Des Moines Municipal Housing Agency

2020 Agency Plan Presentation
Overview

• Agency Plan Process
• HUD Reporting Requirements
• Admissions and Continued Occupancy Policy (Public Housing)
• Administrative Plan (Section 8)
• Capital Fund Program
Agency Plan Process

DMMHA Agency Plan for FY21 (July 2020 – June 2021)

• HUD Required Reporting
• Operations and management tool - Template
  ➢ Public Housing
  ➢ Section 8
  ➢ Capital Fund Plan
  ➢ Family Self-Sufficiency
Agency Plan Process

- Includes policies
- Proposed changes will be presented today by staff
- Public comment period and Public Hearing on March 18th at 5:30
- Housing Services Board approves to be submitted to Governing Board
- Governing Board approves to be submitted to HUD

Important to give your comments on the proposed changes

Available for review and comment at Admin Office and on-line at
www.dmgov.org/departments/HS
Beginning January 31, 2020
Template Documents

- There were no significant changes to the following template documents:
  - Community Service and Self Sufficiency Statement
  - Designated Housing for Elderly and Disabled Families
  - Safety and Crime Prevention for Public Housing
  - Moving to Work (MTW) Statement
  - Substantial Deviation and Significant Amendment
  - Grievance Procedures
  - Section 8 Project-Based Vouchers
Strategies for Addressing Housing Needs

This section of the Agency Plan Template asks PHA’s to provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year.

Significant changes within this section of the Template include:

• Adding that Homeownership vouchers may also be offered to Public Housing residents residing in a scattered site, single family unit that is being displaced through an approved disposition action and will receive a housing choice voucher from the disposition action.

• Increasing the number of Homeownership vouchers from 25 to 45.
The Homeownership document of the Agency Plan lists the Homeownership Programs DMMHA has and also includes DMMHA’s Down Payment Assistance Program.

- Increased the number of homeownership vouchers to forty-five to be utilized for the Housing Choice Voucher Homeownership Program.
- Added language to allow a Public Housing resident residing in a scattered site, single family unit, that receives a Housing Choice Voucher from a disposition action to participate in the Housing Choice Voucher Homeownership Program.
Added that DMMHA is investigating feasibility of utilizing Section 18 of the Demolition/Disposition regulations to provide homeownership opportunities to public housing residents. If deemed feasible, the DMMHA will submit an application to HUD’s SAC division.

Updated the amount expended to date ($100,000) and balance remaining ($250,000) of the Down Payment Assistance Program.

Indicated that DMMHA would be seeking approval from HUD to add a home sale through a future Section 18 homeownership program as an eligible home sale to request down payment assistance for.
# Statement of Financial Resources

## Financial Resources: Planned Sources and Uses

<table>
<thead>
<tr>
<th>Sources</th>
<th>Planned $</th>
<th>Planned Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Federal Grants (FY 2021 grants)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Public Housing Operating Fund</td>
<td>$863,215</td>
<td>Includes continuation of full-time elderly service coordinators</td>
</tr>
<tr>
<td>a) Public Housing Capital Fund (2020)</td>
<td>$884,188</td>
<td>Modernization and/or rehab activities</td>
</tr>
<tr>
<td>a) Annual Contributions for Section 8 Tenant-Based Assistance</td>
<td>$19,647,430</td>
<td>Housing assistance payments and administrative fees earned</td>
</tr>
<tr>
<td>Other Federal Grants (list below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROSS Coordinator Grant</td>
<td>$82,000</td>
<td>This is a three year grant in the amount of $246,000</td>
</tr>
<tr>
<td>FSS Coordinator Grant</td>
<td>$204,789</td>
<td>Coordinator for FSS program 3 positions</td>
</tr>
<tr>
<td><strong>2. Prior Year Federal Grants (unobligated funds only) (list below)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 Capital Fund Grant</td>
<td>$884,188</td>
<td></td>
</tr>
<tr>
<td>2018 Capital Fund Grant</td>
<td>$849,213</td>
<td></td>
</tr>
<tr>
<td>2017 Capital Fund Grant</td>
<td>$38,934</td>
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<tr>
<td><strong>3. Public Housing Rental Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling Rent</td>
<td>$1,205,358</td>
<td>Public Housing operations</td>
</tr>
<tr>
<td>Fees (Maint., late, etc.)</td>
<td>$34,112</td>
<td>Public Housing operations</td>
</tr>
<tr>
<td><strong>4. Other income (list below)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$4,436</td>
<td>Public Housing operations</td>
</tr>
<tr>
<td>Laundry Income</td>
<td>$30,624</td>
<td>Public Housing operations</td>
</tr>
<tr>
<td><strong>5. Non-federal sources (list below)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Funds</td>
<td>$700,000</td>
<td>HUD approved uses</td>
</tr>
<tr>
<td>Total resources</td>
<td>$25,428,487</td>
<td></td>
</tr>
</tbody>
</table>
Under the Purging of the waiting list - added the language in bold below:

- If a family is removed from the waiting list for failure to respond, the DMMHA Housing Voucher Administrator or his/her designee may, in their sole discretion, reinstate the family if s/he determines the lack of response was due to DMMHA error, or to circumstances beyond the family’s control. **Verification of circumstances beyond the family’s control must be submitted to DMMHA for review in order for a determination as to whether or not the application will be re-instated or not.**

Under Preferences:

- Revised the language regarding the previous Shelter Plus Care preference to remove Shelter Plus care and change it to Permanent Supportive Housing

- **Added:** The DMMHA will give a preference for non-elderly persons with disabilities who previously experienced homelessness and are currently a client in a HUD Funded permanent supportive housing or rapid rehousing project. Applicants will be placed on the waiting list in order of date and time the application was received by DMMHA. Applicants will be selected from the waiting list in date and time order. This preference will be limited to 60 families at a time.
5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

Added:
In accordance with PIH Notice 2008-20, that occasional or intermittent care givers shall not be afforded a bedroom.
Template Document

Eligibility Selection and Admissions

Public Housing Admissions and Continued Occupancy Plan Revisions

There are no changes to the template document for the Public Housing ACO
• Added under 6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

• (aa) Distributions from an ABLE account, and actual or imputed interest on the ABLE account.
Limited English Proficiency Plan

LEP

Updated statistics using the 2018 American Community Survey.

Updated the percentages for the languages spoken at home for Section 8 and Public Housing applicants and residents to reflect the current percentages.
Public Housing Items
Designated Housing for Elderly & Disabled Families

DMMHA’s designation was last approved by HUD on March 6, 2018. This was a two year extension ending on March 9, 2020. DMMHA submitted a request for a two year extension to the plan

South View 2417 SW 9th St. 50 units
East View 3700 31st St. 50 units
Highland Park 3717 6th Ave. 50 units
Oak Park 3400 8th St. 40 units
Development and Demolition

• **5(h) Affordable Homeownership**
  The DMMHA finalized its 5H Home Ownership program in July 2014. All remaining 5H units are being leased as Public Housing rental units.

• **Demolition – Planned**
  The Des Moines Municipal Housing Agency has no planned demolitions.

• **Disposition – Planned**
  DMMHA will develop a Disposition Application and include up to all of the 34 single-family units. This application will be submitted to HUD’s Special Application Center (SAC) for their review and approval. DMMHA will plan on offering these units to existing residents for homeownership.

• **Rental Assistance Demonstration (RAD) Program**
  DMMHA will develop an application for the RAD Program for Royal View Manor (200 units). After consultation with the residents, this application will be submitted to HUD for their review.
Conversion of Public Housing

There are no changes from last year and the following will be submitted with the 2020 Agency Plan:

The DMMHA is not currently required to convert any of its Public Housing units to tenant-based assistance. However, the DMMHA will explore voluntarily conversion of some of our Public Housing units to project and/or tenant-based units through HUD’s Rental Assistance Demonstration (RAD) program and/or through a new Disposition application.
Admissions and Continued Occupancy Policy (ACOP)
Public Housing

No significant changes were made in the following chapters:

Chapter 1: Overview of program
Chapter 2: Fair Housing, Equal Opportunity
Chapter 3: Eligibility
Chapter 4: Application, Waiting List and Tenant Selection
Chapter 5: Occupancy Standards, Unit Offers
Chapter 7: Verification
Chapter 9: Reexaminations
Chapter 10: Pets
Chapter 11: Community Service
Chapter 12: Transfer Policy
Chapter 14: Grievance Appeals
Chapter 15: Program Integrity
Chapter 16: Program Administration
Public Housing ACOP- Chapter 6
Income and Rent Determinations

• **ADDED UNDER EXCLUDED INCOME:**

  Distributions from an ABLE account, and actual or imputed interest on the ABLE account balance
Public Housing ACOP- Chapter 8
Leasing and Inspections

• ADDED MINIMUM HEATING STANDARDS [Notice PIH 2018-19]

DMMHA is located in an area where local residential heating standards exist and will utilize those standards for public housing units. Therefore, DMMHA’s minimum heating standards are as follows:

Minimum temperature capability:
When the winter temperature is below 60 degrees Fahrenheit, every dwelling unit shall be provided with heating facilities capable of maintaining a minimum room temperature of 68 degrees at a point of three feet above the floor and two feet from exterior walls in all habitable rooms, bathrooms and toilet rooms.
DMMHA will rely on the HUD established over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted.

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

No changes were made to the following:

- Lease revisions;
- Occupancy rules;
- Maintenance procedures;
- Schedule of damages
Agency Plan
Public Housing

Capital Fund Program

2020 CFP

- RVM
- Appliances, replace boilers and fan coil units
- EVM
- Replace fire alarm panel, landscaping
- SVM
- Replace boilers, new interior signage
- Highland Park/Oak Park
- HVAC pipe insulation
Capital Fund Program

➢ 5 year plan

RVM
• Appliances, water heater replacement, kitchen cabinets and counter tops, replacement of the fire alarm system

EVM
▪ Replace apartment doors, and re-stripe the parking lot

SVM
▪ Resurface parking lots and landscaping

Highland Park/Oak Park
▪ Replace apartment doors and drip pans
FSS Action Plan

The Family Self Sufficiency Action Plan governs the Family Self Sufficiency Program. Significant changes to the Plan:

- Added that families who had previously completed the program by the 30% over FMR rule would not be eligible for re-application for 18 months from the certification date that resulted in the completion.

- Added HUD’s Office of General Counsel determination published in FY2019 FSS Program NOFA regarding families participating in the Section 8 Homeownership program are no longer eligible to participate in FSS once the voucher is used for homeownership payments.

- Removed Individual Development Accounts as an eligible reason for an interim escrow account disbursement as the lenders will no longer accept FSS escrow funds.
FSS Action Plan

- Added language regarding HUD’s new requirement that housing counseling must be provided by a HUD certified counselor and agency effective August 1, 2020.
- Removed “Outgoing Portability - Continuance in DMMHA’s FSS Program” section as DMMHA has not found other HA’s that are willing to take responsibility of submitting DMMHA’s 50058 addendum to HUD in these cases.
- Updated the Affirmatively Furthering Fair Housing FSS Program requirement to current NOFA language.
- Updated language and reference to 2019 Analysis of Impediments. Removed all old impediments noted in 2014 plan and revised language to “the FSS Program will assist with the goals and actions DMMHA has been noted to be a responsible entity for.”
Section 8 Administrative Plan
Section 8 Administrative Plan

No significant changes were made in the following chapters:
Chapter 1- Overview
Exhibit 4-1 – Marketing Plan
Chapter 8 – Rent Reasonableness and Housing Quality Standards
Exhibit 8-1 – Overview of HUD Housing Quality Standards
Exhibit 8 – 2 – Owners Manual
Chapter 9 – General Leasing Policies
Exhibit 10-1 - VAWA Emergency Transfer Plan
Chapter 11 – Re-examinations
Chapter 13 – Owners
Chapter 15 – Special Housing Types
Chapter 16 – Program Administration
Chapter 18 - VASH
Section 8 Chapter 2
Fair Housing an Equal Opportunity

• Updated the Four Factor Analysis with updated statistics from the 2018 American Community Survey
Added the language in bold below:

- **Remaining Member of a Tenant Family [24 CFR 5.403]**
The HUD definition of family includes the *remaining member of a tenant family*, which is a member of an assisted family who remains in the unit when other members of the family have left the unit. Household members such as live-in aides, foster children, and foster adults do not qualify as remaining members of a family.

In the instance of non-related family members, the head of household must designate at the time of application which other adult family member would retain the voucher should the head of household pass away.

When the head of household passes away during tenancy and the remaining household members are minors. The DMMHA will allow a temporary adult guardian to reside in the unit until a court-appointed guardian is established. Once a court-appointed guardian is established, the DMMHA will add the new guardian as the head of household, in accordance with its screening policies.
Section 8 Chapter 4
Applications, Waiting List and Tenant Selection

• Under the Purging of the waiting list - added the language in bold below:
  If a family is removed from the waiting list for failure to respond, the DMMHA Housing Voucher Administrator or his/her designee may, in their sole discretion, reinstate the family if s/he determines the lack of response was due to DMMHA error, or to circumstances beyond the family’s control. Verification of circumstances beyond the family’s control must be submitted to DMMHA for review in order for a determination as to whether or not the application will be re-instated or not.

• Under Preferences:
  Revised the language regarding the previous Shelter Plus Care preference to remove Shelter Plus care and change it to Permanent Supportive Housing
Applications, Waiting List and Tenant Selection

• Also under preferences added:
The DMMHA will give a preference for non-elderly persons with disabilities who previously experienced homelessness and are currently a client in a HUD funded permanent supportive housing or rapid rehousing project. Applicants will be placed on the waiting list in order of date and time the application was received by DMMHA. Applicants will be selected from the waiting list in date and time order. This preference will be limited to 60 families at a time.
5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

Added:

• In accordance with PIH Notice 2008-20, that occasional or intermittent care givers shall not be afforded a bedroom.
Added under Excluded Income:

- Distributions from an ABLE account, and actual or imputed interest on the ABLE account balance
Verification

• Added under Enterprise Income Verification: That DMMHA will use not only EIV reports but also Income Validation Tool reports to assist in verifying income at annual and interim re-examinations of income.

• Added under Value of Assets

*Value of Assets and Asset Income [24 CFR 982.516(a)]*

The DMMHA will use third-party documentation for assets as part of the intake process, annual re-examination and whenever a family member is added to verify the individual’s assets.

Previously assets could be self-certified by the applicant/participant if the value was under $5,000. They still had to be verified every three years, however. The DMMHA found that to be administratively cumbersome so we have opted to verify all assets regardless of the amount.
Added a new Section under Relocations:

Zero HAP Families Who Wish to Move [24 CFR 982.455]

A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. The DMMHA must issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if the DMMHA determines no subsidy would be paid at the new unit, the DMMHA may refuse to enter into a HAP contract on behalf of the family.

If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, the DMMHA will not enter into a HAP contract on behalf of the family for the new unit.
Section 8 Chapter 12
Termination of Assistance and Tenancy

Added the language in bold below:

Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c)], Notice PIH 2018-24

The DMMHA must terminate assistance if a participant family fails to provide the documentation or certification required for any family member who obtains a social security number and joins the family.

• If the family is otherwise eligible for continued program assistance, the DMMHA may defer the family’s termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant’s control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.
Section 8 Chapter 14
Program Integrity

Added the language in bold below:
14-II.B. OWNER-CAUSED ERROR OR PROGRAM ABUSE

An incorrect subsidy determination caused by an owner generally would be the result of an incorrect owner statement about the characteristics of the assisted unit (e.g., the number of bedrooms, which utilities are paid by the family). It also includes accepting duplicate housing assistance payments for the same unit in the same month, or after a family no longer resides in the unit.

- **Prohibited Owner Actions**
- An owner participating in the HCV program must not:
  - Make any false statement to the PHA [Title 18 U.S.C. Section 1001].
  - Commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program [24 CFR 982.453(a)(3)] including:
    - Any of the following will be considered evidence of owner program abuse:
    - Charging the family rent above or below the amount specified by the DMMHA
Section 8 Chapter 14
Program Integrity

• Charging a security deposit other than that specified in the family’s lease or in excess of one month’s contract rent, whichever is lower.
• Charging the family for services that are provided to unassisted tenants at no extra charge
• Knowingly accepting housing assistance payments for any month(s) after the family has vacated the unit
• Knowingly accepting incorrect or excess housing assistance payments
• Offering bribes or illegal gratuities to the DMMHA Board of Commissioners, employees, contractors, or other DMMHA representatives
• Offering payments or other incentives to an HCV family as an inducement for the family to make false or misleading statements to the PHA
• Residing in the unit with an assisted family
• Committing sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2
• Retaliating against any applicant or participant reporting/alleging sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2
Exhibit 15-1 HCV Homeownership Program

Significant revisions include:

- DMMHA is proposing to add PH residents residing in scattered site, single family units that receive a HCV voucher from a disposition action to be allowed to participate in the Housing Choice Voucher Homeownership Program.

- DMMHA is proposing to increase the number of vouchers utilized for the Housing Choice Voucher Home Ownership Program from twenty-five (25) to forty-five (45).

- Added HUD requirement that effective August 1, 2020 all homeownership education and counseling must be provided by a HUD certified homeownership counselor working at a HUD certified homeownership agency.
Under - 17-VI.E. OFFER OF PBV ASSISTANCE
Added the following to address unit offer refusals:

**Unit Refusal without Good Cause**
- When an applicant rejects the unit offer without good cause, the DMMHA will remove/retire the applicant from the PBV waiting list that they refused.
- Examples include, but are not limited to:
  (a) A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;
  (b) A court verifies that the applicant is serving on a jury which has been sequestered.
- The DMMHA will require documentation of good cause for unit refusals.

**Under - Family Right to Move [24 CFR 983.261]**
Added the following to address PBV participants that do not attend the briefing session to receive their Housing Choice Voucher:

If a voucher is available, the family will be given two (2) opportunities to attend a briefing session to receive the voucher. If the family fails to attend the briefing, the family relinquishes the opportunity for continued tenant-based assistance.
Section 8 Chapter 18
VASH

Added a new Section below to address VASH participants that are not in compliance with VA Case Management which is required under the VASH program:

18-III.B. NON-COMPLIANCE WITH VAMC CASE MANAGEMENT

If the VAMC representative notifies DMMHA that the VASH Participant is not complying with Case Management services:

– The VAMC representative will notify the HCM, in writing, that the VASH participant is not complying with Case Management Services.

– The HCM will schedule and informal discussion with the VASH Participant and the VACM.

  • If the VASH participant attends the meeting, the VACM will discuss the results of the meeting with the Lead VACM.

  • If the Lead VACM determines that the VASH participant will be given another opportunity to comply with Case Management Services, the Lead VACM will notify the HCM, in writing, of such decision.

  • The HCM will place the decision in the VASH participants file and file the file away.
Section 8 Chapter 18

VASH

• If the VASH Participant fails to attend the meeting, the HCM will process the file for termination.
  – The termination reason will be “Failure to comply with VA Case Management as required under Federal Register published March 3, 2012, Section II (h).

• If the VASH Participant requests a termination hearing, the VACM will be notified of the date and time of the hearing and will attend.
  – The HCM will present on the termination letter citing the reason for termination.
  – The VACM will present on the reasons for non-compliance with Case Management.
Des Moines Municipal Housing Agency
Plan Presentation

Questions

www.dmgov.org/departments/HS

Administration Office