



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
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Resident Advisory Board

Open Meeting Notice CHA Resident Advisory Board Meeting Agenda

Date: Thursday, August 6, 2015

Time: 5:00 p.m. *

Place: Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Lee Radtke, Director of Public Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of July 9, 2015 Meeting Minutes
- IV. Proposed Chapter 18 for Admin Plan
- V. Certificates of Appreciation
- VI. Other
- VII. Next Meeting – October 8, 2015
- VIII. Adjournment

*** RAB Members needing transportation assistance should call EITonya at (573) 443-2556 ext. 1122 before 12:00 Noon on Wednesday, August 5, 2015**

Cake and lemonade will be available for RAB members at 4:45 p.m.

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. EITonya Rhoades, Executive Assistant at (573) 443-2556, extension 1122, or (800) 735-2966 (TTY Relay) at least one working day prior to the meeting.

Media Contact: Phil Steinhaus, CEO
Phone: (573) 443-2556
E-mail: www.ColumbiaHA.com ► Contact Us ► Administration

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”



Resident Advisory Board Housing Authority of the City of Columbia, Missouri

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July 9, 2015 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, June 4, 2014, in the Paquin Tower Community Room beginning at 5:00 p.m.

RAB Members Present: Marjorie Miller, Michelle Adams, Robert Moses, David Schroer, Stephaine Scott

Present from CHA: Lee Radtke, Rick Hess and Erica Davis.

- I. **Call to Order and Introductions:** Lee Radtke, Director of Public Housing Operations for the Columbia Housing Authority (CHA), opened the meeting with a welcome.
- II. **Approval of Meeting Agenda:** Ms. Radtke called for a motion to approve the agenda as presented. Motion to approve the agenda was made by Mr. Robert Moses. Second by Mrs. Michelle Adams. Everyone voted "Aye" and the agenda was adopted as presented.
- III. **Approval of June 4, 2015 Meeting Minutes:** The RAB reviewed the minutes of the previous meeting held on June 4, 2015. Motion to approve the minutes as presented was made by Mr. David Schroer. Second by Mr. Robert Moses. Everyone voted "Aye" and the minutes were approved as presented.
- IV. **Review of Proposed Update to ACOP, Public Housing Lease & Trespass Policy:** Mrs. Radtke went over the objectives of the ACOP amendment to give a preference to Project Based Voucher residents who must be relocated due to the RAD project. She explained that in order to keep construction on schedule, relocating residents would need to rise quickly to the top of the public housing wait list.

Mrs. Radtke also explained that the trespass policy is being clarified to make sure residents understand that persons without a permanent address who stay with them could establish residency. Thus the policy does not allow persons without a permanent address to be guests at Housing Authority properties. The policy will allow for exceptions to the rule in extraordinary circumstances. Upon resident request, the Safety Department may allow guests to stay for a certain number of days; for example, a guest might provide supportive care for a resident following surgery. Safety officers will run criminal checks on any guest(s) without a permanent address. There will still be a 45 day window to make adjustments to this change before it goes to the board in August.

- V. Discussion of Proposed PBV Wait list preference in the Admin Plan:** Ms. Radtke explained that the Administrative Plan will need a preference for Public Housing residents on the Project Based Voucher wait list so they may move back into their rehabilitated units as soon as possible. There will be a 45 day window to make adjustments to this change before it goes before the board .
- VI. Discussion of Proposed Project Based Voucher Lease:** Ms. Radtke stated that Public Housing leases will be terminated and a Project Based Voucher lease will start on the first of the month following the RAD close. Overall the lease is the same as the public housing lease, but sections have been added to establish the requirement for maintaining supportive services where necessary for project based voucher housing. The lease includes addendums for the project based voucher, RAD, LIHTC and HOME programs, all of which apply to the Stuart Parker Apartments with Paquin Tower.
- VII. Discussion of Future Meeting Topics:** Ms. Radtke stated next month Columbia Housing Authority will send out RAB applications for the next following fiscal year 2016.
- VIII. Adjournment:** Mrs. Radtke called for a motion to adjourn the meeting. Motion made by Stephanie Scott. Second by Robert Moses. Meeting adjourned at 5:37pm

Respectfully submitted,

Erica Davis, Receptionist/Clerk
Columbia Housing Authority



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To: Resident Advisory Board

From: Andrea Tapia

Date: August 6, 2015

RE: Changes to Housing Choice Voucher Program Administrative Plan proposed amendment to include program policies for the Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) Program.

Summary of Proposed Revisions

The Rental Assistance Demonstration (RAD) chapter of the Administrative Plan outlines the administrative policies and procedures that will apply to the RAD properties and units during and after the program transitioning. RAD is a program initiated by the Department of Housing and Urban Development (HUD) that focusses on preserving the long-term affordability and upkeep of public housing. Public Housing Agencies (PHAs) are allowed under RAD to transition public housing units from annual operating and capital subsidy, which has declined in recent years, to a long-term Housing Assistance Payment (HAP) contract under Housing Choice Voucher (HCV) Section 8 Program funding. As the RAD program will be funded by appropriated monies under HCV Section 8, the Administrative Plan will act as the governing document to direct RAD policy.

To preserve many of the resident rights and protections that are applicable to current public housing residents and applicants, RAD policies are primarily based on the policies and administrative process outlined in the CHA's most recently approved Admissions and Continued Occupancy Policy (ACOP). The chapter is broken into five parts; below is a summary of each section and key RAD policies.

Section I. General Requirements

Summary of Contents

- Explanation of the RAD program
- Proposed Phase I CHA properties

Key RAD-Specific Policies

- Where the RAD chapter is silent, Chapter 17 of the Administrative Plan (Project – Based Vouchers) will govern.

Section II. Contract and Administrative Terms

Summary of Contents

- Election of contract length
- Ownership controls
- RAD PBV voucher additions and limitations
- Right to transfer RAD assistance and receiving temporary assistance

Key RAD-Specific Policies

- Awarded HAP contracts will be between CHA (or other CHA-affiliate) and HUD.
- The CHA has elected to retain a renewable 20-year HAP contract for RAD properties, as opposed to the minimum term of 15 years.
- The CHA will retain ownership or control of RAD units throughout the entire term (including applicable renewal periods) of the HAP contract.
- Vouchers awarded under RAD will be new vouchers and will not reduce CHA's existing voucher capacity.
- RAD Project –Based Vouchers (PBV's) are limited to 50% of a property's units. The percentage can be increased to 100% if certain populations, including senior and disabled populations, are served or where supportive services are offered.
- CHA reserves the right to transfer RAD assistance to another property as legally permitted.
- CHA may qualify for financial assistance for properties that undergo rehabilitation.

Section III. Applicant and Waitlist Provisions

Summary of Contents

- Applicable waitlists for family and designated properties
- Admission eligibility for new applicants
- Application processing and new applicant screening
- Occupancy guidelines

Key RAD-Specific Policies

- The waitlist and associated screening and processing that apply in public housing will continue to apply to RAD family properties.
- The site-based waitlists for housing designated for seniors and mixed-population buildings will continue under RAD.
- Request for transfers will continue to be reported to the property manager and will be processed by the CHA.

<ul style="list-style-type: none"> • Processing transfer requests 	
Section IV. Rent and Income Provisions	
<p><u>Summary of Contents</u></p> <ul style="list-style-type: none"> • Resident income determinations, inclusions and exclusions • Process for adjusting income based on eligible deductions and exemptions • Process and frequency of re-examination of income and family composition • Family Self-Sufficiency (FSS) and homeowners program for residents • Earned Income Disallowances (EID), Elimination of flat rent 	<p><u>Key RAD-Specific Policies</u></p> <ul style="list-style-type: none"> • Residents occupying units undergoing RAD transitioning will not be subject to rescreening /re-examination. Conditions existing at the time of the RAD transition will be grandfathered until the next regularly scheduled re-examination. • Annual and biennial re-examinations as applicable will apply to residents within RAD properties/units. • Residents have a right to grieve a determination of non-compliance resulting from a re-examination and request a hearing (for non-compliance and other grievances) under the <i>CHA's Grievance Procedures for the RAD Program</i>. • Unit inspections will continue to be conducted annually in RAD properties/units. • Families participating in the public housing FSS program will continue to be eligible for and will transfer to the Housing Choice Voucher (HCV) FSS program once the RAD transition is complete. • EID exclusions are only applicable to disabled residents under RAD. Non-disabled residents with EID exclusions at the time of the RAD transition may retain the benefit through the designated disallowance period. Resulting increases in income-based rent determined after the disallowance period expires is not subject to a phase -in schedule. • Residents will only have the option of paying income-based rent. Flat rents are no longer an option under RAD. Residents paying flat rent that experience an increase in rent payment due to the RAD transition will have applicable rent increases phased in over 5 years.
Section V. Resident Provisions and Rights	

<p><u>Summary of Contents</u></p> <ul style="list-style-type: none"> • Policy regarding changes in household composition • Visitor and live-in aide policy • Various property rules regarding smoking, etc. • Lease renewal policy • Transfer policy • Temporary relocation (during construction) • Participation in resident organizations • Pet policy 	<p><u>Key RAD-Specific Policies</u></p> <ul style="list-style-type: none"> • Unless there is good cause, all RAD leases will be renewed upon expiration. • Residents within RAD properties may request a Housing Choice Voucher after residing 1 year within a RAD property (1 year after the effective date of the property's HAP contract). • Residents temporarily relocated from RAD properties /units to facilitate rehabilitation will have a right to return to a RAD-assisted unit once
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<ul style="list-style-type: none"> Lease termination and eviction policy 	<p>construction is completed.</p> <ul style="list-style-type: none"> Written notice of a lease termination shall be given to residents within a specified timeframe according to the termination event: <ul style="list-style-type: none"> Within 14 days, in the case of nonpayment of rent As reasonable, but not exceeding 30 days if the health, safety or welfare of residents and /or stakeholders are threatened 30 days in all other applicable cases <p>Residents have a right to grieve a notice of lease termination and request a hearing (for lease termination and other grievances) under the <i>CHA's Grievance Procedure for RAD Program</i>.</p>
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Other RAD documents to be released for public comment:

- RAD Administrative Plan amendment, inclusive of Chapter 18: Policies for RAD Properties
- RAD Lease Agreement (primarily based on the FY2015 Residential Lease Agreement for public housing?)
- RAD Lease Addendum
- Grievance Policy for RAD properties.