



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

Agenda
Lansing Housing Commission
Annual Plan Public Hearing
March 24, 2021

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 1323 - Approval of 2021-2022 Annual Plan

5. Adjournment





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Minutes of the Annual Plan Meeting March 24, 2021

Doug Fleming called the meeting to order 5:30 p.m.

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

STAFF:

Marcus Hardy

Kim Shirey

Douglas Fleming

Steven Raiche – Contractor

Katrina Greeley - Contractor

Marcel Jackson

Andrea Bailey

Sam Spadafore – Contractor

Victor Verchereau - Contractor

Guests: None

Action Items:

Resolution 1323 – Approval of 2021-2022 Annual Plan

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

Informational Items:

See attached presentation that includes Public Housing Annual Plan changes and Administrative Plan Changes

- 140 units have been moved to Section 8 through Waverly Place, 187 converted through Capital City Senior Apartments. Next there will be 200 units converted with Hildebrandt park and LaRoy Froh.
- Proposed Administrative plan changes.
- Proposed ACOP plan changes.
- Overview Resident Advisory Board (RAB)


Public Comment: none






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Adjournment: The meeting was adjourned at 5:56 p.m.



Ryan Robinson, Chair Date 4-22-2021



Doug Fleming, Acting Secretary Date 4-22-2021





Lansing Housing Commission (LHC)

Annual Plan Meeting

March 2021

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

Closed

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 | Conversion Program | 1BR | 2BR | 3BR | 4BR | 5BR | Total |
|-------------|------|-----------------|-------------------|------------------|--------------------|-----|-----|-----|-----|-----|-------|
| MI058000102 | MVP | FY2021 | Family | Family | PBRA-RAD | 51 | 25 | 25 | 0 | 4 | 105 |
| MI058000102 | MVP | FY2021 | Family | Family | PBV-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 | FY2022 | Family | Family | PBRA-RAD | 10 | 33 | 27 | 0 | 5 | 75 |
| MI058000103 | HP | FY2022 | Family | Family | PBV-Section 18 | 0 | 0 | 12 | 13 | 0 | 25 |
| MI058000111 | LRF | FY2022 | Family | Family | PBRA-RAD | 10 | 33 | 27 | 0 | 5 | 75 |
| MI058000111 | LRF | FY2022 | Family | Family | PBV-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 3 Eligibility

| <u>Change</u> | <u>Details</u> |
|--|---|
| Chapter 3 Required Denial of Admission | <p>Revised</p> <ul style="list-style-type: none"> LHC determines that any household member is currently engaged in the use of illegal drug, currently engaged in = drug use in past 3 months (previously stated 6 months) |
| Chapter 3 Other Permitted Reasons for Denial of Admission | <p>Revised</p> <ul style="list-style-type: none"> Denial if the family has a pattern of unsuitable past performances in meeting financial obligations, including rent, within the past 3 years (previously stated 5 years) <p>Added</p> <ul style="list-style-type: none"> Denial if the family has committed fraud, bribery or any corrupt or criminal act in connection with any federal household program in the last three years |
| Chapter 3 Resources Used to Check Applicant Suitability | <p>Revised</p> <ul style="list-style-type: none"> LHC will examine applicant history for the past 3 years (previously stated 5 years) LHC will request landlord references for the past 3 years (previously stated 5 years) |

Public Housing: Chapter 5 Occupancy Standards and Unit Offers

Change

Details

Chapter 5

Time Limit for
Unit Offer
Acceptance or
Refusal

Revised

- Applicants must accept or refuse a unit offer within 3 business days of the offer (previously stated 48hours)

Public Housing: Chapter 6 Income and Rent Determinations

Change

Details

Chapter 6

Revised

- Definitions for the following terms were updated:
 - Joint custody for children
 - Caretakers for children
 - Disallowance
 - Lifetime limitation and calculation method
 - Individual savings account
 - Imputed income from assets
- Updated definition and LHC policy of equity in real property or other capital investments
- Removed information pertaining family qualification for EID disallowance

Added

- Definition of excluded payments regarding lump sums from deferred disability benefits from the Department of Veterans Affairs (VA)
- Definitions for additional exclusions from annual income
- Overview for utility allowances
- Definition of phasing in flat rents along with an example of the calculation
- Definition of baseline income

Public Housing: Chapter 9 Reexaminations

Change

Details

Chapter 9

Revised

- Description of streamlined annual reexaminations
- Description of conducting annual updates

Added

- HUD information about checking the sex offender registry to see if any tenants or members of the household are listed in the database

Public Housing: Chapter 10 Pets

Change

Details

Chapter 10

Revised

- Term change from service animals to assistance animals including service and support animals changed
- Notice Fair Housing and Equal Opportunity changed to say Notice FHEO 2020-01 was published January 28, 2020. The notice guidance to help PHAs and other housing providers distinguish between a person with a non-obvious disability who has a legitimate need for an assistance animal and a person without a disability who wants to have a pet or avoid the costs and limitations imposed by the PHA's pet policies.
- Policy now states for an animal to be excluded from the pet policy and be considered a service animal, it must be a trained dog, and there must be a person with disabilities in the household who requires the dog's services.
- Policy now states residents are responsible for feeding, maintaining, providing veterinary care, and controlling their assistance animals. A resident may do this on his or her own or with the assistance of family, friends, volunteers, or service providers

Public Housing: Chapter 10 Pets

Change

Details

Chapter 10

Added

- Three new paragraphs added to the general considerations
 - Before denying a reasonable accommodation request due to lack of information confirming an individual's disability or disability-related need for an animal, the PHA is encouraged to engage in a good-faith dialog with the requestor called the "interactive process" [FHEO 2020-01]
 - The Fair Housing Act does not require a dwelling to be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or would result in substantial physical damage to the property of others. A PHA may therefore refuse a reasonable accommodation for an assistance animal if the specific animal poses a direct threat that cannot be eliminated or reduced to an acceptable level through the actions the individual takes to maintain or control the animal (e.g., keeping the animal in a security enclosure)
 - While most requests for reasonable accommodations involve one animal, requests sometimes involve more than one animal (for example, a person has a disability-related need for both animals, or two people living together each have a disability-related need for a separate assistance animal). The decision-making process in Notice FHEO 2020-01 should be used in accordance with the reasonable accommodation policies in Chapter 2 for all requests for exceptions or modifications to the PHA's rules, policies, practices, and procedures so that persons with disabilities can have assistance animals in the housing where they reside

Public Housing: Chapter 10 Pets

Change

Details

Chapter 10

Revised

- Policy now states for an animal to be excluded from the pet policy and be considered a service animal, it must be a trained dog, and there must be a person with disabilities in the household who requires the dog's services.
- Policy now states residents are responsible for feeding, maintaining, providing veterinary care, and controlling their assistance animals. A resident may do this on his or her own or with the assistance of family, friends, volunteers, or service providers

Public Housing: Chapter 12 Transfer Policy

Change

Details

Chapter 12

Revised

- Change to the transfer list added other LHC required transfers at number six

Public Housing: Chapter 13 Lease Terminations

Change

Details

Chapter 13

Revised

- Failure to Disclose PIH notice number changed to 2018-243
- Pattern now states **past 6 months** (previously stated 3 months)

Added

- That termination cannot be solely on records
- 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
- If the PHA offers remote hearings, the notice will also state that the resident may request a remote hearing. If the PHA will require that the hearing be conducted remotely, at the time the notice is sent to the resident informing them of the right to request a hearing, the resident will be notified that the hearing will be conducted remotely. The resident will be informed of the processes involved in a remote hearing and that the PHA will provide technical assistance, if needed, before the hearing.

Public Housing: Chapter 14 Grievances and Appeals

Change

Details

Chapter 14

Added

- The notice of denial will include information about required or requested remote informal hearings
- All LHC policies and processes for remote informal hearings will be conducted in accordance with due process requirements and in compliance with HUD regulations. The LHC has the sole discretion to require that informal hearings be conducted remotely in case of local, state or national physical distancing orders, and in cases of inclement weather or natural disaster. In addition, the LHC will conduct an informal hearing remotely upon request of the applicant as a reasonable accommodation for a person with a disability
- If an applicant does not have child care or transportation that would enable them to attend the informal hearing, or if the applicant believes an in-person informal hearing would create an undue health risk. The LHC will consider other reasonable requests for a remote informal hearing on a case-by-case basis.
- Conducting and informal Review added The LHC will conduct remote informal hearings via telephone conferencing call-in or via videoconferencing. If the informal hearing will be conducted via videoconferencing, the LHC will ensure that all applicants, applicant representatives, LHC representatives, and the person conducting the informal hearing can adequately access the platform (i.e., hear, be heard, see, and be seen). If any applicant, applicant representative, LHC representative, or person conducting the informal hearing is unable to effectively utilize the videoconferencing platform, the informal hearing will be conducted by telephone conferencing call-in. Witness testimony may be accepted via telephone call-in. Whether the informal hearing is to be conducted via videoconferencing or telephone call-in, the LHC will provide all parties login information and/or conferencing call-in information.

Public Housing: Chapter 14 Grievances and Appeals

Change

Details

Chapter 14

Added

- Section III-G 14-III.G. Remote Hearing
 - The PHA has the sole discretion to require that hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. In addition, the PHA will conduct a hearing remotely upon request as a reasonable accommodation for a person with a disability, if a tenant does not have child care or transportation that would enable them to attend the hearing, or if the tenant believes an in-person hearing would create an undue health risk. The PHA will consider other reasonable requests for a remote hearing on a case-by-case basis.
 - Subsection: Discovery of Documents Before the Remote Hearing, includes rules, regulations, processes, etc.
 - Subsection: Conducting Hearings Remotely, includes rules, regulations, processes, etc.

Overview



3

Present changes related to Housing Choice Voucher plan

Housing Choice Voucher: Chapter 3

| <u>Change</u> | <u>Details</u> |
|--|--|
| Chapter 3 Household Members | <p>Added</p> <ul style="list-style-type: none"> A family member will not be re-added to the household after being requested to be removed from the voucher twice |
| Chapter 3 Using Income Limits for Eligibility | <p>Added</p> <ul style="list-style-type: none"> The family's income must be within the income limits for the PHA's jurisdiction at the time of final intake eligibility review |

Housing Choice Voucher: Chapter 4

| <u>Change</u> | <u>Details</u> |
|---|--|
| Chapter 4 Applying for Assistance | Revised <ul style="list-style-type: none"> • Policy now states applicants may apply when the waiting list is open via online application. Formerly stated applicants can apply during normal business hours. |
| Chapter 4 Updating the Waiting List | Added <ul style="list-style-type: none"> • A timeframe of 15 days from mailing for the postal service to return with a forwarding address. • Information about Violence Against Women Act (VAWA) preference. |
| Chapter 4 Notification of Selection | Revised <ul style="list-style-type: none"> • Policy no longer includes notice of denial will be sent to the family's address of record, as well as to any known alternate address. |
| Chapter 4 Referrals to Reduce Chronic Homelessness | Added <ul style="list-style-type: none"> • Referrals from a local agency which works with those who are victim of Domestic Violence. |
| Chapter 4 Application Interview | Removed <ul style="list-style-type: none"> • Face to face interview requirement. |

Housing Choice Voucher: Chapter 5

Change

Details

Chapter 5

Briefing

Revised

- Policy no longer includes Welfare to work section.

Housing Choice Voucher: Chapter 7

Change

Details

Chapter 7

Added

- New section regarding Enterprise Income Verification (EIV) and Income Validation Tool (IVT) reports.

Revised

- Policy now states only 1 piece of documentation to prove a family member is no longer in the home, formerly required 2 pieces of documentation.

Housing Choice Voucher: Chapter 8

| <u>Change</u> | <u>Details</u> |
|--|---|
| Chapter 8 Life Threatening Conditions | <p>Added</p> <ul style="list-style-type: none"> • Policy now states the requirement for working carbon monoxide detectors for all initials and annuals effective 30 days after the effective date of this plan. |
| Chapter 8 Violation of HQS Standards | <p>Added</p> <ul style="list-style-type: none"> • Section which defines adequate space requirements. |
| Chapter 8 Annual/Biennial HQS Inspections | <p>Revised</p> <ul style="list-style-type: none"> • Policy now states 24 months requirement from initial HQS date, formerly stated 12 months. |

Housing Choice Voucher: Chapter 14

Change

Details

Chapter 14

Repayment
Agreement

Removed

- 5 Year violation requirement.

Revised

- Cap owed from \$5,000 to \$6,000.

Chapter 14

Guidelines for
Repayment
Agreements

Added

- Repayment Agreements will be executed between LHC and the head of household, spouse or co-head of household.
 - 1st offense – Can enter into a repayment agreement as long as they are not currently in a repayment agreement.
 - 2nd offense – Can repay, but no repayment agreement allowed. Must pay in full.
 - 3rd offense – Termination

Housing Choice Voucher: Chapter 18

Change

Details

| | | | |
|--------------------------|--|--------------------|---------------|
| Chapter 18 RAD Notice | Added | | |
| | <ul style="list-style-type: none"> Closing dates for RAD / Section 18 Conversions | | |
| | Rental Assistance Demonstration (RAD) | 1 Mount Vernon | December 2020 |
| | | 2 Hildebrandt | October 2021 |
| | | 3 South Washington | March 2021 |
| | | 4 LaRoy Froh | October 2021 |

Submit a question

- If you join by Zoom software to raise your hand during the meeting:
 - For MAC use Option Y
 - For windows use ALT Y.
- If you join by phone to raise your hand during the meeting
 - Dial *9



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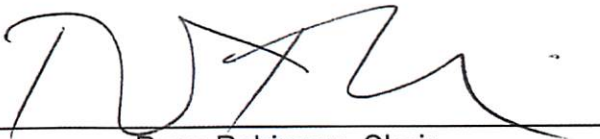
Resolution No. 1323

Adopted by the Lansing Housing Commission

March 24, 2021

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 2021 Annual Plan to the U.S. Department of Housing and Urban Development. In addition, the Commission Approves the 2021 Annual Plan including Admissions and Continued Occupancy and Administrative Plan changes as presented.




Ryan Robinson, Chair

Yeas 4

Nays 0

Abstentions 1

Attest:



Secretary

For Clerk Use Only

Resolution No. 1323

Date Adopted March 24, 2021

