



SYRACUSE HOUSING AUTHORITY

Building Neighborhoods. Growing Dreams.

Board of Commissioner's Meeting

Date: July 23, 2026

Time: 12 PM

Mission: To provide quality, safe, and affordable housing; to create opportunities for SHA residents' self-sufficiency and economic independence, and to empower individual potential in an environment where people want to live, work, and build communities.

TAB 1. HUD CONFLICT OF INTEREST RESPONSE

- Letter dated July 1, 2026

TAB 2. APPROVAL OF MINUTES

- Motion to Approve SHA Board Meeting Minutes Dated June 25, 2026
- Motion to Approve SHA Special Board Meeting Minutes Dated July 2, 2026

TAB 3. COMMISSIONER'S COMMITTEE REPORTS

- MOD/DEV Committee
- Governance Committee

TAB 4. MANAGEMENT – Jalyn Clifford

- Yardi Update
- Management Report – Unavailable due to Yardi conversion
- \$10K Overview – Camp & 7/11 Tournament Weekend

TAB 5. DEVELOPMENT

- Development Update
 - East Adams Update

TAB 6. FINANCIAL REPORTS

- Agency DSS Payments Update

TAB 7. RESOLUTIONS

1. Resolution to Approve Revisions to the Admissions & Continued Occupancy Policy (ACOP)

EXECUTIVE SESSION

To obtain advice from counsel

TAB 1



U.S. Department of Housing and Urban Development
Buffalo Field Office
300 Pearl Street, Suite 301
Buffalo, NY 14202
(716) 551-5755

July 1, 2026

Mr. Bill Simmons
Executive Director
Syracuse Housing Authority
516 Burt Street
Syracuse, NY 13202
Via email wsimmons@syrhousing.org

Dear Mr. Simmons:

This letter responds to the information provided to our Office in February and March 2026 regarding potential conflicts of interest involving Chairman Ryan Benz and the Syracuse Housing Authority's federally funded programs. Based on the information reviewed HUD has determined that Chairman Benz must fully disclose his interest, association, partnership, stake, share, involvement, ownership, whether business, organizational or personal, in any business, property, venture, investment, or entity that receives funding from Syracuse Housing Authority. SHA must obtain complete ownership and business relationship disclosures from Chairman Benz to adequately allow SHA and HUD to determine whether additional action, including potential waiver consideration, is permissible.

Chairman Benz is to continue to recuse himself from all matters involving the East Adams Street redevelopment, the Choice Neighborhood Implementation (CNI) grant, AO Towers, Housing Choice Voucher and Project Based Voucher Programs, and any SHA actions connected to the Moyer Carriage Lofts (the Lofts) or entities connected to CNY. This recusal is required to ensure compliance with federal conflict-of-interest requirements and protects Chairman Benz from inadvertently violating any state ethics or other conflict of interest requirements.

Based on documentation submitted to HUD, it appears that Chairman Benz has partnership interests in businesses that have contractual relationships with the SHA and its East Adams Street development project, the SHA's Choice Neighborhood Implementation (CNI) grant, and Moyer Carriage Lofts (the Lofts), a 128-unit building that receives federal rent subsidies. Mr. Benz is a member of CNY, a member of the joint venture that developed Lofts. Our review revealed that Lofts is a new construction project that receives Housing Choice Voucher (HCV) assistance from SHA through a Housing Assistance Payment (HAP) contract.

During our review of the Disclosure Form, HUD noted that Mr. Benz indicated "no" regarding owning, operating, or serving as an officer of an entity transacting business with SHA, its contractors, or its residents. HUD's Annual Contributions Contract Section 19 prohibits board members from having a contract, e.g., HAP, with their housing authority. Further, the Section 8 Housing Choice Voucher regulations at 24 CFR §982.161(a) and (b) state the following:

(a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the HCV program in which any of the

following classes of persons have any interest, direct or indirect, during tenure or for one year thereafter:

- (1) Any present or former member or officer of the PHA (except a participant commissioner);
- (b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.
- (c) The conflict-of-interest prohibition under this section may be waived by the HUD field office for good cause.

HUD's review concludes that Chairman Benz's personal and professional relationships with Andy and Charlie Breuer, principals of Hueber-Breuer and Braxton Capital, create an apparent conflict of interest under federal procurement standards (2 CFR §200.318(c)(1)) [eCFR :: 2 CFR 200.318 -- General procurement standards](#). . An apparent conflict is when a perception of conflict exists *regardless* of whether a person is actually influenced by a secondary interest. Hueber-Breuer and Braxton are directly involved in SHA's East Adams and CNI-funded development activities. Because these projects are supported by federal funds, Chairman Benz cannot participate in their award (i.e., board resolution approving the award), oversight, or administration (note that commissioners cannot be involved in administrative or program functions at a housing authority that are the purview of the executive director).

Chairman Benz's comments in the development meeting about his friendship with the Hueber brothers illustrate that he has a personal relationship with the Bruer brothers that he is willing to use to facilitate/influence communication *inter alia*. Furthermore, despite assertions by Chairman Benz and SHA Counsel to the contrary, the fact that the OHB joint venture is still legally active, coupled with Mr. Benz's prior Shoppingtown business dealings with the brothers, demonstrates an ongoing professional relationship. Because of Hueber's and Braxton's involvement, Chairman Benz is to recuse from any discussions, resolutions or other activities associated with the East Adams Project / CNI Grant, to avoid the appearance of impropriety.

Given limited information on Mr. Benz's real estate holdings and business dealings, SHA and HUD must secure full and complete disclosures. Furthermore, the SHA Legal Opinion only addresses MBS and the Breuer brothers; thus, is incomplete.

Please contact Division Director Leah Gallagher or me if you have any questions, leah.k.gallagher@hud.gov and j.molinarothompson@hud.gov .

Sincerely,

**JACQUELINE
MOLINARO
THOMPSON**

Jacqueline Molinaro-Thompson, Director
Pittsburgh-Buffalo Office of Public Housing
Acting Director New York City Office of PH

Digitally signed by: JACQUELINE
MOLINARO THOMPSON
DN: CN = JACQUELINE MOLINARO
THOMPSON C = US O = U.S. Government
OU = Department of Housing and Urban
Development, Office of Administration
Date: 2026.07.01 15:32:34 -04'00'

Cc: Chairperson Ryan Benz, Syracuse Housing Authority Board of Commissioners
Brad Hunt, Attorney at Law, Mackenzie Hughes LLP

TAB 2



SYRACUSE HOUSING AUTHORITY

Building Neighborhoods. Growing Dreams.

Board Commissioner's Board Meeting Minutes

Date: June 25, 2026

Start Time: 12:02PM

Quorum: 12:02PM

Mission: To provide quality, safe, and affordable housing; to create opportunities for SHA residents' self-sufficiency and economic independence, and to empower individual potential in an environment where people want to live, work, and build communities.

Commissioner Attendees: Chair Ryan Benz – **RECUSED AT PM 12:53PM**, Vice Chair Rickey Brown, Commissioner Patricia McBride, Commissioner Milton Martinez, Commissioner Monica Williams, Commissioner Quwanka Ellerby, Commissioner Doug Reicher.

Other: Counsel Brad Hunt of Mackenzie Hughes, Allyson Carpenter of McCormack Baron, Executive Director William Simmons, SHA Staff Members

Motion made to go into Executive Session to Obtain Advice of Counsel at 12:02PM: Motion made by Rickey Brown, 2nd by Monica Williams, motion carried.

No action taken in Executive Session.

Motion made to exit Executive Session and return to Regular Session at 12:20PM: Motion made by ???, 2nd by ???, motion carried.

Approval of Meeting Minutes

Resolution Authorizing Approval of 05/28/2026 Meeting Minutes: Motion made by Rickey Brown, 2nd by Monica Williams, no objections or further discussion, motion carried unanimously.

Committee Reports:

Governance Committee

- HUD-mandated HOTMA policy changes discussed; implementation expected January 2027
- Policy updates to be presented for public comments and Board approval in July
- Conflict of interest policy revisions deferred for further review

Modernization & Development Committee – Vice Chair of Committee, Rickey Brown

- Bathroom renovation projects to rebid with revised scope due to lack of initial bids
- James Geddes Row Houses environmental review and design coordination underway
- Scattered sites flooring replacement progressing; pre-construction completed
- Toomey Abbott elevator modernization ahead of schedule
- Fahey Court project nearing completion.

Finance Committee – Presentation of Committee Report by Doug Reicher

- FY 2026–2027 budget reviewed with a 5% expense increases and 18% pension increase
- Occupancy projected near 95%; Pioneer Homes lower due to I-81 relocation impacts
- Collections significantly below target
- Utility costs increased substantially (\$400,000 variance)
- Labor agreement includes 5% raises over two years

Management Reports

- Yardi conversion ongoing; accounts payable restored but delays and vendor impacts noted
- Rent Café and online payment systems expected within weeks to improve collections
- Check scanning implementation planned to support on-site rent processing
- 10K community event scheduled in July with resident engagement activities
- 1115 Medicaid Waiver program to support resident services and generate revenue
- DSS coordination improvements and payment plan efforts underway for residents in arrears

Financial Report

- Formal financial reporting unavailable due to Yardi system transition
- Section 8 per-unit costs increasing (\$840 trending toward \$900)

Resolutions Approved

Resolution Authorizing the SHA 2026-2027 Budget: Motion made by Patrica McBride, 2nd by Milton Martinez, motion carried unanimously.

Resolution Authorizing the 2026.06.25-CSEA & SHA Contract: Motion made by Patrica McBride, 2nd by Milton Martinez, motion carried unanimously.

Resolution Authorizing the 2026.06.25 - SHA MC Increase: Motion made by Patrica McBride, 2nd by Milton Martinez, motion carried unanimously.

Resolution Authorizing the 2026.06.25 - SHA Non-Exempt MGMT Increase: Motion made by Patrica McBride, 2nd by Milton Martinez, motion carried unanimously.

Regular meeting concluded at 1:24 PM: Motion by Patricia McBride, 2nd by Monica Willimas, motion carried unanimously.

Vice Chair

ATTESTS:

Secretary



SYRACUSE HOUSING AUTHORITY

Building Neighborhoods. Growing Dreams.

Board Commissioner's Board Meeting Minutes

Date: July 02, 2026

Start Time: 12:00PM

Quorum: 12:00PM

Mission: To provide quality, safe, and affordable housing; to create opportunities for SHA residents' self-sufficiency and economic independence, and to empower individual potential in an environment where people want to live, work, and build communities.

Commissioner Attendees: Chair Ryan Benz, Commissioner Milton Martinez, Commissioner Rickey Brown, Commissioner Quwanka Ellerby, Commissioner Doug Reicher, Commissioner Patricia McBride, Commissioner Monica Williams

Other: Counsel Brad Hunt of Mackenzie Hughes, Executive Director William Simmons, SHA Staff Members

Motion made to go into Executive Session to Obtain Advice of Counsel at 12:02PM: Motion made by Ryan Benz, 2nd by Monica Brown, motion carried.

Motion made to exit Executive Session and return to Regular Session at 12:39PM: Motion made by ???, 2nd by ???, motion carried.

Public Comments:

Multiple employees and attendees expressed appreciation for Executive Director Bill Simmons' years of service and leadership at the Syracuse Housing Authority. Speakers highlighted his commitment to residents, mentorship of staff, support for employee development, and significant contributions to public and affordable housing initiatives. Several speakers also expressed confidence in Jalyn Clifford's leadership and their support for her appointment to Acting Executive Director.

Several employees also expressed disappointment with the circumstances surrounding Mr. Simmons' departure and conveyed frustration with the Board's decision. Comments included statements that Mr. Simmons had built a strong organizational culture, that employees felt supported under his leadership, and that they believed the Authority should have retained him. Speakers encouraged the Board to continue building upon the foundation established during his tenure.

Jalyn Clifford thanked Mr. Simmons for his mentorship and acknowledged the dedication of SHA employees. She also advised attendees that Mr. Simmons had agreed to remain available as a consultant through August 28, 2026, to assist with the leadership transition.



Motion made to approve the Mutual Separation Agreement between the Syracuse Housing Authority and William Simmons to authorize the Chairman or Vice Chairman to sign that agreement on behalf of the Authority, and to authorize the Chairman and Vice Chairman and the Authority's staff and counsel to take all steps necessary to implement the agreement at 12:42PM: Motion made by Ryan Benz, 2nd by Monica Brown. Commissioners Benz, Brown, Reicher, and Williams voted in favor; Commissioners McBride, Ellerby, and Martinez voted against; the motion passed.

Motion to appoint Deputy Executive Director Jalyn Clifford as Acting Executive Director effective July 11, 2026, and to authorize the Chairman and Vice Chairman and the Authority's counsel to negotiate an agreement with Ms. Clifford, and to authorize the Chairman or Vice Chairman to sign that agreement, and to authorize the Chairman and Vice Chairman and the Authority's staff and counsel to take all steps necessary to implement the agreement at 12:44PM: Motion made by Ryan Benz, 2nd by Monica Brown. The motion passed unanimously.

Regular meeting concluded at 1:02PM: Motion by Douglas Reicher, 2nd by Quwanka Ellerby, motion carried.

Vice Chair

ATTESTS:

Secretary

TAB 3



SHA - Governance Committee Meeting Minutes

Date: July 16, 2026

Time: 2:08PM

Attendees: Douglas Reicher, Patricia McBride and SHA staff members.

Conflict of Interest Policy Revisions

The committee reviewed proposed revisions to the Authority's Conflict of Interest Policy that had previously been drafted by legal counsel.

Commissioner McBride reiterated the committee's previous position that revisions to the policy should remain on hold until the current HUD-related conflict of interest matter has been resolved. She expressed concern that updating the policy while an active matter is pending could create an unfavorable perception.

Commissioner Reicher clarified that the proposed revisions are general housekeeping updates intended to strengthen the policy by expanding disclosure questions and clarifying relationships that should be disclosed, including contractors, subcontractors, and residents.

Following discussion, the committee agreed to:

- Postpone consideration of the proposed policy revisions until the current HUD matter is resolved.
- Revisit the entire Conflict of Interest Policy at that time rather than only the proposed edits.
- Invite legal counsel to participate in the discussion.
- Consider additional guidance and model policies from the Housing & Development Law Institute (HDLI) and potentially Lisa Walker before finalizing revisions.
- Conduct a more comprehensive review of the policy based on lessons learned from the current conflict of interest matter before recommending changes to the full Board.

Commissioner McBride also emphasized the importance of board governance training so commissioners fully understand their fiduciary responsibilities and conflict of interest obligations.

FOIL Procedures

The committee discussed updates to SHA's Freedom of Information Law (FOIL) procedures.

Staff advised that Shakira Santos, Public Information Officer, will serve as SHA's designated Records Access Officer/FOIL Officer. Appeals of FOIL determinations will continue to be handled separately through the established appeals process.



The committee discussed providing the Board with periodic reporting on FOIL activity. Members agreed the purpose would be to keep the Board informed of overall activity without involving commissioners in the administration or substance of individual requests.

The committee agreed that future Governance Committee reports should include:

- Number of FOIL requests received
- General status of requests
- Whether requests were granted or denied
- Confirmation that statutory requirements met

The committee agreed that reports should not include the detailed contents of individual FOIL requests unless a significant issue requires Board attention.

Commissioner McBride also informed the committee that a recent FOIL request had been submitted seeking emails relating to her communications involving SHA. Members agreed that individual requests should generally not become topics of Board discussion unless circumstances warrant additional oversight.

ACOP Policy Updates

Staff presented an overview of upcoming revisions to the Admissions and Continued Occupancy Policy (ACOP).

Staff explained that:

- The revisions primarily reflect required HUD regulatory updates.
- SHA continues to utilize the Nan McKay "Safe Harbor" policy as its foundation while customizing provisions to meet local operational needs.
- Many revisions incorporate HOTMA implementation requirements.
- Several changes are intended to streamline administrative processes, particularly once the Yardi system is fully operational.

Staff outlined the required public review process:

- Policy changes will be presented to Citywide Resident Council.
- Draft policies will be available at AMP offices, SHA main office, and on the website during the public comment period.
- Policy will be implemented after the required public review period.



Discussion included the anticipated impact of increased medical expense deduction thresholds under HUD regulations. Staff noted this change may affect elderly and disabled households the most because fewer residents will qualify for the deduction.

Committee members were encouraged to review the complete ACOP before Board consideration.

Meeting Adjourned

@2:36pm



Modernization, Development & Contracts Committee Meeting

Date: July 16, 2026

Time: 3:00PM

Attendees: Commissioners Doug Riecher, Patricia McBride, Milton Martinez, Quwanka Ellerby, Allyson Carpenter of MBS, and SHA staff members

Development Updates – Allyson Carpenter

East Adams Redevelopment Update

- The team continues preparing for the Phase 3 financial closing, currently targeted for December 2026.
- Discussions with potential investors continue, with Enterprise expected to submit an updated proposal.
- AOT renovations continue progressing well, with resident moves into newly renovated units expected over the coming weeks.
- Eligible Pioneer Homes seniors and other qualified applicants will soon begin receiving opportunities to move into available units.
- Phase 1 construction is approximately 16% complete and has regained momentum following earlier soil issues.
- Phase 2 foundation work continues, with groundbreaking anticipated in August, subject to scheduling with elected officials.
- Design work continues on future development phases.
- Dust Mitigation – resident concerns regarding construction dust. Additional mitigation measures have been implemented, including:
 - Expanded site watering.
 - Covering soil stockpiles after work hours.
 - Development of a formal dust mitigation plan that will be shared publicly through project communication channels.
- Section 3 and Small Business Initiatives
 - Selection of three firms to provide technical assistance to small, minority-owned, women-owned, local, and Section 3 businesses seeking work on project sites.
 - Implementation of a new resident feedback tool to identify barriers to employment, including transportation, training, resumes, and work attire.
 - Confirmation that three Section 3 residents are now employed on the project after previously reporting no targeted hires.



Recent News Article

- Clarification requested regarding a recent Syracuse.com article discussing East Adams and potential housing development outside the current redevelopment footprint.
- Inaccuracies, including maps that were not created or provided by the project team, statements attributed to project representatives, etc. corrected.

Future Housing Study

- City had requested that the development team evaluate additional sites to determine whether additional housing opportunities could help reduce density within portions of the approved redevelopment plan while maintaining the overall unit count; 9 sites reviewed and narrowed to 2–3 viable options.
- The work is currently limited to a feasibility study.
- No decisions have been made.
- HUD has been informed that the study is underway but has not reviewed or approved any proposed changes.
- Any future modifications would require review by HUD, SHA, residents, and other stakeholders before implementation.

Committee Discussion

- Concerns were expressed about beginning additional planning work before determining whether HUD would support any future changes.
- Questions as to whether additional planning work could divert time and resources from the existing redevelopment schedule.
 - Who determines whether requests from outside stakeholders warrant further study.
 - How project priorities are balanced against new requests.

Developer advised:

- The current work is limited to evaluating feasibility.
- Ongoing redevelopment phases are continuing without interruption.
- The development team believes it is appropriate to evaluate community requests before determining whether they are practical.
- The study is intended to determine whether any proposed sites are viable before any larger commitment of resources occurs.



- Concerns were raised regarding the cost of evaluating additional development sites, specifically asking:
 - Who authorized the work.
 - Who would ultimately pay for the architectural feasibility study.
 - Whether SHA had approved funding for the work.

Developer advised:

- MBS is not charging a development fee for performing the evaluation itself.
- Architects performing feasibility work would incur costs.
- Existing master planning agreements allow for additional planning work through the established change order process.
- The City has committed funding toward pre-development planning activities.
- The estimated cost for the feasibility work would be approximately \$50,000 before any decision is made regarding additional sites.

Capital Projects Update – SHA Staff

Projects Currently Out for Bid

- James Geddes Row House siding and window replacement.
- James Geddes security camera improvements.

Upcoming Projects

- Benderson Heights bathroom renovations.
- James Geddes roof replacements.
- Central Village flooring replacements.
- James Geddes elevator modernization.
- Vinette security station upgrades.

Construction Progress

- Scattered Sites flooring replacement remains on schedule.
- AMP 74 Fahey window and lintel replacements are nearing completion.
- Toomey Abbott elevator modernization is approximately three to four weeks ahead of schedule.
- Eastwood Homes physical assessment inspections have been completed and draft reports are pending.



Executive Director Search Firm Procurement

- Staff provided an overview of the procurement requirements for board request to retain a national executive search firm.

Overview of process provided:

- Procurement must be conducted by staff in accordance with HUD procurement requirement and must follow HUD-compliant RFP process;
- Prior outreach to firms may disqualify those firms due to compliance concerns.
- Staff awaiting proposals received by board from firms to further evaluate.
- Payment structure must be lump sum (percentage-based fees not allowed under HUD rules).
- SHA currently does not have operating funds budgeted for a national search firm.
- Would require reallocation of capital funds and HUD approval.
- Reallocating Capital Fund dollars could require postponing previously approved capital projects.
- HUD approval could take weeks or months.

Discussion

- Concern expressed regarding:
 - Funding availability and what was previously discussed
 - Proper procurement process and board/staff roles
 - Transparency and governance of search committee formation
- Consensus to:
 - Pause procurement initiation
 - Gather financial parameters and requirements
 - Discuss further with full board.



Tenant Accounts Receivable

- Proposal to write off balances older than six months:
 - Supported by legal review (no disparate impact identified).
 - Intended to improve resident eligibility for vouchers during upcoming relocation.
- Board action anticipated in September.
- Finance Committee meeting deemed unnecessary due to Yardi conversion.

Adjourned @ 3:55 PM

TAB 4

DEVELOPMENT UPDATE

East Adams/Choice Neighborhoods Initiative Updates

Neighborhood & CCI Updates

- Community-Centered Investment (CCI) activities:
 - Green Space & Vacant Lots: 13 trees planted in the right of way along Freedom Commons.
 - New Real Estate: Land Bank and SHA partnering to create a pipeline between the Homeownership Voucher program and 52 new cross-mod homes. 10 homes will be placed on Burt Street, concepts will be provided to residents currently enrolled in the FAITH program for feedback, meeting occurred 07.22.2026.
 - Emerging Developer's Incubator: Meetings occurring with Castle Development and Salina First to understand what support could be provided to help progress the initiatives.

East Adams Redevelopment & Density Planning Discussion

- City of Syracuse requests to review overall redevelopment density within the East Adams plan.
- Review of 11 potential redevelopment sites from Land Bank within and surrounding the East Adams neighborhood to support de-densification and mixed-income redevelopment goals completed.
 - 3 of 11 sites of opportunity identified.
- Concept call scheduled with HUD next week.

Housing & Development Updates

- Continued SEQR/NEPA coordination.
- SHPO mitigation plan remains underway. Resident engagement planning to commence in the coming months.
- Investor outreach and financing discussions for future phases continue. There are two actively engaged parties, LOI will be provided shortly.
- Phase 3 scheduling and permitting coordination. City of Syracuse will utilize a third-party to assist with permitting timeliness.

DEVELOPMENT UPDATE

- Coordination with DOT and public infrastructure stakeholders regarding due diligence and infrastructure planning has commenced.

Resident Relocation & Construction Impacts

- Hueber-Breuer has implemented a dust mitigation plan. It was shared on various social outlets for resident awareness.
- Toured 12 units at 124 MLK. In-person meeting in the process of being scheduled with the landlord, who offered additional units available for lease across the community. Number of vacant units is to be confirmed, as well as ADA accessibility.
- Tour of affordable units, 50 available, within the Chimes building occurred on 07.22.2026.

County Public Infrastructure Funding

- Onondaga County Housing Initiative Program (O-CHIP) will be the funding source provided by the County.
- City of Syracuse provided a support letter.

Other Projects

Almus Olver Tower (RAD Rehabilitation)

- Project is more than 50% complete.
- A Wing complete and occupied by 38 returning households.
- B Wing construction in progress.
- C Wing expected to begin in August.
- Hueber-Breuer anticipates project completion 3 months earlier than expected.
- Resident meeting planned for the end of July.
- Tour to be scheduled.

Eastwood Heights Rehabilitation – 53 Units

- Project closing completed February 26, 2026.
- Cohorts A – D; resident returns completed.
- Cohort E temporarily relocated, returning 07.30.2026.

DEVELOPMENT UPDATE

- Cohort F temporarily relocated, returning 08.13.2026 & 08.14.2026.
- Cohort G will relocate 07.27.2026 & 07.28.2026.
- Community Room is expected to be completed in mid-August.
- Entrance work has begun. Side entrance is being used, and mailboxes have been relocated temporarily.

TAB 5

VERBAL UPDATE

TAB 6



CO-ED 9-12 Y/O

Young Legends



HS GIRLS DIVISION

Monie All Stars



MVP PLAYER

Mason Pace



MVP PLAYER

Kemora Woods

Syracuse Housing Authority
Summary of Proposed Revisions
Current Board Approved SHA ACOP vs. Upcoming Changes to ACOP

Purpose: The purpose of this summary is to provide an overview of the substantive revisions incorporated into the Syracuse Housing Authority's Admissions and Continued Occupancy Policy (ACOP). Rather than reproducing the entire revised ACOP, this document highlights the major policy changes between the current Board approved SHA ACOP and the HUD required changes needing to be made, summarizes how each policy has changed, and explains the purpose of each revision.

ACOP Chapter / Section	Policy Area	Current SHA Policy	Proposed 2026 Revision	Purpose / Operational Impact
Chapter 2 – Fair Housing & Equal Opportunity	Fair Housing	ACOP references previous HUD Equal Access requirements and existing fair housing protections.	Updates language to reflect current federal guidance regarding Equal Access while maintaining compliance with New York State Human Rights Law.	Federal fair housing guidance has evolved since the current ACOP was adopted. These revisions ensure SHA remains compliant with current HUD requirements while continuing to recognize broader New York State protections, reducing legal risk and promoting consistent administration.
Chapter 2 – Fair Housing & Equal Opportunity	Protected Classes	General fair housing protections listed throughout the ACOP.	Clarifies protected classes, including sexual orientation, gender identity,	Clarifies federal and state protected classes so staff administer housing consistently

			military status, and other protections required under New York law.	and applicants receive equal treatment under current law.
Chapter 3 – Eligibility	Eligibility Requirements	Eligibility primarily based on income, citizenship, Social Security requirements, and criminal screening.	Adds HOTMA eligibility standards related to net family assets, ownership of certain real property, duplicative rental assistance, and continuing eligibility.	Incorporates federally required HOTMA standards, improves consistency in admissions decisions, and provides clearer eligibility guidance.
Chapter 3 – Eligibility	Family Definitions	Existing definitions of family and household members.	Updates terminology for foster youth, remaining family members, live-in aides, and household composition.	Aligns SHA policy with current HUD terminology and improves consistency during eligibility determinations.
Chapter 6 – Income and Rent Determinations	Annual Income	Income calculated using previous HUD methodology.	Updates treatment of anticipated income, actual income received, garnishments, retirement income, self-employment income, asset income, and HOTMA exclusions.	Ensures income calculations comply with current HOTMA regulations while providing more consistent guidance for staff.
Chapter 6 – Income and Rent Determinations	Asset Verification	Third-party verification generally required for all assets.	Allows self-certification below HUD thresholds with periodic third-party verification.	Reduces paperwork and processing time while maintaining verification controls and compliance.

Chapter 6 – Income and Rent Determinations	Retirement Accounts	Retirement accounts verified depending upon accessibility.	Excludes inaccessible retirement accounts from net family assets and counts only distributions actually received.	Clarifies retirement asset treatment and ensures only accessible resources affect eligibility and rent.
Chapter 6 – Income and Rent Determinations	Medical Expense Deduction	Previous deductible threshold.	Updates deductible threshold and transition requirements.	Reflects HOTMA changes affecting elderly and disabled households.
Chapter 6 – Income and Rent Determinations	Earned Income Disallowance	Available for qualifying residents.	Eliminates EID for new participants while grandfathering current recipients.	Removes an obsolete HUD program while preserving benefits for existing participants.
Chapter 6 – Income and Rent Determinations	Student Financial Assistance	Previous educational assistance rules.	Updates treatment of scholarships, grants, and educational assistance.	Ensures educational assistance is handled consistently under current HUD regulations.
Chapter 7 – Verification	Verification Hierarchy	Heavy reliance on third-party verification.	Adds Safe Harbor determinations, streamlined fixed-income verification, revised documentation hierarchy, and updated EIV procedures.	Modernizes verification procedures, reduces duplicate documentation, and improves efficiency.
Chapter 7 – Verification	HUD-9886A Consent Forms	Annual authorization forms completed.	Implements one-time HUD- 9886A authorization process with procedures for	Reduces repetitive paperwork while complying with updated HUD

			new adults and residents turning age 18.	consent requirements.
Chapter 7 – Verification	EIV Privacy	Existing EIV procedures.	Adds separate EIV reporting procedures when consent is not provided.	Strengthens confidentiality while maintaining HUD compliance.
Chapter 9 – Reexaminations	Annual Reexaminations	Full third-party verification annually.	Allows streamlined verification and Safe Harbor determinations where permitted.	Improves processing efficiency while maintaining compliance.
Chapter 9 – Reexaminations	Interim Reexaminations	Most income changes processed immediately.	Interim reviews required only for significant income changes or mandatory reporting events.	Focuses staff resources on changes that materially affect rent calculations.
Chapter 13 – Lease Terminations	Consent & Termination Requirements	Existing lease termination language.	Updates termination provisions related to required consent forms and financial record authorization.	Ensures lease enforcement remains consistent with current HUD regulations.
Chapter 16 – Program Administration	Administrative Policies	Existing administrative procedures.	Updates repayment agreements, record retention, utility allowances, lead-based paint reporting, and other administrative procedures.	Modernizes internal administrative practices and improves consistency.
Chapter 16 – Program Administration	Violence Against Women Act (VAWA)	Existing VAWA protections.	Expands notification requirements, confidentiality standards,	Strengthens protections for victims while ensuring compliance

			emergency transfers, and victim protections.	with current VAWA requirements.
Glossary	Definitions	Previous HUD terminology.	Updates HOTMA, NSPIRE, and HUD definitions throughout the ACOP.	Maintains consistent terminology throughout the policy and improves interpretation.

TAB 7

RESOLUTION APPROVING REVISIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

WHEREAS, the Syracuse Housing Authority ("Authority") is required to maintain an Admissions and Continued Occupancy Policy ("ACOP") that complies with all applicable federal statutes, regulations, and guidance issued by the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, HUD has implemented regulatory changes, including but not limited to provisions of the Housing Opportunity Through Modernization Act (HOTMA), NSPIRE inspection standards, and other updates affecting public housing admissions, occupancy, income determinations, asset limitations, verification requirements, and continued eligibility; and

WHEREAS, Authority staff have reviewed the existing ACOP and prepared revisions to ensure compliance with current HUD requirements, improve administrative efficiency, and clarify policies governing the Authority's Public Housing Program; and

WHEREAS, the Board of Commissioners has been provided with a summary of the proposed revisions for review prior to consideration of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Syracuse Housing Authority that the revised Admissions and Continued Occupancy Policy (ACOP), incorporating the proposed updates presented to the Board, is hereby approved, and that the Interim Executive Director, or her designee, is authorized to finalize and implement the revised ACOP, including any non-substantive administrative, formatting, or technical revisions necessary to ensure consistency with HUD requirements and the operational needs of the Syracuse Housing Authority.

Rickey Brown
Vice Chair