

Notice of Public Meeting

(Meeting is subject to change or cancellation)

In compliance with Section 286.011 of the Florida Statutes, please be advised that a meeting of the Board of Commissioners of the Broward County Housing Authority followed by meetings of the Board of Directors of Building Better Communities, Inc.; MCCAN Communities, Inc.; and, TP Homes & Communities, Inc. are scheduled for **Tuesday, February 13, 2024 at 9:30 am.**

ATTENDING AND VIEWING THE MEETINGS

Members of the public may attend the meeting in-person at the Broward County Housing Authority Corporate Office located in the Headway Office Park at 4780 North State Road 7, Lauderdale Lakes, FL 33319. The meeting may also be viewed live using the ZOOM virtual meeting platform via the following link:

<https://us02web.zoom.us/j/88021508912?pwd=SGVsR1h2VjcxVGdDTnNSTXFjZEVtdz09>

The Zoom Meeting Passcode is: 620073

Members of the public may also join the meeting by phone. The Meeting Call-in Number is: 1 (305) 224-1968 or 1 (309) 205-3325. The Webinar ID to join the meeting by calling in is 880 2150 8912, and the password is 620073.

For more information on using ZOOM, please visit ZOOM Support at the following link: <https://support.zoom.us/hc/en-us>.

PUBLIC COMMENTS:

Persons who wish to make public comment must submit a request via email to bcha@bchafl.org by 2:00 p.m. on Monday, February 12, 2024. The email must contain your name, address, and telephone number. Additionally, please identify if you are attending in person, by ZOOM, or by telephone.

When addressing the Board, please begin by stating your name and address for the record. Public comments are limited to three minutes. Persons desiring to provide public comment may do so by one of the following options:

Via Email: Comments may be submitted by email to bcha@bchafl.org by 2:00 p.m. on Monday, February 12, 2024, and shall be made a part of the public record.

ZOOM Video Participation: If attending via ZOOM and you want to make a public comment, click “raise hand” on the bottom of the “participants” tab, when your name is called your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to bcha@bchafl.org by 2:00 p.m. on Monday, February 12, 2024.

ZOOM Telephone Participation: If attending via ZOOM telephone and you want to make a public comment, press *9 to “raise your hand.” When the last four digits of your telephone number are called, your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to bcha@bchafl.org by 2:00 p.m. on Monday, February 12, 2024.

In compliance with Section 286.26 of the Florida Statutes, BCHA wishes to ensure that all members of the public have access to all public meetings. If you require a special accommodation, please contact Noah Szugajew at (954) 739-1114 extension 1011 or via the TRS/Florida Relay Service 711 at least 48 hours prior to the meeting date.

Parnell Joyce

PARNELL JOYCE, CHIEF EXECUTIVE OFFICER

02/06/2024



Building on Success

4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • Fax (954) 535-0407 • TRS/Florida Relay Service 711 • www.bchaf1.org

Agenda

Board of Commissioners Meeting

Tuesday, February 13, 2024

In compliance with Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and 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 x 1011. The Broward County Housing Authority (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 Assistant at (954) 739-1114 x 1011 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 MINUTES: Board Meeting Held December 12, 2023..... Page 3**
- V. APPROVAL OF AGENDA**
- VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- VII. PRESENTATION: Financial Report – Peter Jannis**
- VIII. MOTION: Approve Financial Report for Quarter Ended September 30, 2023.....Page 6**
- IX. PRESENTATION: Compressed Workweek Schedule – Iryna Chapman**
- X. RESOLUTION 2024-01: Approving Change to Personnel Manual - Compressed Workweek Schedule.....Page 25**
- XI. RESOLUTION 2024-02: Approving Designation of Chief Executive Officer Duties.....Page 29**
- XII. RESOLUTION 2024-03: Authorization of Actions in Furtherance of Tequesta Reserve Apartments Development..... Page 31**



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XIII. RESOLUTION 2024-04: Approving Change to the Administrative Plan – Emergency Housing Vouchers..... Page 36

XIV. RESOLUTION 2024-05: Authorizing State Housing Initiatives Partnership (SHIP) Foreclosure Prevention Assistance Partnership with Broward County..... Page 39

XV. REPORTS:

1) Assisted Housing Department Report..... **Page 43**

2) Status of Bids/Request for Proposals Report..... **Page 44**

XVI. COMMENTS FROM THE PUBLIC

XVII. BOARD SECRETARY’S REPORT:

- 1) GFOA (Government Financial Officers Association) Certificate of Achievement
- 2) HDLI Executive Directors Conference

XVIII. LEGAL COUNSEL’S REPORT

XIX. COMMENTS FROM THE COMMISSIONERS

XX. ADJURNMENT

Minutes of the Board of Commissioners Meeting

Tuesday – December 12, 2023

I. Call to Order:

The meeting of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) was called to order at 9:42 AM on Tuesday, December 12, 2023 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by **John Loos, Chair**. The meeting also took place remotely via ZOOM meeting platform.

II. Roll Call:

Mr. Joyce conducted a roll call and certified a quorum was present in person at the above address.

Commissioners:

John Loos III
Mark O’Loughlin
Karyne Pompilus
Mercedes Núñez

Staff:

Parnell Joyce	Chief Executive Officer
Peter Jannis	Chief Financial Officer
Jeffrey Sutton	Controller
Ryzwan Nabibaksh	Director IT
Tisha Pinkney	Director – Real Estate Management
Marie De La Rosa	Assisted Housing Director – Housing Choice Voucher
Teisha Palmer	Procurement Manager
Renee Miles	Compliance manager
Noah Szugajew	Senior Administrative Manager
Chanae Wood, ESQ	Weiss Serota Helfman Cole + Bierman

Members of the Public:

Don Kozich

III. Pledge of Allegiance:

Ms. Wood led the Pledge of Allegiance.

IV. Approval of Minutes:

Action: **Commissioner Pompilus** made a motion to approve the Minutes of October 17, 2023. The motion was seconded by **Commissioner Núñez**.

Vote: The motion passed unanimously.

V. Approval of the Agenda:

Action: **Commissioner Núñez** made a motion to approve the Agenda for December 12, 2023. The motion was seconded by **Commissioner Pompilus**.

Vote: The motion passed unanimously.

VI. Comments from the Public on Agenda Items:

Mr. Kozich commented on Agenda items IX; XIV; and, XV.

VII. Election of Vice Chair:

Action: **Commissioner Loos** made a motion to nominate Commissioner Pompilus as Vice Chair. The motion was seconded by **Commissioner Núñez**.

Vote: The motion passed unanimously.

VIII. Presentation – Rules of Procedure and Decorum for Board Meetings:

Ms. Wood gave a presentation and discussed rules of procedures and decorum for Board meetings.

IX. Resolution 2023-18 – Adopting Rules of Procedure and Decorum:

Action: **Commissioner Pompilus** made a motion to adopt Rules of Procedure and Decorum for Board Meetings. The motion was seconded by **Commissioner O’Loughlin**.

Vote: The motion passed unanimously.

Action: **Commissioner O’Loughlin** made a motion to delegate authority in regard to adopting Rules of Procedures and Decorum to the Audit Committee. The motion was seconded by **Commissioner Núñez**.

Vote: The motion passed unanimously.

X. Presentation – Small Area Fair Market Rents (SAFMR):

Ms. De La Rosa gave a presentation and discussed the SAFMR’s.

XI. Resolution 2023-19 – Approve SAFMR’s for Calendar Year 2024:

Action: Commissioner Pompilus made a motion to approve SAFMR’s for Calendar Year 2024. The motion was seconded by Commissioner O’Loughlin.

Vote: The motion passed unanimously.

XII. Reports:

1. Assisted Housing Department Report – No comments
2. Status of Bids/Request for Proposals Report – No comments

XIII. Comments from the Public:

Mr. Kozich commented on agenda items IX and XII.

XIV. Board Secretary’s Report:

Mr. Joyce discussed future format for presentation of financial reports; document management system initiative; update on Hillsboro phase II development; investor exits at LIHTC properties; Mr. Joyce asked to Board to consider giving staff December 26th off as a holiday. Commissioner Loos made a motion to close offices on December 26th to give staff a day off for the holidays; Commissioner O’Loughlin seconded the motion, which passed unanimously.

XV. Legal Counsels Report:

No comments.

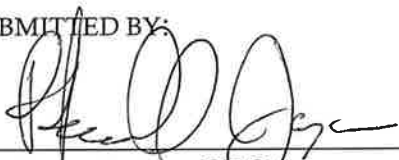
XVI. Comments from the Commissioners:

No comments.

XVII. Adjournment:

Meeting adjourned at 11:07 AM.

SUBMITTED BY:



PARNELL JOYCE, CEO

(Note: These minutes are not verbatim).



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MEMORANDUM 2024-01 (CFO)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer *PJ*

FROM: Peter Jannis, Chief Financial Officer *PJS*

SUBJECT: Quarterly Financial Report September 30, 2023

DATE: February 1, 2024

Attached are the financial reports for the Broward County Housing Authority (BCHA) for the quarter ended **September 30, 2023**. The financial reports include Assisted Housing Program, Development, Housing Counseling, and the Central Office Cost Center; the amounts are presented on a budgetary basis.

- Income and Operating Statements
- Statement of Net Assets

Assisted Housing

Through the end of the quarter, administrative revenues exceeded administrative expenses and capital expenditures by \$747,000, with a balance of \$5.1 million at **September 30, 2023**. The GASB 68 pension liability accrual reduced Unrestricted Net Position (UNP) by \$3.1 million. Housing Choice Voucher (HCV) program expenses HAP exceeded revenue, resulting in a net decrease of \$ (830) thousand in the Housing Assistance Payment (HAP) Equity Reserve leaving a Restricted Net Position (RNP) balance of \$ 592,000. This is not including HUD held reserves of approximately \$6.0 million. Thru the quarter, administrative fee revenue for the current fiscal year was \$6.5 million at an estimated proration factor of 95%. This is a favorable \$1.4 million variance over the budgeted bottom line for the HCV Administrative representing a good year for the agency. Salaries and benefits at the end of the quarter were \$559,000 under budget due to vacancies; professional services were under budget by \$41k due to yearly planned and budgeted expenses not yet being incurred; and general administrative expenses were over budget by \$26,000. Without considering the pension liability, UNP would be \$8.1 million.

BCHA uses the HUD Two-year Tool that includes a 2023 funding projection of 16.6% inflation based on a current housing costs study of the BCHA's HAP requirements, not the rental market. The total funding is based on the final approved budget for 2023. In addition to issuing about 10 vouchers per month, we have absorbed portable vouchers to maximize our budget utilization which will be a baseline for next year's calendar year HUD funding. The decreasing housing inventory and escalating rents pose challenges to families searching for housing. The absorption of ports has been an aid in meeting the current adverse conditions by allowing us to maintain budget utilization that impacts annual funding and the future stability of the program. In 2022, we implemented new utility allowance rates which brought our agency in line with neighboring agencies and HUD regulatory requirements. This coupled with the strong rental demands and upward pressure on rents has led the agency to move cautiously on lease ups and absorptions until we get a clearer picture of our budget utilization in this difficult environment.

BCHA received additional funding for 43 new regular vouchers on October 1, 2022 and an additional 28 new regular vouchers effective September 1, 2023, for a total 71 new regular vouchers funded for FY 2023. The 28 new vouchers are funded at \$1,576 per month per unit cost subsidy over the next 12 months.

Finally, BCHA was awarded Emergency Housing Vouchers (EHV) in 2021 and thus far received \$1.9 million HAP in FY 2023, \$353,000 Service fees and \$165,000 Admin fees revenues to administer the program. Future HAP funding will depend on the success of the EHV program and the ability of voucher holders referred by the County to locate housing.

Financial Highlights

Fiscal Year to Date, September 30, 2023

HCV Reserves	RNP¹	UNP²
Opening Balance, 10/1/2022	\$ 1,421,932	\$ 6,981,569
Admin fee to be recognized FY end	-	-
Retro HAP adjustments (exp)	-	-
Net reserve increase/(decrease)	(830,208)	(1,916,972)
Ending Balance, 9/30/2023	\$ 591,924	\$ 5,064,597

Central Office Cost Center/Development

- COCC ended the quarter with a budgetary deficit of (\$555,000) year to date. The COCC received a shared service fee from Building Better Communities, Inc. which reimbursed the COCC for the budgetary deficit. Revenues were \$1.9 million or 2% over budget. Professional services expenses were \$47,000 under budget. Maintenance expenses were \$34,000 under budget. Administrative salaries and benefits expenses were \$210,000 under budget. General Administrative costs were \$98,000 under budget.
- Development ended the quarter with a \$354,000 budgetary surplus. Salaries and benefits were \$211,000 under budget and professional fees were \$130,000 under budget as the current projects are being funded out of the Affiliate’s budget.

¹ **RNP**- Restricted Net Position is the amount of HAP income plus restricted fraud repayment income, FSS forfeitures, and interest up to \$500, minus the HAP expenses paid to landlords and typically half of bad debt expense. This net of these income and expense items is the change in Restricted Net Position which is added to the beginning RNP to get the current RNP.

² **UNP**- Unrestricted Net Position is the (1) difference between program administrative fees (paid by HUD for a PHA fiscal year) and PHA program administrative expenses for the fiscal year; plus (2) the net of revenue (admin fee payments and HAP reimbursements received from Initial PHAs) and expenses (HAP paid) related to the administration of unabsorbed portability units administered (Port-Ins); plus (3) interest and other income earned on the investment of administrative fee reserves (and up to \$500 per calendar year in interest and investment income earned on HAP and RNP funds); plus (4) the portion of fraud recoveries actually collected that flows to the administrative fee reserves (usually 50% of total collected); plus (5) any other miscellaneous administrative revenues or equity transfers to the HCV administrative fee reserve; minus (6) any expenditures from the reserve account to cover excess HAP costs not covered by HAP funding and HAP reserves (RNP account) or other allowed uses of administrative reserves.

Reserves/fund balance

BCHA reports total reserves including HAP Equity at **September 30, 2023** as follows:

Restricted Fund

Assisted Housing Programs Admin Fee Equity	\$ 12,064,813
Mod Rehab 2	80,616
Housing Counseling	4,948
FSS escrow	485,045
Assisted Housing Programs HAP Equity ³	591,924
	<u>13,227,346</u>

Unrestricted Funds

Central Office Cost Center	162,347
Development	541,245
	<u>703,592</u>
Total	<u>\$ 13,930,938</u>

Investments and Interest Income

Interest rates on Federal Home Loan Bank notes and other federal instruments have risen rapidly and the Fed is expected to raise rates later this year. Deposits are held at (1) a TD Municipal Choice Bank account, which provides a 0.0% interest checking and a 2.75% earnings credit allowance on balances to offset all bank fees, and (2) at Florida Prime, the Local Government Surplus Funds Trust Fund, with a current interest rate of 5.59%. BCHA also invested in a TD Money Market account with a current interest rate of 3.51% (4) and in short-term T Notes at a rate of 4.01%.

Assisted Housing Programs	\$ 297,590
Central Office Cost Center	33,002
Total	<u>\$ 330,592</u>

³ HAP Equity is the amount of Housing Assistance Payments (HAP) Equity for the HCV program through the PHA's fiscal year end. HAP equity is equal to the total HAP revenue minus the total HAP expense for eligible unit months leased on a calendar year basis.

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

HCV ADMIN

Fund Values 089
 HUD Main Values 111110-369100, 410000-480000, 499010-802940
 MONTH ENDING AT 9/30/2023

YEAR TO DATE AT 9/30/2023

ANNUAL

	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
HAP Port In Admin	510,000.00	25,223.15	42,500.00	(17,276.85) (41%)	516,298.27	510,000.00	6,298.27 1%
Administrative Fees	5,607,000.00	898,407.00	467,250.00	431,157.00 92%	6,463,651.04	5,607,000.00	856,651.04 15%
Interest Income	100,000.00	109,551.91	8,337.00	101,214.91 1,214%	297,589.70	100,000.00	197,589.70 198%
Other Income	21,500.00	442.00	1,799.00	(1,357.00) (75%)	4,565.00	21,500.00	(16,935.00) (79%)
Total Revenues	6,238,500.00	1,033,624.06	519,886.00	513,738.06 99%	7,282,104.01	6,238,500.00	1,043,604.01 17%
EXPENDITURES							
Salaries and Benefits	4,561,973.00	346,737.03	380,158.00	33,420.97 9%	4,002,845.67	4,561,973.00	559,127.33 12%
Professional Services	263,000.00	13,223.00	21,913.00	8,690.00 40%	222,411.14	263,000.00	40,588.86 15%
Operating/Admin Expenses	168,027.00	96,614.40	14,005.00	(82,609.40) (590%)	194,066.95	168,027.00	(26,039.95) (15%)
Maintenance Expenses	66,400.00	28,279.92	5,537.00	(22,742.92) (411%)	145,206.67	66,400.00	(78,806.67) (119%)
Insurance Expense	119,859.00	33,768.00	9,991.00	(23,777.00) (238%)	132,040.09	119,859.00	(12,181.09) (10%)
Utilities	51,500.00	4,930.71	4,299.00	(631.71) (15%)	51,084.91	51,500.00	415.09 1%
HAP Port Out Admin	0.00	10,433.10	0.00	(10,433.10) (100%)	101,452.49	0.00	(101,452.49) (100%)
Program Mgmt Fee Expenses	1,621,400.00	196,483.00	135,113.00	(61,370.00) (45%)	1,682,770.00	1,621,400.00	(61,370.00) (4%)
Interest Expense	0.00	416.36	0.00	(416.36) (100%)	3,625.79	0.00	(3,625.79) (100%)
Total Expenditures	6,852,159.00	730,885.52	571,016.00	(159,869.52) (28%)	6,535,503.71	6,852,159.00	316,655.29 5%
Net Budgetary Surplus or (Deficit)	(613,659.00)	302,738.54	(51,130.00)	353,868.54 692%	746,600.30	(613,659.00)	1,360,259.30 222%
Less Depreciation Expense	0.00	7,932.77	0.00	(7,932.77) (100%)	92,344.53	0.00	(92,344.53) (100%)
Net Profit or (Loss)	(613,659.00)	294,805.77	(51,130.00)	345,935.77 677%	654,255.77	(613,659.00)	1,267,914.77 207%
Capital Expenditures	484,000.00	44,164.64	40,337.00	(3,827.64) (9%)	99,732.32	484,000.00	384,267.68 79%
Net Profit or (Loss) less cap ex	(1,097,659.00)	250,641.13	(91,467.00)	(342,108.13) (374%)	554,523.45	(1,097,659.00)	(1,652,182.45) (151%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

HCV HAP

Fund Values 080

HUD Main Values 111110-369100, 410000-480000, 499010-802940

MONTH ENDING AT 9/30/2023

YEAR TO DATE AT 9/30/2023

ANNUAL

	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Housing Assistance Contributions	89,821,816.00	9,235,777.00	7,485,155.00	1,750,622.00 23%	93,464,470.00	89,821,816.00	3,642,654.00 4%
FSS forfeitures	0.00	0.00	0.00	0% 0%	13,294.44	0.00	13,294.44 100%
Other Income	14,000.00	4,000.67	1,163.00	2,837.67 244%	43,409.16	14,000.00	29,409.16 210%
Total Revenues	89,835,816.00	9,228,197.82	7,486,318.00	1,741,879.82 23%	93,521,173.60	89,835,816.00	3,685,357.60 4%
EXPENDITURES							
Housing Assistance Payments	89,610,816.00	8,712,475.60	7,467,568.00	(1,244,907.60) (17%)	94,102,165.16	89,610,816.00	(4,491,349.16) (5%)
FSS escrow	225,000.00	19,173.00	18,750.00	(423.00) (2%)	230,535.44	225,000.00	(5,535.44) (2%)
Total Expenditures	89,835,816.00	8,721,032.60	7,486,318.00	(1,234,714.60) (16%)	94,332,700.60	89,835,816.00	(4,496,884.60) (5%)
Net Budgetary Surplus or (Deficit)	0.00	507,165.22	0.00	507,165.22 100%	(811,527.00)	0.00	(811,527.00) (100%)
Prior year adjustment	0.00	7,530.43	0.00	(7,530.43) (100%)	7,530.43	0.00	(7,530.43) (100%)
Net Profit or (Loss)	0.00	499,634.79	0.00	499,634.79 100%	(819,057.43)	0.00	(819,057.43) (100%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

COCC

Fund Values 001

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023			
	ANNUAL	ACTUAL	BUDGET	Favorable (Unfavorable)	ACTUAL	BUDGET	Favorable (Unfavorable)
	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Program Mgmt Fee Income	1,827,304.00	213,561.00	152,268.00	61,293.00 40%	1,845,510.00	1,827,304.00	18,206.00 1%
Interest Income	10,000.00	5,945.60	837.00	5,108.60 610%	33,001.81	10,000.00	23,001.81 230%
Total Revenues	<u>1,837,304.00</u>	<u>219,506.60</u>	<u>153,105.00</u>	<u>66,401.60 43%</u>	<u>1,878,511.81</u>	<u>1,837,304.00</u>	<u>41,207.81 2%</u>
EXPENDITURES							
Salaries and Benefits	2,426,241.00	179,909.52	202,195.00	22,285.48 11%	2,216,694.49	2,426,241.00	209,546.51 9%
Professional Services	166,000.00	8,543.26	13,826.00	5,282.74 38%	118,958.70	166,000.00	47,041.30 28%
Operating/Admin Expenses	139,481.00	6,965.70	11,617.00	4,651.30 40%	41,757.80	139,481.00	97,723.20 70%
Maintenance Expenses	51,400.00	1,526.31	4,287.00	2,760.69 64%	17,364.72	51,400.00	34,035.28 66%
Insurance Expense	27,358.00	5,241.00	2,278.00	(2,963.00) (130%)	27,642.78	27,358.00	(284.78) (1%)
Utilities	8,500.00	865.24	701.00	(164.24) (23%)	8,807.71	8,500.00	(307.71) (4%)
Interest Expense	0.00	314.89	0.00	(314.89) (100%)	2,440.21	0.00	(2,440.21) (100%)
Total Expenditures	<u>2,818,980.00</u>	<u>203,365.92</u>	<u>234,904.00</u>	<u>31,538.08 13%</u>	<u>2,433,666.41</u>	<u>2,818,980.00</u>	<u>385,313.59 14%</u>
Net Budgetary Surplus or (Deficit)	<u>(981,676.00)</u>	<u>16,140.68</u>	<u>(81,799.00)</u>	<u>97,939.68 120%</u>	<u>(555,154.60)</u>	<u>(981,676.00)</u>	<u>426,521.40 43%</u>
Affiliates shared service fee	1,041,327.00	86,777.00	86,780.00	(3.00) 0%	1,041,324.00	1,041,327.00	(3.00) 0%
Less Amortization Expense	0.00	1,232.15	0.00	(1,232.15) (100%)	14,785.80	0.00	(14,785.80) (100%)
Less Depreciation Expense	0.00	2,568.22	0.00	(2,568.22) (100%)	30,818.77	0.00	(30,818.77) (100%)
Net Profit or (Loss)	<u>59,651.00</u>	<u>99,117.31</u>	<u>4,981.00</u>	<u>94,136.31 1,890%</u>	<u>440,564.83</u>	<u>59,651.00</u>	<u>380,913.83 639%</u>
Capital Expenditures	56,000.00	0.00	4,663.00	4,663.00 100%	0.00	56,000.00	56,000.00 100%
Net Profit or (Loss) less cap ex	<u>3,651.00</u>	<u>99,117.31</u>	<u>318.00</u>	<u>(98,799.31) (31,069%)</u>	<u>440,564.83</u>	<u>3,651.00</u>	<u>(436,913.83) (11,967%)</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

Development

Fund Values 002

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023		
	ANNUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
				Favorable (Unfavorable)		Favorable (Unfavorable)
REVENUES						
Program Mgmt Fee Income	566,759.00	47,230.00	47,229.00	566,760.00	566,759.00	1.00 0%
Total Revenues	<u>566,759.00</u>	<u>47,230.00</u>	<u>47,229.00</u>	<u>566,760.00</u>	<u>566,759.00</u>	<u>1.00 0%</u>
EXPENDITURES						
Salaries and Benefits	374,285.00	14,654.85	31,184.00	163,055.91	374,285.00	211,229.09 56%
Professional Services	150,000.00	6,024.00	12,500.00	20,379.00	150,000.00	129,621.00 86%
Operating/Admin Expenses	12,600.00	(4,558.24)	1,050.00	(3,758.75)	12,600.00	16,358.75 130%
Maintenance Expenses	20,000.00	11,711.81	1,663.00	28,294.14	20,000.00	(8,294.14) (41%)
Insurance Expense	5,616.00	780.00	468.00	4,007.42	5,616.00	1,608.58 29%
Interest Expense	0.00	256.05	0.00	1,109.55	0.00	(1,109.55) (100%)
Casualty Loss	0.00	0.00	0.00	(500.00)	0.00	500.00 100%
Total Expenditures	<u>562,501.00</u>	<u>28,868.47</u>	<u>46,865.00</u>	<u>212,587.27</u>	<u>562,501.00</u>	<u>349,913.73 62%</u>
Net Budgetary Surplus or (Deficit)	<u>4,258.00</u>	<u>18,361.53</u>	<u>364.00</u>	<u>354,172.73</u>	<u>4,258.00</u>	<u>349,914.73 8,218%</u>
Less Depreciation Expense	0.00	259.71	0.00	3,116.52	0.00	(3,116.52) (100%)
Net Profit or (Loss)	<u>4,258.00</u>	<u>18,101.82</u>	<u>364.00</u>	<u>351,056.21</u>	<u>4,258.00</u>	<u>346,798.21 8,145%</u>
Capital Expenditures	0.00	(20,810.21)	0.00	(20,810.21)	0.00	20,810.21 100%
Net Profit or (Loss) less cap ex	<u>4,258.00</u>	<u>38,912.03</u>	<u>364.00</u>	<u>371,866.42</u>	<u>4,258.00</u>	<u>(367,608.42) (8,633%)</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

EHV ADMIN

Fund Values 087

	MONTH ENDING AT 9/30/2023				YEAR TO DATE AT 9/30/2023			
	ANNUAL BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	Favorable (Unfavorable)	VARIANCE Favorable (Unfavorable)
REVENUES								
HAP Port In Admin	0.00	(76.78)	0.00	(76.78) (100%)	(455.10)	0.00	(455.10) (100%)	
EHV Admin	235,000.00	15,756.00	19,587.00	(3,831.00) (20%)	165,320.46	235,000.00	(69,679.54) (30%)	
EHV Service Fee	590,913.00	32,945.00	49,240.00	(16,295.00) (33%)	353,070.00	590,913.00	(237,843.00) (40%)	
Total Revenues	<u>825,913.00</u>	<u>48,624.22</u>	<u>68,827.00</u>	<u>(20,202.78) (29%)</u>	<u>517,935.36</u>	<u>825,913.00</u>	<u>(307,977.64) (37%)</u>	
EXPENDITURES								
Salaries and Benefits	139,221.00	10,269.52	11,599.00	1,329.48 11%	135,352.35	139,221.00	3,868.65 3%	
Insurance Expense	0.00	0.00	0.00	0.00 0%	51.11	0.00	(51.11) (100%)	
EHV Service Fees	590,913.00	32,945.00	49,240.00	16,295.00 33%	353,070.00	590,913.00	237,843.00 40%	
Total Expenditures	<u>730,134.00</u>	<u>43,214.52</u>	<u>60,839.00</u>	<u>17,624.48 29%</u>	<u>488,473.46</u>	<u>730,134.00</u>	<u>241,660.54 33%</u>	
Net Budgetary Surplus or (Deficit)	<u>95,779.00</u>	<u>5,409.70</u>	<u>7,988.00</u>	<u>(2,578.30) (32%)</u>	<u>29,461.90</u>	<u>95,779.00</u>	<u>(66,317.10) (69%)</u>	

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

EHV HAP

Fund Values 086

	MONTH ENDING AT 9/30/2023		YEAR TO DATE AT 9/30/2023		VARIANCE Favorable (Unfavorable)
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
REVENUES					
EHV HAP	2,930,466.00	201,206.00	244,200.00	1,850,456.00	(1,080,010.00) (37%)
Total Revenues	2,930,466.00	201,206.00	244,200.00	1,850,456.00	(1,080,010.00) (37%)
EXPENDITURES					
Housing Assistance Payments	2,930,466.00	201,206.00	244,200.00	1,850,456.00	1,080,010.00 37%
Total Expenditures	2,930,466.00	201,206.00	244,200.00	1,850,456.00	1,080,010.00 37%
Net Budgetary Surplus or (Deficit)	0.00	0.00	0.00	0.00	0.00 0%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

MOD REHAB

Fund Values 084

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Mod Rehab Admin	308,290.00	25,690.00	25,689.00	1.00 0%	308,287.00	308,290.00	(3.00) 0%
Mod Rehab Hap	2,680,144.00	177,065.00	223,349.00	(46,284.00) (21%))	2,417,105.00	2,680,144.00	(263,039.00) (10%))
Interest Income	0.00	122.64	0.00	122.64 100%	692.86	0.00	692.86 100%
Other Income	10,000.00	(3,995.77)	826.00	(4,821.77) (584%))	(15.65)	10,000.00	(10,015.65) (100%))
Total Revenues	2,998,434.00	198,881.87	249,864.00	(50,982.13) (20%))	2,726,069.21	2,998,434.00	(272,364.79) (9%))
EXPENDITURES							
Salaries and Benefits	308,290.00	86,805.00	25,689.00	(61,116.00) (238%))	318,017.00	308,290.00	(9,727.00) (3%))
Mod Rehab	2,400,000.00	198,492.00	200,000.00	1,508.00 1%	2,409,468.00	2,400,000.00	(9,468.00) 0%
Total Expenditures	2,708,290.00	285,297.00	225,689.00	(59,608.00) (26%))	2,727,485.00	2,708,290.00	(19,195.00) (1%))
Net Budgetary Surplus or (Deficit)	290,144.00	(86,415.13)	24,175.00	(110,590.13) (457%))	(1,415.79)	290,144.00	(291,559.79) (100%))

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

Mainstream Admin

Fund Values 091

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023		
	ANNUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
	BUDGET	Favorable (Unfavorable)	Favorable (Unfavorable)	Favorable (Unfavorable)	Favorable (Unfavorable)	Favorable (Unfavorable)
REVENUES						
5 YR, 2017, 2020 Mainstream Admin	300,160.00		25,017.00	271,653.00	300,160.00	(28,507.00) (9%)
Total Revenues	300,160.00	46,656.00	25,017.00	271,653.00	300,160.00	(28,507.00) (9%)
		46,656.00	25,017.00	271,653.00	300,160.00	(28,507.00) (9%)
EXPENDITURES						
Salaries and Benefits	300,160.00	30,372.85	25,017.00	301,191.56	300,160.00	(1,031.56) 0%
Total Expenditures	300,160.00	30,372.85	25,017.00	301,191.56	300,160.00	(1,031.56) 0%
Net Budgetary Surplus or (Deficit)	0.00	16,283.15	0.00	(29,538.56)	0.00	(29,538.56) (100%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

Mainstream HAP

Fund Values 081

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023		
	ANNUAL	ACTUAL	BUDGET	Favorable (Unfavorable)	VARIANCE	Favorable (Unfavorable)
REVENUES						
5 YR, 2017, 2020 Mainstream HAP	1,436,556.00	245,771.00	119,713.00	126,058.00	105%	2,864,768.00
5 YR, 2017, 2020 Mainstream Admin	0.00	(22,153.00)	0.00	(22,153.00)	(100%)	(10,034.00)
HAP Port In Admin	0.00	(76.78)	0.00	(76.78)	(100%)	(588.26)
Total Revenues	1,436,556.00	223,541.22	119,713.00	103,828.22	87%	2,854,145.74
EXPENDITURES						
Salaries and Benefits	0.00	(384.00)	0.00	384.00	100%	(273.89)
HAP 5 YR, 2017, 2020 Mainstream	1,441,722.00	265,546.00	120,138.00	(145,408.00)	(121%)	2,820,311.82
Total Expenditures	1,441,722.00	265,162.00	120,138.00	(145,024.00)	(121%)	2,820,037.93
Net Budgetary Surplus or (Deficit)	(5,166.00)	(41,620.78)	(425.00)	(41,195.78)	(9,693%)	34,107.81
			(5,166.00)	(5,166.00)		39,273.81
						760%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

Housing Counseling

Fund Values 806

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Other Income	65,000.00	6,246.99	5,413.00	833.99 15%	66,750.01	65,000.00	1,750.01 3%
Funding transfers In	2,124.00	0.00	177.00	(177.00) (100%)	0.00	2,124.00	(2,124.00) (100%)
Total Revenues	67,124.00	6,246.99	5,590.00	656.99 12%	66,750.01	67,124.00	(373.99) (1%)
EXPENDITURES							
Salaries and Benefits	61,680.00	6,773.03	5,140.00	(1,633.03) (32%)	64,032.41	61,680.00	(2,352.41) (4%)
Operating/Admin Expenses	3,500.00	978.90	288.00	(690.90) (240%)	1,726.80	3,500.00	1,773.20 51%
Insurance Expense	1,944.00	0.00	162.00	162.00 100%	386.08	1,944.00	1,557.92 80%
Total Expenditures	67,124.00	7,751.93	5,590.00	(2,161.93) (39%)	66,145.29	67,124.00	978.71 1%
Net Budgetary Surplus or (Deficit)	0.00	(1,504.94)	0.00	(1,504.94) (100%)	604.72	0.00	604.72 100%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

FSS Subsidy

Fund Values 085

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023		
	ANNUAL BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES						
FSS subsidy	284,000.00	18,453.98	23,663.00	264,248.52	284,000.00	(19,751.48) (7%)
Funding transfers In	14,465.00	0.00	1,210.00	0.00	14,465.00	(14,465.00) (100%)
Total Revenues	298,465.00	18,453.98	24,873.00	264,248.52	298,465.00	(34,216.48) (11%)
EXPENDITURES						
Salaries and Benefits	290,310.00	19,430.60	24,187.00	307,960.10	290,310.00	(17,650.10) (6%)
Operating/Admin Expenses	3,925.00	0.00	328.00	3,770.00	3,925.00	155.00 4%
Insurance Expense	0.00	0.00	0.00	115.75	0.00	(115.75) (100%)
Total Expenditures	294,235.00	19,430.60	24,515.00	311,845.85	294,235.00	(17,610.85) (6%)
Net Budgetary Surplus or (Deficit)	4,230.00	(976.62)	358.00	(47,597.33)	4,230.00	(51,827.33) (1,225%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

FSS Forefeitures

Fund Values 095

	MONTH ENDING AT 9/30/2023		YEAR TO DATE AT 9/30/2023		VARIANCE Favorable (Unfavorable)
	ACTUAL	BUDGET	ACTUAL	BUDGET	
	VARIANCE Favorable (Unfavorable)				
REVENUES					
FSS forefeitures	18,774.85	837.00	53,898.26	10,000.00	43,898.26 439%
Total Revenues	<u>18,774.85</u>	<u>837.00</u>	<u>53,898.26</u>	<u>10,000.00</u>	<u>43,898.26 439%</u>
EXPENDITURES					
Operating/Admin Expenses	386.47	0.00	386.47	0.00	(386.47) (100%)
Total Expenditures	<u>386.47</u>	<u>0.00</u>	<u>386.47</u>	<u>0.00</u>	<u>(386.47) (100%)</u>
Net Budgetary Surplus or (Deficit)	<u>18,388.38</u>	<u>837.00</u>	<u>53,511.79</u>	<u>10,000.00</u>	<u>43,511.79 435%</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

Ports

Fund Values 088

	MONTH ENDING AT 9/30/2023			YEAR TO DATE AT 9/30/2023			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
HAP Port In	12,000,000.00	742,900.78	1,000,000.00	(257,099.22) (26%)	13,609,156.78	12,000,000.00	1,609,156.78 13%
Total Revenues	12,000,000.00	742,900.78	1,000,000.00	(257,099.22) (26%)	13,609,156.78	12,000,000.00	1,609,156.78 13%
EXPENDITURES							
HAP Port Ins	12,000,000.00	743,520.78	1,000,000.00	256,479.22 26%	13,609,156.78	12,000,000.00	(1,609,156.78) (13%)
Total Expenditures	12,000,000.00	743,520.78	1,000,000.00	256,479.22 26%	13,609,156.78	12,000,000.00	(1,609,156.78) (13%)
Net Budgetary Surplus or (Deficit)	0.00	(620.00)	0.00	(620.00) (1000%)	0.00	0.00	0.00 0%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2023 Report By: Month 9/30/2023 Reporting Type: Income Statement

SPC

Fund Values 082, 182

	ANNUAL	MONTH ENDING AT 9/23/2023			YEAR TO DATE AT 9/23/2023		
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
							VARIANCE
							Favorable (Unfavorable)
REVENUES							
SPC/CoC Prog Inc	6,077,078.00	192,484.00	506,425.00	(313,941.00)	(62%)	5,416,689.00	6,077,078.00 (11%)
SPC/CoC Admin	516,511.00	21,702.00	43,038.00	(21,336.00)	(50%)	476,018.72	516,511.00 (8%)
SPC/CoC Match	0.00	30,204.50	0.00	30,204.50	100%	1,054,731.54	1,054,731.54 100%
Total Revenues	6,593,589.00	244,390.50	549,463.00	(305,072.50)	(56%)	6,947,439.26	6,593,589.00
EXPENDITURES							
SPC Adm Expense	516,511.00	21,702.00	43,038.00	21,336.00	50%	476,018.72	516,511.00 8%
SPC Program Expense	6,077,078.00	192,484.00	506,425.00	313,941.00	62%	5,416,689.00	6,077,078.00 11%
SPC Match Expense	0.00	30,204.50	0.00	(30,204.50)	(100%)	1,048,178.54	0.00 (1,048,178.54) (100%)
Total Expenditures	6,593,589.00	244,390.50	549,463.00	305,072.50	56%	6,940,886.26	6,593,589.00
Net Budgetary Surplus or (Deficit)	0.00	0.00	0.00	0.00	%	6,553.00	0.00
							6,553.00 100%

Balance Sheet - Summary
Grouped By Fund Group
Reporting for periods as of 09/30/2023

<u>Assets</u>	Total Amount	COCC/ Development	Housing Counseling	non-Sec 8 AH	Section 8 AH
Cash	\$ 12,934,560.59	\$ 1,497,768.02	\$ 15,020.90	\$ 246,181.03	\$ 11,175,590.64
Accounts Receivable	\$ 1,350,914.85	\$ 49,165.84	\$ 408.00	\$ 170,432.98	\$ 1,130,908.03
Accounts Receivable Other	\$ 749,950.12	\$ 0.00	\$ 23,747.89	\$ 659,855.73	\$ 66,346.50
Prepaid	\$ 92,913.49	\$ 14,683.00	\$ 0.00	\$ 0.00	\$ 78,230.49
Land	\$ 602,470.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 602,470.00
Building	\$ 2,726,979.15	\$ 271,891.00	\$ 0.00	\$ 0.00	\$ 2,455,088.15
Property Improvement	\$ 1,811,148.31	\$ 348,555.39	\$ 0.00	\$ 0.00	\$ 1,462,592.92
Capitalized Leases	\$ 294,260.29	\$ 118,981.35	\$ 0.00	\$ 0.00	\$ 175,278.94
Intangible Assets	\$ 324,404.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 324,404.26
Accumulated Depreciation	\$ (3,554,862.15)	\$ (530,230.10)	\$ 0.00	\$ 0.00	\$ (3,024,632.05)
Investments - Restricted	\$ 504,248.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 504,248.26
Deferred Outflows	\$ 2,986,268.00	\$ 1,446,152.00	\$ 0.00	\$ 0.00	\$ 1,540,116.00
Total : Assets	\$ 20,823,255.17	\$ 3,216,966.50	\$ 39,176.79	\$ 1,076,469.74	\$ 16,490,642.14
<u>Liabilities and Net Assets</u>					
Liability					
Accounts Payable	\$ 1,242,071.00	\$ 79,152.26	\$ 340.00	\$ 840,213.47	\$ 322,365.27
Accounts Payable - HUD	\$ 182,959.00	\$ 0.00	\$ 0.00	\$ 180,391.00	\$ 2,568.00
Accrued Comp Absence - Curren	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
Accrued Comp Absence - LT	\$ 679,265.66	\$ 335,447.12	\$ 13,249.76	\$ 0.00	\$ 330,568.78
Accrued Liability - Salaries	\$ 109,728.51	\$ 40,419.48	\$ 1,269.16	\$ 11,983.64	\$ 56,056.23
HAP FSS escrow/Rehab escrow	\$ 504,272.27	\$ 0.00	\$ 0.00	\$ 24.01	\$ 504,248.26
Unearned Revenue	\$ 284,822.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 284,822.47
Partnership Disposition Fee	\$ (379.20)	\$ (379.20)	\$ 0.00	\$ 0.00	\$ 0.00
Pension Liability	\$ 5,938,499.00	\$ 2,862,014.00	\$ 0.00	\$ 0.00	\$ 3,076,485.00
Deferred Inflows	\$ 1,194,544.00	\$ 584,035.00	\$ 0.00	\$ 0.00	\$ 610,509.00
Total Liability	\$ 10,150,782.71	\$ 3,900,688.66	\$ 14,858.92	\$ 1,032,612.12	\$ 5,202,623.01
Equity					
Surplus	\$ 10,026,647.02	\$ (1,475,343.20)	\$ 23,713.15	\$ 34,789.70	\$ 11,443,487.37
Current Year Net Assets	\$ 645,825.44	\$ 791,621.04	\$ 604.72	\$ 9,067.92	\$ (155,468.24)
Total Equity	\$ 10,672,472.46	\$ (683,722.16)	\$ 24,317.87	\$ 43,857.62	\$ 11,288,019.13
Total : Liabilities and Net Assets	\$ 20,823,255.17	\$ 3,216,966.50	\$ 39,176.79	\$ 1,076,469.74	\$ 16,490,642.14

Quarterly Investment Report

The Authority invests all funds in compliance with HUD regulations and the policies approved by the Board. Accordingly, all of the Authority's investments are 100% secured by either the Federal Deposit Insurance Corporation or pledged collateral. The Authority's Investment Portfolio priorities focus on safety of principal first, then liquidity and earning a market rate of return.

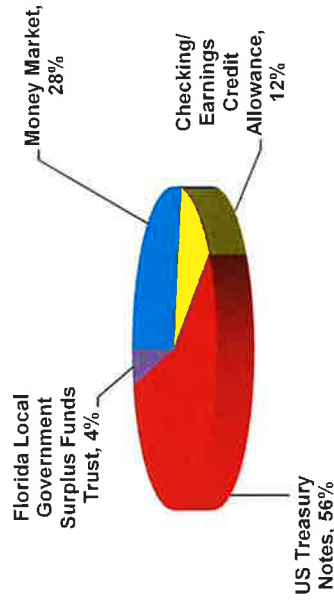
Section 401(e) of the federal annual contribution contract authorizes the Authority to invest excess federal funds in instruments issued by or guaranteed by the federal government. The authority practices this policy for all invested funds, regardless of source.

Current Investment Portfolio Allocation Quarter Ending September 30, 2023

The Portfolio Allocation as of September 30, 2023 chart is a breakdown of the Authority's portfolio by the types of investments. The Authority's \$14,253,596 cash/investment position presented below includes \$ 485,045 set aside for the Family Self Sufficiency Program (FSS). The Authority also invested \$529,933 in the Florida State Board of Administration Prime Fund and Housing Choice Vouchers invested \$8.0 million in a laddered portfolio of US Treasury Notes.

The US Treasury Notes have maturities of: \$5.0 million, 8/31/2027, \$1.0 million, 2/29/2024; \$1.0 million, 10/24/2024; and \$1.0 million, 8/15/2025. The TD Municipal Choice Account receives an earnings credit allowance for checking at a rate of 2.1% and offsets all bank fees.

Investment Portfolio Allocation
September 30, 2023



Portfolio Allocation As of September 30, 2023		Rates
TD Money Market	\$ 3,983,230	3.51%
TD Municipal Choice	1,744,368	2.75%
US Treasury Notes	7,996,065	4.01%
Florida Prime SBA	529,933	5.59%
	\$ 14,253,596	

Memorandum 2024-01 (HR)

To: BCHA Board of Commissioners

Thru: Parnell Joyce, Chief Executive Officer *PJ*

From: Iryna Chapman, Human Resources Manager *I.C.*

Date: February 1, 2024

Subject: Revisions to Personnel Manual – Compressed Schedule

REQUESTED ACTION:

Motion to approve recommended new policy to BCHA Personnel Manual – Compressed Schedule Workweek.

WHAT THIS ACTION ACCOMPLISHES:

Formally adopts the compressed schedule workweek.

REASONS FOR ACTION:

Board approval is necessary for changes to the Personnel Manual.

BCHA conducted a six-month pilot program to test the feasibility of a compressed workweek schedule. This policy formally adopts the successful pilot program providing employees an opportunity to modify their work schedules as the organization continues to deliver services in an effective and efficient manner consistent with the agency efforts to encourage a working environment that increases employee morale while enhancing productivity, recruitment and retention.

The compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. As such, the compressed workweek schedule is an employee privilege and not an employee right; this schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program. This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

ATTACHMENTS:

Compressed Schedule Workweek Policy

Compressed Schedule Workweek Policy

Alternative work schedules, including the compressed workweek, are consistent with the efforts of the Broward County Housing Authority (BCHA) to encourage a working environment that increases employee morale while enhancing productivity, recruitment and retention. This policy provides BCHA employees an opportunity to modify their work schedules as the organization continues to provide services in an effective and efficient manner.

This compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. As such, the compressed workweek schedule is an employee privilege and not an employee right; this schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program.

This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

This policy applies to employees permitted to work a compressed or flexible work schedule and does not apply to requests for a reasonable accommodation. Employees requesting to work a compressed work schedule as a reasonable accommodation must follow the BCHA process on requests for a reasonable accommodation.

Definition

- Compressed Workweek Schedule - Working the equivalent hours of a full-time workweek in fewer than five (5) days. A compressed workweek allows full-time employees to work longer days in exchange for a day off each week.

Compressed Workweek Schedule Requirements

Compressed workweek schedule must meet the following requirements:

- Full-time employees must work a 37.5-hour week (or 75 hours each pay period).
- Compressed workweek schedule consists of three 9.5-hour days and one 9-hour day each week for a total of 37.5 hours.
- Compressed workweek schedule must not vary from pay period to pay period and must be approved by a supervisor.
- Each supervisor must ensure that this policy and its operating guidelines are followed within the work unit.
- Offices must remain open during normal business hours.
- Operational requirements must be met.
- Service to BCHA customers must be maintained or improved.
- Departmental operational costs should not increase.
- Eligible employees who work a standard five-day workweek from 8:30 AM to 5:00 PM, Monday through Friday, may request to work a compressed workweek schedule.

Requests to Work a Compressed Workweek Schedule

After the employee's initial probationary period of employment of 180 days is completed, BCHA may approve an employee's request to work a compressed workweek that include the following caveats or exceptions:

- Employees working a compressed workweek may be required to report to work outside of their customary hours occasionally to attend meetings or for other business reasons.

- Employees working a compressed workweek may be required to report to work during certain core business hours.
- BCHA reserves the right to revoke the approval for a compressed work schedule at any time.

Compressed Workweek Schedule: Operating Guidelines

- Eligible employees who work a standard five-day workweek from 8:30 AM to 5:00 PM, Monday through Friday, may request to work a compressed workweek schedule.
- Compressed workweek schedules consist of three 9.5-hour days and one 9-hour day each week, for a total of 37.5 work hours.
- All employees on a compressed schedule will work a regular five-day schedule during holiday weeks. An employee will work a five-day schedule when determined by a supervisor to be necessary, for example at training sessions or for other reasons that aid the operations of the BCHA or supervisors may also adjust an employee's work schedule for planned absences to meet operational needs and performance standards.
- Employees who work a compressed schedule shall use sick or vacation leave for the total number of hours they were scheduled to work that day or to supplement the number of hours they were absent from their scheduled workday.
- Employees can use their accrued sick or vacation hours to supplement the 7.5 hours they receive for bonus and personal days – either two hours or an hour and a half, depending on the day of the week they choose to be absent from work. Alternatively, they can change to a regular five-day work schedule during the week they use their bonus or personal day.
- Employees who work a compressed schedule and are eligible for funeral leave under BCHA's Funeral Leave policy will change to a regular five-day work schedule during the week(s) of their absence. Employees may use sick or vacation hours for additional leave time related to funeral attendance subject to the approval of their immediate supervisor.
- Employees summoned for jury duty will change to a regular five-day work schedule for the period of time that is required for them to perform their jury service.
- Any changes to an employee's compressed work schedule must be approved in advance by a supervisor.
- Employees working on a compressed schedule shall continue to accrue vacation time, sick time or other paid time off in the same manner as under standard work hours.
- Compressed workweek schedule will not diminish the ability of BCHA to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.
- For positions where a compressed workweek schedule is permitted, approval of all work schedule requests, changes in schedules, or changes in work hours will be based on BCHA's operational needs, including, but not limited to, meeting performance standards.

Administration

BCHA expressly reserves the right to change, modify or delete the provisions of the Compressed Workweek Schedule Policy without notice.

Each department is responsible for administering this policy.

Questions about compressed workweek schedule should be directed to the HR Department.

RESOLUTION NO. 2024-01

A Resolution of the Broward County Housing Authority Approving Change to the Personnel Manual – Compressed Workweek Schedule

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners approve a change to the Personnel Manual incorporating a new policy on a Compressed Workweek Schedule as explained in Memorandum 2024-01 (HR).

WHEREAS, Board Approval is required to make changes to the Personnel Manual.

WHEREAS, this new policy formally adopts a compressed workweek schedule. The compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. This schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program. This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby approves the adoption of a new Compressed Workweek Policy into the Personnel Manual as explained in Memorandum 2024-01 (HR).

PASSED, ADOPTED AND APPROVED THIS 13th DAY OF FEBRUARY 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

MEMORANDUM 2024-02 (CEO)

TO: Board of Commissioners

FROM: Parnell Joyce, Chief Executive Officer (CEO) *PJ.*

DATE: February 1, 2024

SUBJECT: Designation of CEO Duties

REQUESTED ACTION:

Motion to authorize the CEO to designate duties in the event of an emergency, absence or incapacity.

WHY ACTION IS NECESSARY:

Board approval is necessary to authorize the CEO to designate an Executive Deputy Director status employee to perform the duties of the CEO during an emergency, absence, or incapacity.

WHAT ACTION ACCOMPLISHES:

Ensures the continued effective operation of the BCHA.

SUMMARY EXPLANATION/BACKGROUND:

This action recognizes the need for a contingency plan to ensure the continued effective operation of the BCHA in the event of an emergency, absence, or incapacity of the CEO.

The designation of duties to a capable BCHA employee with Executive Deputy Director status to temporarily fulfill the responsibilities of the CEO during such instances will help maintain essential services and uphold the interests of the BCHA.

RESOLUTION NO. 2024 - 2

A Resolution of the Broward County Housing Authority Authorizing Chief Executive Officer (CEO) to designate an Executive Deputy Director status employee to perform the duties of the CEO during an emergency, absence, or incapacity.

WHEREAS, the Board of Commissioners of the Broward County Housing Authority (“BCHA”) recognizes the need for a contingency plan to ensure the continued effective operation of the BCHA in the event of an emergency, absence, or incapacity of the Chief Executive Officer; and,

WHEREAS, the CEO plays a crucial role in the daily management and decision-making process of the BCHA, and it is imperative to designate qualified individual(s) to act on behalf of the CEO when necessary; and,

WHEREAS, the BCHA acknowledges its responsibility to provide for the seamless functioning of BCHA affairs during any temporary period when the CEO is unable to perform the duties; and,

WHEREAS, the appointment of a capable BCHA employee with Executive Deputy Director status to temporarily fulfill the responsibilities of the CEO during such instances will help maintain essential services and uphold the interests of the BCHA; and,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby authorizes the Chief Executive Officer to designate Executive Deputy Director(s) of the BCHA to perform the duties of the CEO during an emergency, absence, or incapacity of the CEO, which would impede operations, the delivery of critical community services, housing, or third-party relationships.

To exercise the authority granted herein, the CEO shall issue a memorandum designating the BCHA employee authorized to act on his or her behalf. If incapacitated the Executive Deputy Directors shall determine a signatory among the group and which may alternate with concurrence among the group. Notwithstanding the foregoing, and subject to certain CEO employment agreement, the Board of Commissioners shall have the power to appoint an acting CEO in the event of the absence, illness, death, discharge or resignation of the CEO.

PASSED, ADOPTED AND APPROVED THIS ___ DAY OF FEBRUARY 2024.

JOHN T. LOOS III, CHAIR


PARNELL JOYCE, BOARD SECRETARY/CEO



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MEMORANDUM 2024-01 (CEO)

TO: Board of Commissioners
FROM: Parnell Joyce, Chief Executive Officer 
DATE: February 1, 2024
SUBJECT: Authorization of Actions in Furtherance of Tequesta Reserve Development

REQUESTED ACTION:

Motion to approve certain actions in furtherance of the development and construction of Tequesta Reserve Apartments.

WHY ACTION IS NECESSARY:

Board approval is necessary to authorize the Chief Executive Officer (CEO) to take certain actions necessary to carry out the development, financing, and construction work to bring the project to fruition.

This action authorizes the CEO to form and file any and all requisite applications or other documentation with any appropriate governmental agency necessary for the financing, development, and construction of the project including but not limited to execution of an agreement with HUD for housing assistance payments. Furthermore, it gives the CEO authority to negotiate and execute documents with the Housing Finance Authority, Permanent Funding Lender, the County, MCCAN Communities, Inc. serving as project owner, Griffin Gardens Apartments, LLC serving as ground lessor, or the Investor as may be necessary to effectuate the development work and provide rental subsidy to the project.

SUMMARY EXPLANATION/BACKGROUND:

“Tequesta Reserve” is the multifamily senior housing development planned for construction in the Town of Davie. The site sits on a vacant portion of land adjacent to the Griffin Gardens senior Multifamily community. It has been reimagined as a mid-rise property to house seventy-six low-income senior families.

BROWARD COUNTY HOUSING AUTHORITY

RESOLUTION NO. 2024-03

WHEREAS, MCCAN Communities Inc., a Florida nonprofit corporation (“**MCCAN**”) and instrumentality of the Broward County Housing Authority (“**BCHA**” or the “**Authority**”) is the managing member of Tequesta Reserve, LLC., a Florida limited liability company, which will serve as the single purpose tax credit entity and owner of the property and the project (the “**Owner**”);

WHEREAS, the the Owner will enter into a long-term ground lease for a parcel of vacant land (the “**Property**”) in the town of Davie, Florida with Griffin Gardens Apartments, LLC, a Florida limited liability company (“**Griffin Gardens**”) (the “**Ground Lease**”);

WHEREAS, MCCAN entered into that certain Development Agreement with Building Better Communities, Inc., a Florida nonprofit corporation (“**BBC**”), for the redevelopment of the Property;

WHEREAS, Owner intends to construct a new 76-unit housing development for low-income elderly families and other related improvements on the Property (the “**Project**”);

WHEREAS, the Authority and the U.S. Department of Housing and Urban Development (“**HUD**”) will require that the Project units be maintained as affordable housing through the recordation of a Rental Assistance Demonstration Transfer of Assistance Restrictive Covenants against the Property;

WHEREAS, to support their plans for the Project, Owner has secured funding from financing sources that require that the Property be transferred to a single purpose tax credit entity controlled by a for-profit entity, which will construct, own and operate the Project;

WHEREAS, in consideration for the Ground Lease, the Owner will pay the Griffin Gardens a capital lease payment in the amount of \$1,844,000, which amount shall be financed by a purchase money loan from the Authority (the “**Seller Loan**”);

WHEREAS, the Authority and the Owner will also enter into an Agreement to Enter into Housing Assistance Payments (“**AHAP**”) to provide project-based voucher assistance for the Project’s 76 units upon completion;

WHEREAS, the Owner and BBC as developer will undertake the construction and operation of the Project (collectively, the “**Development Work**”);

WHEREAS, the Owner intends to finance the Development Work with the following sources (collectively, the “**Financing**”):

- (i) A Bond Loan from the from the Housing Finance Authority of Broward County, Florida (“**HFA**”) in the approximate amount of \$20,785,000 (the “**Bond Loan**”);
- (ii) A construction/permanent 221(d)(4) FHA-insured loan in the approximate amount of \$12,112,618 from PNC Bank, National Association (the “**Permanent Funding Lender**”) (collectively, the “**Tax Exempt Loan**”);
- (iii) A construction/permanent loan from BBC in the approximate amount of \$5,000,000, (the “**BBC Loan**”);
- (iv) A construction/permanent loan from Broward County (the “**County**”) in the approximate amount of \$5,000,000, funded with HOME funds (the “**County HOME Loan**”);
- (v) A construction/permanent loan from Broward County in the approximate amount of \$2,275,000, funded with General Revenue funds (the “**County Soft Loan**”);
- (vi) The Seller Loan;

- (vii) A construction bridge loan from Wells Fargo Bank, N.A. in the approximate amount of \$9,000,000, that will be paid from proceeds from the second tax credit equity contribution;
- (viii) equity in the approximate amount of \$13,485,584 (the “**Equity Financing**”) from Wells Fargo Community Investment Holdings, LLC., or its affiliate(s) (the “**Investor**”), which has been obtained through the syndication of certain low income housing tax credits issued FHFC (the “**Tax Credit Allocation**”);
- (ix) deferred developer fee in the approximate amount of \$2,141,972.

WHEREAS, BBC will serve as the developer of the Development Work, earning the developer fee, a portion of which will be deferred (the “**Developer Fee**”);

WHEREAS, the Owner will enter into a construction contract with Pirtle Construction Company (the “**General Contractor**”) to serve as the general contractor for the Development Work and an agreement with Barranco Gonzalez (the “**Architect**”) to serve as the architect for the Development Work; and

WHEREAS, BBC and Guaranty LLC, a Florida limited liability company (“**Guarantor**”) the sole member of which is BBC, will provide certain guarantees and indemnifications as required in connection with the Financing.

NOW, THEREFORE, BE IT RESOLVED, in connection with the Development Work and the Financing, the Authority Board of Commissioners now wishes to authorize such further action as may be necessary to advance the purposes set forth in the foregoing recitals:

Resolved, The Authority authorizes its Chief Executive Officer or his designee to form and file any and all requisite applications or other documentation with any appropriate governmental agency necessary for purposes of carrying out the authorizations described in this Resolution;

Resolved, The Chief Executive Officer or his designee is authorized to negotiate and execute any documents with HUD and the Owner to effectuate the Project, as may be necessary or desirable to codify the authorizations described in this Resolution;

Resolved, The Chief Executive Officer or his designee is authorized to negotiate and, following receipt of all other required approvals, and is further authorized to negotiate and execute such additional agreements with the Owner as may be necessary or desirable to codify the authorizations described in this Resolution, including but not limited to the AHAP;

Resolved, The Chief Executive Officer or his designee is authorized to negotiate and execute documents with HUD, BBC, the Owner, HFA, Permanent Funding Lender, the County, MCCAN, Griffin Gardens, or the Investor as may be necessary or desirable to codify the authorizations described in this Resolution;

Resolved, The Chief Executive Officer or his designee is authorized to enter into any such other agreements or contracts with third parties that the Chief Executive Officer deems necessary or desirable to effectuate the Development Work and provide rental subsidy to the Project;

Resolved, The Chief Executive Officer or his designee is authorized to perform any and all activities that the Chief Executive Officer determines are necessary or desirable to codify the authorizations described in this Resolution; and

Resolved, Any and all actions previously taken by the Authority and the Chief Executive Officer or his designee in connection with the provisions and resolutions set forth herein, are hereby ratified.


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I, John T Loos III, hereby certify that I am the duly appointed and acting Secretary of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) and that the foregoing Resolutions were duly adopted by the Board of Directors of BCHA at its duly noticed meeting held with a quorum present on February 13, 2024.

John T. Loos III, Chair

MEMORANDUM 2024-01 (AH)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer 

FROM: Tiffany Garcia, Executive Deputy Director 

DATE: January 30, 2024

SUBJECT: Correction to the Administrative Plan – Emergency Housing Vouchers

REQUESTED ACTION:

Motion to approve a correction to the Administrative Plan – Chapter 18 – Part IX. Emergency Housing Vouchers (EHV) to remove the time limitation from the Service Fees section.

WHY ACTION IS NECESSARY:

Board approval is required for changes to the Administrative Plan.

WHAT ACTION ACCOMPLISHES:

Corrects the administrative plan section on service fees available under the EHV program which are used to provide much needed security deposits and owner incentives to assist new EHV families secure units for the program.

SUMMARY EXPLANATION/BACKGROUND:

In 2021, BCHA received funding for 178 Emergency Housing Vouchers which included a service fee that could be used for security deposits and other eligible costs to assist new EHV families (new admission) lease-up. At the time, it was expected that remaining funds would be recaptured September 30, 2023. It has recently been brought forward that these service fees may continue to be used to assist new families to the program. This action updates the administrative plan to reflect the continued use of service fees to improve lease-up in the program.

FISCAL IMPACT/COST SUMMARY:

As of January 29, 2024, the service fee balance available to BCHA’s EHV program is \$233,113.00.

ATTACHMENTS:

Administrative Plan, Chapter 18 – Special Programs – Part IX. Emergency Housing Vouchers, Service Fees.

- Assist eligible households to attend appointments with BCHA which may take place via phone call, online platforms, such as Zoom, or in office;
- Attend EHV participant briefings when needed;
- Link participants with assistance for utility deposits, furnishings, moving expenses, food, cleaning and hygiene items.

Operation Sacred Trust, Nancy J. Cotterman Center and Women in Distress Broward will:

- Support families in completing applications and applying for supportive documentation to accompany admissions application to BCHA (i.e. self-certifications, birth certificate, social security card, etc.);
- Assist eligible households to attend appointments with BCHA which may take place via phone call, in office, or online platforms such as Zoom;
- Provide or refer families for Housing Search Assistance;
- Assist in Landlord/Realtor outreach and recruitment;
- Assist families with lease reviews or link with resource for lease reviews;
- Link participants with assistance for utility deposits, furnishings, moving expenses, food, cleaning and hygiene items.

Service Fees

The EHV program funding includes a one-time service fee to support its efforts in implementing and operating an effective EHV services program. The service fee may be used to provide any or all of the defined eligible uses to assist families to successfully lease units with EHV's. **All unexpended funds must be returned to HUD after September 30, 2023. Service fees are available until fully expended by BCHA for eligible households or upon HUD notification to return remaining funds.**

The Services Fees fall into four main components:

1. Housing Search Assistance – May include, but is not limited to, helping a family identify and visit potentially available units during their housing search, helping find a unit that meets the household’s disability needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping expedite the EHV leasing process for the family.
2. Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses
3. Owner-related uses:
 - a. Owner recruitment and outreach
 - b. Owner incentive and/or retention payments
4. Other eligible uses:
 - a. Includes Moving expenses (including move-in fees and deposits)
 - b. Tenant-Readiness Services
 - c. Essential Household items
 - d. Renter’s insurance if required by the lease

BCHA will utilize the Service Fees provided by the program by:

- Offering Security Deposit assistance on behalf of the family during initial lease up while Service Fee funding for this purpose remains available.
 - The security deposit will be limited to the lesser of two month’s rent to owner, the maximum deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner.

RESOLUTION NO. 2024-04

A Resolution of the Broward County Housing Authority Approving Correction to the Housing Choice Voucher Administrative Plan

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners approve a correction to the Housing Choice Voucher Program (HCV) Administrative Plan Chapter 18 – Part IX. Emergency Housing Vouchers (EHV) as explained in Memorandum 2024-01 (AH); and,

WHEREAS, Board approval is required to make changes/corrections to the Administrative Plan; and,

WHEREAS, this change corrects the administrative plan section on service fees used to provide security deposits and owner incentives to assist EHV families secure rental units.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby approves correction to the HCV Administrative Plan Chapter 18 – Part IX. section on service fees. The Board of Commissioners further authorizes the Chief Executive Officer to execute on behalf of the Board any amendments or alterations in contract related activities and any extensions of the term of the contract 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 legal counsel.

PASSED, ADOPTED AND APPROVED THIS 13th DAY OF FEBRUARY 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO





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MEMORANDUM 2024-02 (AH)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer 

FROM: Tiffany Garcia, Executive Deputy Director 

DATE: January 30, 2024

SUBJECT: Authorization for CEO to Execute the State Housing Initiatives Partnership (SHIP) FY 2023 funding for Foreclosure Prevention Assistance agreement with Broward County

REQUESTED ACTION:

Authorization for the CEO to execute the State Housing Initiatives Partnership (SHIP) FY 2023 funding for Foreclosure Prevention Assistance between Broward County and BCHA. The effective date of the agreement will be based on the date it is fully executed by the parties and will expire three years from that date.

WHY ACTION IS NECESSARY:

Board approval is required to ratify this agreement.

WHAT ACTION ACCOMPLISHES:

The agreement will allow the agency to provide eligibility and housing counseling services to at least 12 households facing foreclosure action.

SUMMARY EXPLANATION/BACKGROUND:

The State Housing Initiatives Partnership (SHIP) FY 2023 funding for Foreclosure Prevention Assistance will aid a minimum of twelve (12) eligible very-low-, low-, and moderate-income households, in an amount not to exceed \$15,000 each, who are in default on their mortgages for at least sixty (60) days. Housing Counseling staff will screen potential candidates for approval and review contributing factors to demonstrate the homeowner's ability to make future payments, document negotiations with the first mortgage lender to cancel foreclosure action and submit applications to the County for final payment and approval.

FISCAL IMPACT/COST SUMMARY:

FY 2023 – SHIP Foreclosure Prevention Service Delivery Funds \$20,000

ATTACHMENTS:

Exhibit "A": Scope of Services

EXHIBIT A – Scope of Services

SHIP Funds – FY 2023 Funding

Overall Project Description for Foreclosure Prevention Assistance:

The SHIP Foreclosure Prevention Assistance strategy provides assistance to Eligible Households who are in default on their mortgages for at least sixty (60) days. SHIP Funds will be used to assist Eligible Homeowners to bring mortgages current, including maintenance payments in foreclosure, special assessments, and other fees including, but not limited to, legal fees, in an effort to avoid a foreclosure action.

The services offered by BCHA under the Agreement must comply with BCHA's United States Housing and Urban Development ("HUD") certified Comprehensive Housing Counseling Program and must serve as an extension of its current services to assist Eligible Households who are delinquent in their mortgage repayments and who are in imminent default.

Income categories to be served: Very-Low, Low, and Moderate

Maximum award per Eligible Household: \$15,000

BCHA's Deliverables:

BCHA must thoroughly screen potential candidates for assistance and determine each applicant's eligibility for assistance, including income verification, prior to submitting all requested documentation and information required by County to make payments on behalf of selected applicants. Additionally, as part of the eligibility criteria and vetting process, BCHA must confirm the Eligible Household's property is owner-occupied, and the property's homeowner must meet the eligibility requirements provided in the SHIP Rules and Regulations.

As part of the application process, the BCHA counseling staff shall review factors contributing to the foreclosure action including, but not limited to, loss of employment, loss of income due to illness, divorce, and the homeowner's ability to demonstrate and be able to make future monthly payments. Additionally, the BCHA counseling staff shall provide documentation to County of its negotiation efforts with the Lender to cancel foreclosure action.

BCHA must support County so that County can make payments on behalf of the Eligible Households including identifying the Lender to be paid by County on behalf of each Eligible Household, providing all documentation and information for each Lender required by County and on such forms as may be provided to BCHA by County, and facilitating the transmission and completion of such forms as may be requested by County.

BCHA may invoice County for service delivery costs with each file for an Eligible Household submitted to County in accordance with the Agreement and Exhibit B attached thereto.

As part of the application process, the BCHA counseling staff shall review factors contributing to the foreclosure action including, but not limited to, loss of employment, loss of income due to illness, divorce, and the homeowner's ability to demonstrate and be able to make future monthly payments. Additionally, the BCHA counseling staff shall provide documentation to County of its negotiation efforts with the first mortgage lender to cancel foreclosure action.

BCHA shall require each Eligible Household to execute any such forms as may be provided to BCHA by County, and facilitate the transmission, completion, and/or execution of such forms as may be requested by County.

RESOLUTION NO. 2024-05

A Resolution of the Broward County Housing Authority Authorizing Chief Executive Officer to execute State Housing Initiative Partnership (SHIP) Funding for Foreclosure Prevention Assistance Agreement with Broward County

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners authorize the execution of the agreement with Broward County for SHIP Funding for Foreclosure Prevention Assistance Agreement as explained in Memorandum 2024-02 (AH).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby authorizes the Chief Executive Officer to execute SHIP Funding for Foreclosure Prevention Assistance Agreement with Broward County. The Board of Commissioners further authorizes the Chief Executive Officer to execute on behalf of the Board any amendments or alterations in contract related activities and any extensions of the term of the contract 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 legal counsel.

PASSED, ADOPTED AND APPROVED THIS 13th DAY OF FEBRUARY 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

Assisted Housing Program Report

Month Ending: January 31, 2024

HOUSING CHOICE VOUCHER PROGRAM STATISTICS

PROGRAM	TOTAL LEASED	FAMILIES SEARCHING WITHIN	NEW FAMILIES ENTERING
HOUSING CHOICE VOUCHER	4532	261	0

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
Emergency Housing Vouchers	178	160	10	8

"SPECIAL PROGRAMS"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
SPC (1-8)	149	134	4	11

"MAINSTREAM PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
MAINSTREAM (MS-1) NED	75	66	2	7
MAINSTREAM (MS-5) 5 YEAR	50	45	1	4
MAINSTREAM (MS-5) FY 2017	79	71	3	5
MAINSTREAM (MS-5) FY 2020	24	18	0	6
MAINSTREAM (MS-5) FY 2021	100	51	7	42

"FAMILY UNIFICATION PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
FUP	414	336	30	48
Foster Youth 2 Independence	7	5	1	1

"VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
VASH	317	238	41	38

"FAMILY SELF SUFFICIENCY"

PROGRAM	MANDATORY SLOTS	ENROLLED	FAMILIES EARNING ESCROW
FSS	50	153	79

"PORTABILITY"

PROGRAM	UNITS LEASED
INCOMING PORTS (PORT INS) VOUCHERS ADMINISTERED BY BCHA FROM OTHER HOUSING AUTHORITIES	278
OUTGOING PORTS (PORT OUTS) BCHA VOUCHERS PORTING OUT OF BROWARD COUNTY TO OTHER HOUSING AUTHORITIES	158

"MODERATE REHABILITATION"

PROGRAM	UNITS ALLOTTED	UNIT LEASED	UNITS FOR INSPECTION	VACANCIES
EL JARDIN (MOD)	233	232	1	1

Broward County Housing Authority
Monthly Report on Status of Solicitations
February 1, 2024

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
Elevator Maintenance & Repair Services (QR 21-295)	Mowrey Elevator Company of FL, Inc.	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2024	Eligible for 2nd Renewal on 06/16/2024.
Inspections Services (IFB 21-299)	McCright & Associates	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2024	Eligible for 2nd Renewal on 06/16/2024.
Architectural and Engineering Services (RFQ 20-285)	Barranco Gonzalez Architect	7/1/2020	2 Year Contract With Three, One Year Renewal Options.	6/30/2024	Eligible for Final Renewal on 07/1/2024.
Banking Services (RFP 21-297)	TD Bank, N.A	9/1/2021	2 Year Contract With Three, One Year Renewal Options.	8/31/2024	Eligible for 2nd Renewal on 09/01/2024.
HVAC Repair, Installation and Emergency HVAC Services (RFP 22-308-R)	Angels Remodeling & Construction LLC D/B/A Call Air Conditioning Service	9/1/2022	2 Year Contract With Three, One Year Renewal Options.	8/31/2024	Eligible for first Renewal on 9/1/2024.
Flooring Installation Services (IFB 22-314)	G.D. Luxury Contractors, Inc.	9/8/2022	2 Year Contract With Three, One Year Renewal Options.	9/7/2024	Eligible for first Renewal on 9/8/2024.
Special Legal Services (RFP 22-306)	Ballard Spahr LLP	11/1/2022	2 Year Contract With Three, One Year Renewal Options.	10/31/2024	Eligible for 1st Renewal on 11/1/24.
Janitorial Services at Griffin Gardens, Highland Gardens, and Headway Corporate Offices (RFP 20-288)	Clean Space, INC	11/23/2020	2 Year Contract With Three, One Year Renewal Options.	11/22/2024	Eligible for 3rd and Final Renewal on 11/22/2024.
Plumbing Services (RFP 19-281)	Primary- A to Z Statewide Plumbing, Inc. Secondary - GreenTeam Service, Corp	12/1/2019	2 Year Contract With Three, One Year Renewal Options.	11/30/2024	Third of three renewal executed effective 12/01/2023
Pest Control Services (RFP 20-287)	Home Paramount Pest Control	3/24/2021	2 Year Contract With Three, One Year Renewal Options.	3/23/2025	Eligible for 3rd and final Renewal on 3/24/2026.
Multi-Site Tub and Solid Surface Tops Glazing (QR 22-305)	DMB Refinishers Inc	3/25/2022	1 Year Contract With Two, One Year Renewal Options.	3/24/2025	Not Eligible for Renewal on 3/25/25. Will need to resolicit for services after contract expires on 3/24/25.
Landscaping Services (IFB 20-286)	Touch of Class Landscaping	5/1/2020	2 Year Contract with Three, One Year Renewal Options.	4/30/2025	Not Eligible for Renewal on 5/1/2025. Will need to resolicit for services after contract expires on 4/30/25.
Financial Advisor Services (RFP 22-310)	TAG Associates of Florida, LLC	5/1/2022	2 Year Contract With Three, One Year Renewal Options.	4/30/2025	Eligible for 2nd Renewal on 5/1/2025.
General Legal Services (RFP 20-283)	Weiss Serota Helfman Cole + Bierman PL	7/25/2023	2 Year Contract with Three, One Year Renewal Options.	7/24/2025	Eligible for 1st Renewal on 7/25/2025.
Auditing Services (RFP 23-319)	BCA Watson Rice, LLP	10/1/2023	2 Year Contract with Three, One Year Renewal Options.	9/30/2025	Eligible for 1st Renewal on 10/1/25
Electrical Repairs and Installation IFB 23-318	Universal Electric of Florida, Inc.	10/17/2023	2 Year Contract with Three, One Year Renewal Options.	10/16/2025	Eligible for 1st Renewal on 10/17/2025.
Multi-Function Copier Devices and Service Solutions (County of DuPage, IL Contract No. FI-R-0251-18)	Canon Solutions America, Inc.	1/3/2022	4 Year Contract	1/2/2026	N/A

**Broward County Housing Authority
Monthly Report on Status of Solicitations
February 1, 2024**

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
IFB 23-320 Closed Circuit Television (CCTV) Installation & Maintenance	HNL CORP	11/1/2023	3 Year Contract with Two, One Year Renewal Options on Maintenance Services	10/31/2026	Eligible for 1st Renewal on 11/17/2026.
MRO Supplies, Renovation and Installation Services (Maricopa County, 16154-RFP)	HD Supply Facilities Maintenance L.P.	2/1/2017	5 Year Contract With Five Year Renewal Option	12/31/2026	Five years contract effective 2/17/17 with five additional years to renew terms of contract Expiring December 31, 2026.
Office Supplies (City of Tamarac, 19-12R)	Office Depot, Staples Advantage	10/14/2019	4 Year Contract With one (1) additional four-year period through October 13, 2027	10/13/2027	One additional four-year period to renew contract executed by the City of Tamarac, FL, Contract will expire on 10/13/27.
Professional Services for the Development of Griffin Gardens II (RFP 21-293)	BG Design Studios, Inc. D/B/A Barranco Gonzalez Architecture	1/4/2022	Term continues through project completion.	TBD	N/A
Griffin Gardens II – Owner's Representative/Construction Manager Services (RFP 21-303)	Gallo Herbert Architects, LLC	3/23/2022	Term continues through project completion.	TBD	N/A
Construction Services for Tequesta Reserve (RFP 23-317)	James B. Pirtle Construction compnay, Inc Dba, Pirtle Construcion Compnay	TBD	TDB	TDB	Request for Proposal (RFP) advertised 3/9/23. Proposal received on 5/1/23. Under Negotiation with Negotiation Committee