



4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • TRS/Florida Relay Service 711 • www.bchaf1.org

Revised Agenda

Board of Commissioners Meeting

Tuesday, November 20, 2018 – 9:30 AM

[Revisions are in red]

In compliance with Section 286.0105 of the Florida Statutes if any person shall decide to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you would like a copy of the agenda please send an email to publicrecords@bchaf1.org or contact us by phone at (954) 739-1114 #2316. The BCHA shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the BCHA. Please contact the Executive Administrator at (954) 739-1114 #2316 at least twenty-four hours prior to the event in order for the BCHA to reasonably accommodate your request. If you are hearing or speech impaired, please dial 711 for the Florida Relay Service.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING HELD ON OCTOBER 16, 2018..... Page 3

V. BILLS AND COMMUNICATIONS:

- 1. Review of Financial Report for quarter ended September 30, 2018..... **Page 7**
 - (a) Motion to accept Financial Report.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS.

VII. ACTION ITEMS:

- 1. **Resolution Number 2018-15** Resolution approving amendment to the Housing Choice Voucher Administrative Plan..... **Page 16**
- 2. **Resolution Number 2018-16** Resolution approving First Amendment to Agreement between Broward County and BCHA for Shelter Plus Care 18 Unit Expansion (Agreement Number 17-CP-HIP-8264-01).....**attached**

VIII. REPORTS:

1. Status of Bids/Request for Proposals Report..... **Page 26**
2. Assisted Housing Department Report..... **Page 27**

IX. COMMENTS FROM THE PUBLIC

X. BOARD SECRETARY'S REPORT

XI. LEGAL COUNSEL'S REPORT

XII. COMMENTS FROM THE COMMISSIONERS

XIII. ADJOURNMENT

MEMORANDUM 2018-64 (AH)

TO: BCHA Board of Commissioners

THRU: Ann Deibert, Chief Executive Officer *ADeibert*

THRU: Parnell Joyce, Chief Operating Officer *PJ*

FROM: Tiffany Garcia, Assisted Housing Director – Special Programs *TG*

DATE: November 16, 2018

SUBJECT: Authorization for CEO to Execute Shelter plus Care (S+C) 18 Unit Expansion Amendment with Broward County

REQUESTED ACTION:

Motion to grant authorization to the Chief Executive Officer to execute an amendment to the S+C 18 Unit Expansion funding agreement between Broward County and BCHA for a Rental Assistance Program, Agreement # 17-CP-HIP-8264-01 commencing October 1, 2018 and ending September 30, 2019.

WHY ACTION IS NECESSARY:

Board approval is required to execute this agreement.

WHAT ACTION ACCOMPLISHES:

Amends the S+C 18 Unit Expansion project which will allow BCHA to provide rental assistance to an additional 34 homeless clients.

SUMMARY EXPLANATION/BACKGROUND:

The S+C 18 Unit Expansion project, Program 2, will provide rental assistance for permanent housing in scattered sites throughout Broward County and supportive services through collaboration with the Broward County Family Success Housing Options Support team including intensive case management and other services based on individual client needs, the target population is homeless individuals and families living in Broward County.

In addition, the administrative fee earned under Program 1, is increased from 7% to 10% of the grant amount.

FISCAL IMPACT/COST SUMMARY:

Program Agreement # 17-CP-HIP-8264-01: S+C 18 Unit Expansion, Program 2 - \$ 496,310.00

ATTACHMENTS:

Exhibit D-1 Scope of Services

ATTACHMENT I TO FIRST AMENDMENT
EXHIBIT D-1 – SCOPE OF SERVICES

Agreement #: 17-CP-HIP-8264-01
Provider: Broward County Housing Authority
Program: Shelter Plus Care 18 Unit Expansion B
Program #: 2

I. Scope of Services:

A. Program description: Provider will provide monthly rental assistance to homeless individuals and families for permanent housing units throughout Broward County.

B. Target population: Homeless individuals who are 18 years and older and/or families residing in Broward County ("Clients").

1. Eligibility criteria:

a. Clients must meet the definition of Homelessness under Categories 1 and 4 as referenced in the Provider Handbook.

b. Provider will receive Client referrals through the Continuum of Care's Coordinated Assessment System.

2. Documentation of eligibility:

a. Certification of homelessness from Provider or another third party such as, an outreach provider, other emergency shelters, documented intake worker's observations, or certification from the person seeking assistance.

b. Provider will comply with the Covered Homeless Organization ("CHO") agreement and document in accordance with the Homeless Management Information System ("HMIS") requirements.

C. Provider must provide services to a minimum of thirty-four (34) unduplicated Clients at all times during each term of the Agreement.

D. Standards and Other Requirements:

1. Standards:

a. Provider must adhere to the standards and other requirements stated on all Contract Adjustments and the Provider Handbook, as applicable, accessible online at <http://www.broward.org/HumanServices/CommunityPartnerships/Pages/ContractServicesProviderHandbook.aspx>.

b. Provider must adhere to Broward County's Standards of Care accessible online at <https://www.Broward.org/HumanServices/CommunityPartnerships/HomelessInitiativePartnership/Pages/CoCStandardsofCare.aspx>.

2. Other Requirements:

- a. Provider must register staff to receive alerts regarding revisions to the CPD Provider Handbook and related documents through AccessBROWARD, <https://access.broward.org/About.aspx>.
- b. Provider must complete the Housing Quality Standard checklist for each client prior to placing a client into housing.
- c. Provider will document Fair Market Rent in the client file as referenced in the Provider Handbook.
- d. Provider must collaborate with Family Success' Housing Options Support Team when placing clients in housing.

E. Services to be Provided:

Rent Payment Assistance (BH-3800.7000)

Provider will provide the following services, as further detailed in the "Scope of Services" Section or in the Contract Adjustment(s). The Cost per Unit of Service, Required Staff Credentials/Licensure and Unit definition are set forth in the Community Partnerships Division Taxonomy Definitions Credentials outlined in the Provider Handbook at: (<http://www.broward.org/HumanServices/CommunityPartnerships/Pages/ContractServicesProviderHandbook.aspx>):

F. Subcontracting: None requested/allowed

G. Location(s), days, and hours of service: Provider's administrative offices are located at 4780 North State Road 7, in Lauderdale Lakes. The Provider will provide Clients housing located throughout Broward County. Provider will provide services to Clients from 7:30 a.m. to 5:00 p.m., Monday through Friday. Provider will not provide services during the following observed holidays: Thanksgiving Day and the day after Thanksgiving Day, Christmas Day, New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, and Veteran's Day. The Provider will notify the Contract Manager in writing of additional office closures.

H. Commission Districts: At the date of execution of this Agreement, the Provider's service hub(s) are in the following Commission District(s): number(s) 9

II. Maximum Number of Units to be Purchased/Maximum Dollar Amount:

A. Units for Term of Agreement: N/A

Units per Extension, if exercised: Shall be equal to a pro rata number of units of the then current annual units per service.

B. \$ Amount for Option Period 2 of Agreement: \$ 496,310.00

\$ Amount per Extension, if exercised: Shall be equal to a pro rata amount of the then current annual funding amount.

III. Outcomes/Indicators: Outcomes and indicators are attached as Exhibit D-2.

RESOLUTION NO. 2018-16

A Resolution of the Broward County Housing Authority Approving First Amendment to Agreement with Broward County for Shelter Plus Care 18 Unit Expansion (Agreement #17-CP-HIP-8264-01)

WHEREAS, the BCHA Board of Commissioners approved an Agreement with Broward County for Shelter Plus Care 18 Unit Expansion (Agreement #17-CP-HIP-8264-01) on December 16, 2016; and

WHEREAS, Broward County and BCHA desire to revise Exhibit A, "Agreement Specifications", D-1 "Scope of Services" and D-2, "Outcomes".

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby gives authorization to the Chief Executive Officer to execute the First Amendment to Agreement between Broward County and BCHA for Shelter Plus Care 18 Unit Expansion (Agreement Number 17-CP-HIP-8264-01) as explained in Memorandum 2018-64 (AH). The Board of Commissioners further authorizes the Chief Executive Officer to execute on behalf of the Board any amendments or alterations in program related activities and any extensions of the term of the agreement and take all steps necessary including the execution of any necessary contract documents to effectuate the purpose of this Resolution, subject to review and approval by "BCHA" legal counsel.

PASSED, ADOPTED AND APPROVED THIS 20th DAY OF NOVEMBER 2018.

MARK O'LOUGHLIN, CHAIR

ANN DEIBERT, BOARD SECRETARY/CEO