



115 Scranton Avenue
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www.falmouthhousing.org

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING AGENDA

The Falmouth Housing Authority will conduct a Special Session Commissioners Board Meeting on Tuesday, April 21, 2020 at 4:00 p.m. **via a virtual meeting** pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: <http://www.zoom.com>. Meeting URL: <https://us02web.zoom.us/j/83263647186>, Meeting ID: 832 6364 7186 or dial 1 646 558 8656, Meeting ID: 832 6364 7186 and follow the instructions to Join Virtual Meeting.

OPEN SESSION

- A. Call to Order
- B. Approval of Minutes of 4/7/20
- C. New Business
 - a. Public and Tenant Representative comments
- D. Report of the Maintenance Department
 - a. Harborview update
- E. Report of the Executive Director
 - a. Payment of bills and approval of HAP payments – VOTE
 - b. Financial Statements for March 2020
 - c. Bi-monthly accounts payable processing – VOTE
 - i. Accounts payable
 - ii. Payroll
 - iii. Direct deposit for requesting vendors
 - d. FYE 06/30/19 Independent Audit Report – VOTE
 - e. FYE 06/30/19 Agreed Upon Procedures - VOTE
 - f. Constellation: Fixed Price Solution for term 12/2021-12/2023 - VOTE
 - g. DHCD: Waivers for 667 units – VOTE
 - h. HUD: Short-term waivers (through 7/31/20 or 12/31/20) to provide FHA with essential flexibilities when normal operations are severely interrupted for public housing and housing choice voucher programs- VOTE
 - i. **Family income and composition: Delayed annual examinations-** FHA will not delay annual reexaminations through 7/31/20.
 - ii. **Family income and composition: Annual examination – Income verification requirement:** FHA will forego third-party income verification requirements for annual reexaminations, including the use of EIV, to conduct the annual recertification through 7/31/20– VOTE
 - iii. **Family Income and composition: Interim examinations -** FHA will forego third-party income verification requirements for interim reexaminations, including the use of EIV, to conduct the annual recertification through 7/31/20 – VOTE





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- iv. **Enterprise Income Verification (EIV) monitoring:** FHA will not monitor required EIV reports (Deceased Tenant, Identity Verification, Immigration, IVT, Multiple Subsidy and New Hires Report on a monthly basis through 7/31/20 – VOTE
- v. **Waiting List: Opening and Closing: Public notice:** Should FHA open or close a waiting list, FHA will use, in the event public notice is not able to be published in a local newspaper of general circulation and also by minority media and other suitable means, FHA will provide public notice in a voicemail message on its main or general information telephone number and through its website (www.falmouthhousing.org) in compliance with fair housing and other civil rights requirements through 7/31/20. – VOTE
- vi. **HQS: Initial Inspection Requirements:** FHA will provide an alternative requirement to initial HCV unit inspections through 7/31/20 by relying on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions existing in the unit or units in questions instead of conducting an initial inspection. An initial inspection will be conducted as soon as is reasonably possible but no later than October 31, 20. – VOTE
- vii. **HQS: Project-based voucher pre-HAP contract inspections, PHA Acceptance of completed units:** FHA will provide an alternative requirement to project-based unit inspections through 7/31/20 by relying on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions existing in the unit or units in questions instead of conducting an initial inspection. An initial inspection will be conducted as soon as is reasonably possible but no later than October 31, 20. – VOTE
- viii. **HQS: Initial Inspection: Non-life threatening deficiencies (NLT) option:** FHA will not withhold payment to owners if a tenant-based or project-based unit has a non-life threatening (NLT) repair and the repair is not corrected within 30 days by 7/31/20. Instead, FHA will provide an extension of up to an additional 30 days to the owner to make the NLT repairs and continue to make payments to the owner during the period of that maximum 30-day extension. If the owner has not made the NLT repairs by the end of the FHA extension period, FHA will withhold payments. - VOTE
- ix. **HQS Interim Inspections:** In the event that FHA is contacted by a family or government official that the assisted unit does not comply with housing quality standards, FHA will not inspect the unit within 24 hours of receiving the complaint if the condition is life-threatening. FHA will, provide an alternative method for owners to report the corrected life-threatening deficiency. Corrections must be completed within 24 hours of FHA's initial notification or the owner must provide documentation that the correction does not exist (i.e. text or email a photo to FHA). In the case of a reported non-life-threatening deficient, FHA must notify the owner of the reported deficiency within 30 days and the owner must





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either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved FHA extension. FHA will not be required to conduct an on-site inspection to verify the repairs have been made but may rely on alternative verification methods (i.e. photos submitted by the owner, tenant certification, etc.). The period of availability ends on July 31, 2020. After 7/31/20, FHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply with the HQS.- VOTE

- x. **HQS quality control inspections:** FHA will not conduct supervisory quality control inspections of a sampling of units under contract through October 31, 2020 – VOTE
- xi. **Housing quality standards; space and security:** FHA will assist a current participant that need to add a member or members to the assisted household as a result of the COVID-19 emergency, and the additional family members would result in the unit not meeting the space and security standards. This allowance does not apply to an initial or new lease as a participant must not enter into a new lease for a unit that does not comply with the space and security standards. The waiver will be in effect for the duration of the current lease term or through April 10, 202, whichever period of time is longer. – VOTE.
- xii. **Administrative plan:** FHA may revise the administrative plan on a temporary basis without Board approval. As an alternative requirement, FHA will present the changes to its board for adoption as soon as practicable following June 30, 20 but not later than July 31, 20. – VOTE
- xiii. **Information when a family is selected – PHA oral briefing:** FHA will conduct its briefing by other means such as webcast, video call, or expanded information packet and will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing and other communication-related disabilities, and ensures meaningful access for persons with limited English proficiency. This action will end on 7/31/20 - VOTE
- xiv. **Term of voucher:** FHA will provide one or more extension(s) of the initial voucher term even though it may not have formally amended its policy in its administrative plan through 7/31/20.- VOTE
- xv. **PHA approval of assisted tenancy –** When HAP contract is executed: FHA will, if required, execute the HAP contract after the 60-day deadline has passed and make housing assistance payments back to the beginning of the lease term. FHA and the owner must execute the HAP contract no later than 120 days from the beginning of the lease term. This action will end on 7/31/20.- VOTE
- xvi. **Absence from the unit:** FHA will allow a family to be absent from their unit for more than 180 consecutive days to allow for continued housing assistance payments and not terminate the HAP contract due to extenuating circumstances





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(i.e. hospitalization, extended stays at nursing homes, caring for family members). This action will end on 12/31/20 and the HAP contract will terminate on that date if the family is still absent from the unit. – VOTE

- xvii. **When an HCV family's income increases** to the extent that the housing assistance payment is reduce to \$0, FHA is required to automatically terminate HAP contracts 180 days after the last housing assistance payment to the owner. As an alternative requirement under the COVID-19 emergency, FHA, upon written notice to the family and owner, may extend the period of time following the last payment to the one that triggers the automatic termination of the HAP contract. The extension beyond the normally applicable 180 days is determined by the PHA but may not extend beyond December 31, 2020. – VOTE
- xviii. **Fiscal close out of Capital Grants funds:** FHA will submit the Actual Development Cost Certificate (ADCC) and an Actual Modernization Cost Certificate (AMCC) within six months of its original due date.
- xix. **ACOP: Adoption of Tenant selection policies:** FHA may revise the federal public housing ACOP plan on a temporary basis without Board approval. As an alternative requirement, FHA will present the changes to its board for adoption as soon as practicable following June 30, 20 but not later than July 31, 20. – VOTE
- xx. **When a public housing family's income** exceeds the program maximum income for two years, FHA must terminate or charge an alternative rent to those families. FHA is waiving this requirement and is permitting families to remain in their units and to continue to pay the same rental amount until such time that FHA conducts the next annual income recertification that would impact the family. This action ends on 12/31/20.

i. Report of Correspondence, Activities and Training Opportunities

F. Future agenda items

