

HOUSING AUTHORITY BOARD REGULAR MEETING AGENDA

March 30, 2021 at 5:00 PM
GoToMeeting
Access Code: 243-010-173
Phone #: 1-408-650-3123

1. Informational Update:

VOUCHER/HAP PROGRAM

- a) 5 recertifications and 2 interims were performed for April 2021.
- b) 1 family that was searching for housing because their landlord is selling the property has found housing but is porting out of Greenport jurisdiction.
- c) The family that has been searching since October 2020 has found housing and is leasing up April 1st.
- d) 1 family could not find housing under portability and is back in our jurisdiction looking for housing.
- e) Nina JG Stewart has submitted her 2021 legal services agreement with no changes except to mention the impact COVID-19 has had on the program.
- f) Nina updated the COVID-19 Regulatory waivers that HUD issued. (see attached). Most of the waivers have been extended until 6/30/2021.

April 2021 Projected Monthly Expenses (see attached):

Total Expenses \$

COMMUNITY DEVELOPMENT

- a) .

April 2021 Projected Monthly Expenses (see attached):

213 Center Street

Beginning Balance 3/01/2021 \$

Total Expenses	\$
Ending Balance	\$

278 Second Street

Beginning Balance 3/01/2021	\$
Total Expenses	\$
Ending Balance	\$

2021 Projected Income:

278 2 nd St, Unit # 1	\$1,375.00
278 2 nd St, Unit # 2	\$1,125.00
278 2 nd St, Unit # 3	\$1,175.00
213 Center St	\$1,200.00
Total Expected Revenue	\$4,975.00

2. Resolutions:

- a) MOTION – to approve the minutes of the February 23, 2020 Board Meeting.
- b) MOTION – to approve accounts payable for April 2021 for the Housing Authority totaling \$.
- c) MOTION – to approve accounts payable for April 2021 for 213 Center Street totaling \$.
- d) MOTION – to ratify accounts payable for April 2021 for 278 2nd Street totaling \$.

3. Next meeting will be held on Tuesday, April 27, 2021 at 5:00pm.

4. Motion to adjourn.



Village of Greenport Housing Authority Regular Board Meeting

MINUTES 2/23/2021

The regular monthly meeting was held on Tuesday, February 23, 2021.

Those present via video conference were Tina Finne, Christopher North, Marilyn Corwin, Valerie Shelby, Robert Brandt and Asha Gallacher: Meeting was called to order by Board Member Tina Finne at 5:00 pm.

1. Section 8 Housing Update:

- a) 10 recertifications and 2 interims were performed for February 2021.
- b) 10 recertifications and 3 interims were performed for March 2021.
- c) 2 vouchers were voluntarily relinquished.
- d) 1 family is looking for housing because their landlord is selling the property.
- e) 1 family is still searching for housing since October 2020 issuance.
- f) 1 family could not find housing under portability and is back in our jurisdiction looking for housing.

2. Community Development:

- a) .

3. Resolutions:

- a) MOTION – to approve the minutes of the December 29, 2020 Board Meeting. Tina Finne made motion; Christopher North carried.
- b) MOTION – was made to ratify accounts payable for January 2021 for the Housing Authority totaling \$81,481.00. Tina Finne made motion; Christopher North carried.
- c) MOTION – was made to to ratify accounts payable for January 2021 for 213 Center Street totaling \$ \$3,695.55. Tina Finne made motion; Marilyn Corwin carried.
- d) MOTION – was made to to ratify accounts payable for January 2021 for 278 2nd Street totaling \$ \$7,650.95. Tina Finne made motion; Valerie Shelby carried.
- e) MOTION – was made to to ratify accounts payable for February 2021 for the Housing Authority totaling \$92,167.18. Tina Finne made motion; Christopher North carried.
- f) MOTION – was made to to ratify accounts payable for February 2021 for 213 Center Street totaling \$717.27. Tina Finne made motion; Marilyn Corwin carried.
- g) MOTION – was made to to ratify accounts payable for February 2021 for 278 2nd Street totaling \$2,197.70. Tina Finne made motion; Valerie Shelby carried.
- h) MOTION – was made to to approve accounts payable for March 2021 for the Housing Authority totaling \$83,151.00. Tina Finne made motion; Christopher North carried.
- i) MOTION – was made to to approve accounts payable for March 2021 for 213 Center Street totaling \$362.00. Tina Finne made motion; Marilyn Corwin carried.

- i) MOTION – to ratify accounts payable for March 2021 for 278 2nd Street totaling \$2,347.20. Tina Finne made motion; Valerie Shelby carried.
5. Next meeting will be held on Tuesday, March 30 2021 at 5:00pm.
6. Tina Finne made motion to adjourn, Christopher North carried. Meeting adjourned at 5:12 pm.

Respectfully submitted by Tina Finne, Board Chairperson

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March 18th 2021

Ms. Asha Gallacher, Program Administrator
Village of Greenport Housing Authority
236 3rd Street
Greenport, New York 11944

Re- Legal Services Agreement for 2021

Dear Asha:

This agreement is retroactive to January 1st 2021, as I have provided my services thus far in 2021, due to Section 8 program mandates, as the program's critical legal demands must be met. This is especially true this year due to HUD's Covid-19 requirements. Based on work I have done and issues that arise constantly, given Section 8 program administration, this is to confirm retaining my services in connection with the Section 8 Housing Choice Voucher program on an ongoing basis for the Village of Greenport Housing Authority.

It is understood that my services will be provided on an as needed basis. It is important that the terms of such engagement are clear. Though many attorneys and/or their clients do not require such a written agreement, I have always found that putting all the terms and conditions in a written agreement avoid confusion and add to transparency.

My hourly fee for non-profit work is still only is \$175.00. I waive my retainer. This is usually paid before I start work. I will seek reimbursement for charges incurred in a timely manner. I will send timely accounting of my hours and charges. I will also include information as to what charges I am discounting.

I charge my hourly rate for meeting time, preparation of documents of any kind, review of additional documents and phone time with 3rd parties. I do not charge for general research and phone time consulting with representatives of your organization as to follow-up on cases. I expect the phone time and travel time to be reasonable and will

take into consideration specific details of a case when reviewing the time expended. I do understand there are situations when time is of the essence and I will take that into consideration.

I do not charge for local travel, (within 10 miles from my office), but do charge mileage at the prevailing federal reimbursement rate (IRS), for trips from my office in Bellport.

I charge for out of pocket costs such as federal express, priority or overnight postal cost and filing and/or document fees, when applicable. If a meeting is scheduled and it is canceled without at least 4 hours notice, a one hour fee of \$175.00 will be charged for the meeting time unless cancelation is due to illness or due to a 3rd party and beyond your ability, (as my client), to reschedule in a timely manner.

I promise to use my time wisely and will endeavor to keep you informed as to the status of all my activities frequently. From our discussions I understand the scope of the activities will be to consult on the case at hand and advise you as to courses of action, review all documents related to the case, recommend additional documentation, prepare and submit the documents to you as requested. I will also work with you to advise you on language and federal regulations, if you choose to prepare letters and other documents. If requested, I can represent you at an administrative hearing and prepare follow-up documents. Discussions with HUD and other government entities' representatives would also be included, if requested. This agreement does not include any future litigation, if that should become necessary.

I look forward to working with you and appreciate your confidence in me. I do appreciate that the more we are able to work together cooperatively, then the more effective we can be in moving ahead and minimizing legal and related fees.

If this is acceptable to you, please have a legal representative of your organization sign this and return a copy to me. I will send a fully executed copy in return.

Sincerely,

Nina J. Greenfield Stewart, Esq.

Signed:

Village of Greenport, Housing Authority
Authorized Representative

Date

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
PH and HCV-2 Family income and composition- delayed annual reexaminations	<p><u>Statutory Authority</u> Section 3(a)(1)</p> <p><u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a)</p>	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	12/31/20	6/30/21 for recertifications due In early 2021	
PHA and HCV-3 Annual reexamination Income Verification	<p>Regulatory Authority 5.233(a)(2)</p> <p>Sub-regulatory Guidance PIH Notice 2018-18</p>	<p>Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification</p> <ul style="list-style-type: none"> PIAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 	7/31/20	6/30/21	

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HQS-1 Initial Inspection	<p><u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> § 982.305(a), 982.305(b), 982.405</p>	<ul style="list-style-type: none"> Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. 	<ul style="list-style-type: none"> 7/31/20 10/31/20 	<p>6/30/21</p> <p>Only if you are unable to perform inspections</p>	
HQS-3 Non-Life Threatening HQS -Initial Unit Approval	<ul style="list-style-type: none"> <u>Statutory Authority</u> Section 8(o)(8)(A)(ii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017 	<ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life threatening conditions 	7/31/20	Same as above	
HQS-4 Initial HQS – Alternative Inspection	<ul style="list-style-type: none"> <u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017 	<ul style="list-style-type: none"> Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. 	<ul style="list-style-type: none"> 7/31/20 10/31/20 	Same as above	

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HQS-6 Interim Inspections	<u>Statutory Authority</u> Section 8(c)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	<ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods 	7/31/20	6/30/21	
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> • Provides for a suspension of the requirement for QC sampling inspections 	10/31/20	Same as above	
HQS-10 HQS Space and Security	<u>Regulatory Authority</u> § 982.401(d)	<ul style="list-style-type: none"> • Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons. 	Remains in one year from term or date of notice, whichever longer	This was in the policy change I sent and board approved; you need to know who is living there and their income	Please see wording of change- & review timing issue

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

Item	Regulatory Authority	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HVC-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54 (a)	<ul style="list-style-type: none"> • Waives the requirement to adopt revisions to the <u>admin plan</u> 	7/31/20	6/30/21	
HVC-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> • Waives the requirement for an oral briefing • Provides for alternative methods to conduct required voucher briefing 	7/31/20	6/30/21	
HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	Allows PHAs to provide voucher extensions regardless of current PHA policy	7/31/20	6/30/21 Should give written notice of extension	
HCV-4 PHA Approval of Assisted Tenancy	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> • Provides for HAP payments for contracts not executed within 60 days • PHA must not pay HAP to owner until HAP contract is executed 	7/31/20	6/30/21	

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HCV-5 Absence from unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> • Allows for PHA discretion on absences from units longer than 180 days • PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	12/31/20	6/30/21 See change and wording in the resolution the board approved	
HCV-6 Automatic Termination of the HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> • Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. 	12/31/20	6/30/21	

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

HCV-7 Increase in Payment Standard	<u>Regulatory Authority</u> § 982.505(c)(4)	Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so.	12/31/20	6/30/21	
Item	Statutory and Regulatory waivers	Summary of alternative requirements	Availability period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA Adoption
HCV-8 Utility Allowance Schedule	<u>Regulatory Authority</u> § 982.517	Provides for delay in updating utility allowance schedule	12/31/20	6/30/21	
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 982	Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise	HUD will re-issuing new PHAS scores starting PHAs with FY dates of 3/31/21	See information sent in memo of changes regarding SEMAP choices	NA
11c Financial Reporting	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	Allows for extensions of financial reporting deadlines	Varies by PHA		

COVID-19 Statutory and Regulatory Waivers for Housing Choice Voucher Program

<p>12a Form HUD 50058</p>	<p><u>Regulatory Authority</u> 24 CFR Part 908, § 982.158</p> <p><u>Sub-regulatory Guidance</u> PIH Notice 2011-65</p>	<ul style="list-style-type: none"> • Waives the requirement to submit 50058 within 60 days • Alternative requirement to submit within 90 days of the effective date of action 	<p>12/31/20</p>	<p>6/30/21</p>	
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