity Act of 2010 (only applies to Native American Housing Programs)
- Payments received under 38 U.S.C. 1833(c) to children of Vietnam veterans born with spinal bifida, children of women Vietnam veterans born with certain birth defects, and children of certain Korean service veterans born with spinal bifida



# Public Housing: Chapter 6 Income and Rent Determinations

## Change

## Details

### Chapter 6

### Exclusions from Annual Income

#### Added

- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under federal work-study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For Section 8 programs, the exception found in § 237 of Public Law 109–249 applies and requires that the amount of financial assistance in excess of tuition shall be considered income in accordance with the provisions codified at 24 CFR 5.609(b)(9), except for those persons with disabilities as defined by 42 U.S.C. 1437a(b)(3)(E) (Pub. L. 109–249)
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602)
- Any amounts in an "individual development account" as provided by the Assets for Independence Act, as amended in 2002
- Payments made from the proceeds of Indian tribal trust cases as described in Notice PIH 2013–30, "Exclusion from Income of Payments under Recent Tribal Trust Settlements" (25 U.S.C. 117b(a))
- Major disaster and emergency assistance received under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and comparable disaster assistance provided by states, local governments, and disaster assistance organizations
- Distributions from an ABLE account, and actual or imputed interest on the ABLE account balance

## Public Housing: Chapter 7 Verification

<u>Change</u>	<u>Details</u>
Chapter 7  Up-Front Income Verification	<p><b>Revised</b></p> <p><b>Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory)</b></p> <ul style="list-style-type: none"> <li>LHC must use HUD's EIV system in its entirety as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with 24 CFR 5.236 and administrative guidance issue by HUD. HUD's EIV system contains data showing earned income, unemployment benefits, social security benefits, and SSI benefits for participant families. The following policies apply to the use of HUD's EIV System.</li> </ul>
Chapter 7  EIV Discrepancy Reports	<p><b>Revised</b></p> <p><b>Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory)</b></p> <ul style="list-style-type: none"> <li>When LHC determines an income discrepancy through EIV reports and third-party verification that a resident has concealed or underreported income, the resident's name will be placed on a list of "false positive" reviews. To avoid multiple reviews in this situation, residents appearing on this list will be eliminated from discrepancy processing until a subsequent interim or annual reexamination has been completed.</li> </ul>



## Public Housing: Chapter 8 Leasing and Inspections

<u>Change</u>	<u>Details</u>
Chapter 8  Payments Under the Lease	<p><b>Revised</b></p> <p><b>Rent Payments</b></p> <ul style="list-style-type: none"> <li>The tenant rent is due and payable at the LHC-designated location on the first of every month. If the first falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.</li> </ul>
Chapter 8  Minimum Heating Standards	<p><b>Added</b></p> <ul style="list-style-type: none"> <li>LHC must operate with minimum heating standards and use their respective local standards for public housing dwelling units. For LHC where state or local minimum heating standards do not exist, LHC must use the HUD-prescribed heating standards specified in Notice PIH 2018-19.</li> <li>LHC must maintain state or local residential heating standards and will utilize those standards for public housing units. Therefore, the LHC's minimum heating standards are as follows: <ul style="list-style-type: none"> <li>Minimum temperature: If the PHA controls the temperature, the minimum temperature in each unit must be at least [68 Degrees Fahrenheit]. If the resident controls the temperature, the heating equipment must have the capability of heating to at least [68 Degrees Fahrenheit].</li> <li>Minimum temperature capability:[LHC residents are permitted to keep the minimum temperature to their desired comfort level. Note, the design day temperature refers to the lowest expected outdoor temperature a heating system was designed to accommodate.</li> <li>Measurement: Temperature measurements must be taken according to the following methodology: Thermostat readings and/or heat gun if necessary.</li> </ul> </li> </ul>

## Public Housing: Chapter 9 Reexaminations

<u>Change</u>	<u>Details</u>
Chapter 9 LHC Initiated Interim Reexaminations	<p><b>Added</b></p> <ul style="list-style-type: none"> <li>The PHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint</li> </ul>



# Public Housing: Chapter 13 Lease Terminations

## Change

## Details

### Chapter 13

### Over-Income Families

#### Revised

- Assessment completed at annual or interim reexamination
- If deemed over-income (based on table below) LHC will begin tracking status
- If over-income conditions still exist for 12 months following identification a notification will be sent
- If over-income occurs for another 12 consecutive months following the notification LHC over-income policies will apply
- Over-income policies include a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit
- New rent amount will be effective 30 days following notification
- Residents can request an interim redetermination if income amounts drop below over-income levels

#### Over-Income Limits

Family Size	1	2	3	4	5	6	7	8
Income Limit	\$67,440	\$77,040	\$86,640	\$96,240	\$10,4040	\$111,720	\$119,400	\$127,080

For families larger than 8 persons, the over-income limit will be calculated by multiplying the applicable very-low income limit by 2.4.

## Public Housing: Chapter 13 Lease Terminations

### Change

### Details

Chapter 13

Alternatives to  
Termination of  
Tenancy

**Added**

#### **Exclusion of Culpable Household Member**

- Additionally, under the Violence against Women Reauthorization Act of 2013, the LHC may bifurcate a lease in order to terminate the tenancy of an individual who is a tenant or lawful occupant of a unit and engages in criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking.

# Public Housing: Chapter 15 Program Integrity



## Change

## Details

### Chapter 15 Prohibited Activities

#### Added

- Committing sexual harassment or other harassment based on race, color, religion, national origin, familial status, disability, sexual orientation, or gender identity, either quid pro quo (supervisory harassment) or hostile environment
- Allowing sexual harassment or other harassment based on race, color, religion, national origin, familial status, disability, sexual orientation, or gender identity, either quid pro quo (supervisory harassment) or hostile environment, where the PHA knew or should have known such harassment was occurring
- Retaliating against any applicant, resident, or staff reporting sexual harassment or other harassment based on race, color, religion, national origin, familial status, disability, sexual orientation, or gender identity, either quid pro quo (supervisory harassment) or hostile environment

## Overview



3

Present changes related to Housing Choice Voucher plan



## Housing Choice Voucher: Chapter 3

### Change

### Details

Chapter 3

Household  
Members

#### Added

- A family member will not be re-added to the household after being requested to be removed from the voucher twice

## Housing Choice Voucher: Chapter 4

### Change

### Details

#### Chapter 4

Referrals which  
Aim to Reduce  
Chronic  
Homelessness

#### Added

- One household as referred from Community Mental Health, who will be housed with supportive services, Foster Care individuals will be secured from the State of Michigan Department of Human Services Foster Care Office or another local agency which works with those aging out of Foster Care

#### Chapter 4

Residency  
Preference

#### Added

- Okemos
- Pottersville
- Charlotte

## Housing Choice Voucher: Chapter 7

<u>Change</u>	<u>Details</u>
Chapter 7  Requirements for Acceptable Documents	<b>Removed</b>  <ul style="list-style-type: none"> <li>Self certification must be made in the presence of an LHC representative or Notary (of potential resident's choice)</li> </ul>
Chapter 7  Verification of Legal Identity	<b>Added</b>  <ul style="list-style-type: none"> <li>Accepting Affidavit of parentage</li> </ul>
Chapter 7  Verification of Preference Status	<b>Added</b> <ul style="list-style-type: none"> <li>LHC Standard Operating Procedure: LHC will verify all current preferences at time of application review and/or selection</li> <li>Earnings: Social Security/SSI benefits</li> <li>120 Day verification requirement</li> </ul> <b>Removed</b> <ul style="list-style-type: none"> <li>LHC does not maintain a preference listing</li> <li>60 day verification date requirement</li> </ul>

## Housing Choice Voucher: Chapter 7

<u>Change</u>	<u>Details</u>
Chapter 7  Alimony or Child Support	<b>Removed</b> <ul style="list-style-type: none"> <li>Entire selection has it relates to taking all reasonable efforts to collect monies due. LHC does not require child support enforcement that is handled through DHHS and the FOC</li> </ul>
Chapter 7  Zero Income Status	<b>Added</b> <ul style="list-style-type: none"> <li>LHC will run quarterly an EIV report for each household claiming zero income to ensure no monies have been reported on behalf of the family</li> </ul>
Chapter 7  Child Care: Reasonable Expense	<b>Added</b> <ul style="list-style-type: none"> <li>LHC Standard Operating Procedure: LHC will use the current DHHS childcare rates for licensed and non-licensed provided depending which is applicable to determine if the out of pocket day care expenses are reasonable</li> </ul>



## Housing Choice Voucher: Chapter 8

<u>Change</u>	<u>Details</u>
Chapter 8 Inspections	<b>Revised</b> <ul style="list-style-type: none"> <li>Error to bi-annually vs biennially</li> </ul>
Chapter 8 Clarifications of HUD Requirements	<b>Added</b> <ul style="list-style-type: none"> <li>Interior doors cannot contain outside locks. For example, bedroom doors can not be locked from the outside</li> </ul>
Chapter 8 Life Threatening Conditions	<b>Added</b> <ul style="list-style-type: none"> <li>LHC Standard Operating Procedure: Non-working hot water heaters are considered a 24-hour violation of HQS</li> </ul>
Chapter 8 HAP Contract Termination	<b>Revised</b> <ul style="list-style-type: none"> <li>The maximum length of time that a HAP can be abated is 60 days to 180 days</li> </ul>

# Housing Choice Voucher: Chapter 9

## Change

## Details

Chapter 9

Request  
Tenancy for  
Approval

Added

- Can be submitted via email

# Housing Choice Voucher: Chapter 17



## Change

## Details

Chapter 17

Owner Proposal  
Selection  
Procedure

### Revised

- When selecting proposals via a Request for Proposals (RFP), LHC may advertise its RFP in the local newspaper and will post the RFP, proposal submission requirements, rating and ranking procedures on the LHC website. In order for the proposal to be considered, the owner must submit the proposal to LHC by the published deadline date and the proposal must address all requirements. LHC will rate and rank proposals based on the established criteria outlined in the RFP. Proposals selected must comply with all HUD program and regulatory

## Housing Choice Voucher: Chapter 18

### Change

### Details

Chapter 18

RAD

#### New

- Added new chapter outlining the RAD program which is new to LHC





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**Resolution No. 1318**

Adopted by the Lansing Housing Commission

May 27, 2020

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Doug Fleming, acting in the capacity of Executive Director, or his designee, is authorized to submit the Lansing Housing Commission's 2020 Annual Plan to the U.S. Department of Housing and Urban Development. In addition, the Commission Approves the 2020 Annual Plan including Admissions and Continued Occupancy and Administrative Plan changes as presented.

Ryan Robinson, Chair

Yeas 4

Nays 0

Abstentions \_\_\_\_\_

Attest:

Secretary

For Clerk Use Only

Resolution No. 1318

Date Adopted May 27, 2020





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## Minutes of the Annual Plan Meeting May 27, 2020

Doug Fleming called the meeting to order 5:31 p.m.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Emma Henry, Don Sober and Loria Hall.

### STAFF:

Marcus Hardy

Kim Shirey

Douglas Fleming

Steven Raiche – Contractor

Kristine Ranger – Contractor

Marcel Jackson

Andrea Bailey

Sam Spadafore – Contractor

Victor Verchereau - Contractor

Katrina Greeley - Contractor

**Guests:** None

### Action Items:

Resolution 1318 – Approval of 2020-2021 Annual Plan

Commissioner Henry moved Commissioner Sober seconded motion to approve. **The Motion was approved by all member present.**

### Informational Items:

Proposed Administrative Plan Changes – Sam Spadafore presented

- See attached power point

Proposed ACOP Plan Changes – Andrea Bailey, Marcel Jackson and Marcus Hardy presented

- See attached power point

Housing Choice Voucher – Kim Shirey presented proposed changes

- See attached power point

**Public Comment:** none

**Adjournment:** The meeting was adjourned at 5:52 p.m.





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\_\_\_\_\_  
Ryan Robinson, Chair Date 6-25-2020

  
\_\_\_\_\_  
Doug Fleming, Acting Secretary Date 6-26-2020