

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 a meeting of the Board of Directors of Building Better Communities, Inc. are scheduled for **Tuesday, September 17, 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/89459217219?pwd=5lc34Avfa9gSzikLRAGMjz26sz3nJB.1>

The Zoom Meeting Passcode is: 696466

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 894 5921 7219, and the password is 696466.

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, September 16, 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, September 16, 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, September 16, 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, September 16, 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
09/09/2024



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, September 17, 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 June 11, 2024..... Page 3
- V. APPROVAL OF AGENDA
- VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS
- VII. MOTION – Approve Financial Report for Quarter Ended March 31, 2024..... Page 6
- VIII. PRESENTATION: Proposed Operating Budget Fiscal Year 2024/25
- IX. MEMO: Audit Committee Recommendations..... Page 25
- X. MOTION: Authorize Resolution 2024-12 - Approving Proposed Operating Budget for Fiscal Year 2024/25 (under separate cover) Page 26
- XI. PRESENTATION: Real Estate Management Portfolio – Tisha Pinkney
- XII. MOTION: Authorize Resolution 2024-13 - Approving Third Contract Renewal with Clean Space, Inc. for janitorial services at Headway Corporate Office..... Page 32



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XIII. MOTION: Authorize Resolution 2024-14 - Approving Family Self-Sufficiency Program (FSS) Action Plan..... **Page 34**

XIV. MOTION: Authorizing Resolution 2024-15 – Approving Update to Administrative Plan Chapter 18, Special Programs, HUD_VASH and Mainstream Disability (MS5)..... **Page 38**

XV. REPORTS:

1) Assisted Housing Department Report..... **Page 50**

2) Status of Bids/Request for Proposals Report..... **Page 51**

XVI. COMMENTS FROM THE PUBLIC

XVII. BOARD SECRETARY’S REPORT

XVIII. LEGAL COUNSEL’S REPORT

XIX. COMMENTS FROM THE COMMISSIONERS

XX. ADJURNMENT



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Minutes of the Board of Commissioners Meeting

Tuesday – June 11, 2024

I. Call to Order:

The meeting of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) was called to order at 9:47 AM on Tuesday, June 11, 2024 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 that a quorum was present in person.

Commissioners:

John Loos III
Mark O’Loughlin - absent
Karyne Pompilus
Mercedes Núñez

Staff:

Parnell Joyce	Chief Executive Officer
Tisha Pinkney	Executive Deputy Director
Marie De La Rosa	Executive Deputy Director
Tiffany Garcia	Executive Deputy Director
Teisha Palmer	Procurement Manager
Iryna Chapman	Human Resources Director
Noah Szugajew	Senior Administrative Manager
David Tolces, ESQ	Weiss Serota Helfman Cole + Bierman

III. Pledge of Allegiance:

Mr. Tolces led the pledge of allegiance.

IV. Approval of Minutes: Board Meeting held April 16, 2024:

Action: **Commissioner Pompilus** made a motion to approve the Minutes of April 16, 2024. The motion was seconded by **Commissioner Núñez**.

Vote: The motion passed unanimously.

V. Approval of Minutes: Board Meeting held May 21, 2024:

Action: **Commissioner Núñez** made a motion to approve the Minutes of May 21, 2024. The motion was seconded by **Commissioner Pompilus**.

Vote: The motion passed unanimously.

VI. Approval of Agenda:

Action: **Commissioner Núñez** made a motion to approve the Agenda for June 11, 2024. The motion was seconded by **Commissioner Pompilus**.

Vote: The motion passed unanimously.

VII. Comments from the Public on Agenda Items:

No comment.

VIII. Motion – Approve Financial Report for Quarter Ended December 31, 2024:

Action: **Commissioner Núñez** made a motion to approve the Financial Report for Quarter Ended December 31, 2023. The motion was seconded by **Commissioner Pompilus**.

Vote: The motion passed unanimously.

IX. Motion – Authorize Resolution 2024-09 – Approving the PHA Annual and the Agency 5-Year Plan:

Action: **Commissioner Pompilus** made a motion to approve the PHA Annual and the agency 5-Year Plans. The motion was seconded by **Commissioner Núñez**.

Vote: The motion passed unanimously.

X. Motion – Authorize Resolution 2024-10 – Approving First Contract Renewal with Angels Remodeling & Construction, LLC for HVAC Services:

Action: **Commissioner Núñez** made a motion to approve First Contract Renewal with Angels Remodeling & Construction, LLP for HVAC Services at Headway Office Building. The motion was seconded by **Commissioner Pompilus**.

Vote: The motion passed unanimously.

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XI. Motion – Authorize Resolution 2024-11 – Approving Actions in Furtherance of the Development and Financing of the Tequesta Reserve Apartments project:

Action: Commissioner Núñez made a motion to approve actions in furtherance of the Tequesta Reserve project. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

XII. Discussion and Action – Chief Executive Officer Annual Performance Evaluation:

Commissioners discussed Mr. Joyce’s job performance. Due to Commissioner O’Loughlin’s absence it was decided action on the item would be made at a future date.

XIII. Reports:

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

XIV. Comments from the Public: No comments.

XV. Board Secretary’s Report:

Mr. Joyce commented on Agenda Item XII; handed out and discussed summary sheet of agency quarterly financials; Resolution on delegation of duties passed at a prior Board meeting; outreach to Governor’s appointments office about filing the 5th commissioner post.

XVI. Legal Counsels Report: No comments.

XVII. Comments from the Commissioners: No comments.

XVIII. Adjournment: Meeting adjourned at 10:42 AM.

SUBMITTED BY:



PARNELL JOYCE, CEO

(Note: These minutes are not verbatim).



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MEMORANDUM 2024-06 (CFO)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer *PJ*

FROM: Peter Jannis, Chief Financial Officer *PJ*

SUBJECT: Quarterly Financial Report March 31, 2024

DATE: July 15, 2024

Attached are the financial reports for the Broward County Housing Authority (BCHA) for the quarter ended **March 31, 2024**. 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

- **Overall Performance:** By the end of the quarter, administrative revenues exceeded expenses by \$17,000, resulting in a balance of \$4.6 million.
- **Pension Liability:** The pension liability decreased the unrestricted net position by \$3.1 million.
- **Housing Choice Voucher (HCV) Program:** Expenses for the HCV program exceeded revenues, reducing the Housing Assistance Payment (HAP) Equity Reserve by \$838,000, leaving a balance of negative \$262,000. This does not include \$4.0 million held in reserves by HUD.

Administrative Fees and Expenses:

- **Revenue:** Administrative fee revenue was \$1.7 million, which is \$162,000 less than budgeted due to delays in fee collection.
- **Expenses:** Salaries and benefits were \$45,000 under budget due to unfilled positions, professional services were \$8,000 under budget, and general administrative expenses were \$125,000 under budget.
- **Net Position:** Without considering the pension liability, the unrestricted net position would be \$8.3 million.

Funding and Vouchers:

- **Funding Projections:** A 16.6% inflation rate based on housing cost studies was included in the 2023 budget, and similar conditions are expected for 2024.

Board of Commissioners: John T. Loos III, Chair; Vacant, Vice Chair; Mercedes J. Núñez; Mark O'Loughlin; Karyne Pompilus
Parnell Joyce, CEO

- **Voucher Issuance:** Approximately 10 vouchers were issued per month in 2023. The agency is preparing for new project-based voucher projects in 2024 by consolidating resources.
- **Utility Allowances:** New utility rates implemented in 2022 are affecting the ability to lease vouchers due to higher costs.
- **New Vouchers:** BCHA received 71 new vouchers between October 2022 and September 2023. No new vouchers are expected for 2024.

Financial Highlights

Fiscal Year to Date, March 31, 2024

HCV Reserves	RNP ¹	UNP ²
Opening Balance, 10/1/2023	\$ 575,777	\$ 5,080,744
Admin fee to be recognized FY end	-	(1,582)
GAAP adjustments budgetary to accrual		¶ (515,658)
Net reserve increase/(decrease)	(838,199)	16,584
Ending Balance, 3/31/2024	(\$ 262,422)	\$ 4,580,088

Central Office Cost Center/Development

- COCC ended the quarter with a budgetary deficit of (\$162)k year to date. Revenues were \$23k or 2% over budget. Professional services expenses were \$38k under budget. Administrative salaries and benefits expenses were \$84k under budget. General Administrative costs were \$57k under budget. The budgetary deficit was funded through the shared service agreement with the affiliates for the quarter to balance the COCC budget.
- Development ended the quarter with a \$103k budgetary surplus. Salaries and benefits were \$37k under budget and professional fees were \$59k 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 **March 31, 2024** as follows:

Restricted Fund

Assisted Housing Programs Admin Fee Equity	\$ 11,764,054
Mod Rehab 2	125,864
Housing Counseling	3,267
FSS escrow	496,559
Assisted Housing Programs HAP Equity ³	(262,422)
	<u>12,127,322</u>

Unrestricted Funds

Central Office Cost Center	622,882
Development	985,564
	<u>1,608,446</u>
Total	<u>\$ 13,735,768</u>

Investments and Interest Income

- **Interest Rates:** Interest rates on Federal Home Loan Bank notes and other federal instruments are rising. The Fed is expected to raise rates later this year.
- **Deposits:** BCHA's deposits include:
 - TD Municipal Choice Bank Account: 0.0% interest checking and 2.75% earnings credit allowance.
 - Florida Prime Local Government Surplus Funds Trust Fund: 5.59% interest rate.
 - TD Money Market Account: 3.51% interest rate.
 - Short-term T-Notes: 4.01% interest rate.

Assisted Housing Programs	\$ 170,297
Central Office Cost Center	35,772
Total	<u>\$ 206,069</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: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

HCV ADMIN

Fund Values 089

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

ANNUAL

MONTH ENDING AT 3/31/2024

YEAR TO DATE AT 3/31/2024

	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
HAP Port In Admin	680,000.00	24,643.32	56,667.00	(32,023.68) (57%)	132,383.87	340,002.00	(207,618.13) (61%)
Administrative Fees	6,130,430.00	505,586.00	510,869.00	(5,283.00) (1%)	3,144,257.00	3,065,214.00	79,043.00 3%
Interest Income	400,000.00	111,730.16	33,333.00	78,397.16 233%	170,296.63	199,998.00	(29,701.37) (15%)
Other Income	7,250.00	0.00	605.00	(605.00) (100%)	200.00	3,630.00	(3,430.00) (94%)
Total Revenues	7,217,680.00	641,959.48	601,474.00	40,485.48 7%	3,447,137.50	3,608,844.00	(161,706.50) (4%)
EXPENDITURES							
Salaries and Benefits	4,125,366.00	285,193.35	343,780.00	58,586.65 17%	2,107,642.02	2,062,680.00	(44,962.02) (2%)
Professional Services	140,300.00	44,991.85	11,691.00	(33,300.85) (285%)	77,871.35	70,146.00	(7,725.35) (11%)
Operating/Admin Expenses	515,685.00	33,168.86	42,974.00	9,805.14 23%	132,705.11	257,844.00	125,138.89 49%
Maintenance Expenses	91,600.00	8,204.18	7,634.00	(570.18) (7%)	48,550.26	45,804.00	(2,746.26) (6%)
Insurance Expense	109,637.00	33,768.00	9,136.00	(24,632.00) (270%)	102,267.50	54,816.00	(47,451.50) (87%)
Utilities	49,000.00	3,713.36	4,083.00	369.64 9%	24,110.15	24,498.00	387.85 2%
HAP Port Out Admin	0.00	12,304.46	0.00	(12,304.46) (100%)	71,991.51	0.00	(71,991.51) (100%)
Program Mgmt Fee Expenses	1,726,086.00	143,841.00	143,841.00	0.00 0%	863,046.00	863,046.00	0.00 0%
Interest Expense	0.00	598.10	0.00	(598.10) (100%)	2,369.91	0.00	(2,369.91) (100%)
Total Expenditures	6,757,674.00	565,783.16	563,139.00	(2,644.16) 0%	3,430,553.81	3,378,834.00	(51,719.81) (2%)
Net Budgetary Surplus or (Deficit)	460,006.00	76,176.32	38,335.00	37,841.32 99%	16,583.69	230,010.00	(213,426.31) (93%)
Less Depreciation Expense	0.00	8,945.91	0.00	(8,945.91) (100%)	50,557.76	0.00	(50,557.76) (100%)
Net Profit or (Loss)	460,006.00	67,230.41	38,335.00	28,895.41 75%	(33,974.07)	230,010.00	(263,984.07) (115%)
Capital Expenditures	370,000.00	45,898.86	30,833.00	(15,065.86) (49%)	76,938.86	184,998.00	108,059.14 58%
Net Profit or (Loss) less cap ex	90,006.00	21,331.55	7,502.00	(13,829.55) (184%)	(110,912.93)	45,012.00	155,924.93 346%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

HAP HCV

Fund Values 080

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

ANNUAL

MONTH ENDING AT 3/31/2024

YEAR TO DATE AT 3/31/2024

	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Housing Assistance Contributions	100,000,000.00	9,031,846.00	8,333,333.00	698,513.00 8%	52,000,377.00	49,999,998.00	2,000,379.00 4%
HAP Port In	0.00	(1,671.00)	0.00	(1,671.00) (100%)	0.00	0.00	0.00 0%
FSS forfeitures	0.00	26,245.01	0.00	26,245.01 100%	26,334.26	0.00	26,334.26 100%
Other Income	14,000.00	3,592.00	1,167.00	2,425.00 208%	29,326.39	7,002.00	22,324.39 319%
Total Revenues	100,014,000.00	9,060,012.01	8,334,500.00	725,512.01 9%	52,056,037.65	50,007,000.00	2,049,037.65 4%
EXPENDITURES							
Housing Assistance Payments	99,754,000.00	9,042,402.00	8,312,835.00	(729,567.00) (9%)	52,483,938.19	49,877,010.00	(2,606,928.19) (5%)
FSS escrow	250,000.00	44,748.01	20,833.00	(23,915.01) (115%)	152,460.19	124,998.00	(27,462.19) (22%)
HAP Port Ins	10,000.00	0.00	833.00	833.00 100%	2,169.00	4,998.00	2,829.00 57%
Total Expenditures	100,014,000.00	9,087,150.01	8,334,501.00	(752,649.01) (9%)	52,638,567.38	50,007,006.00	(2,631,561.38) (5%)
Net Budgetary Surplus or (Deficit)	0.00	(27,138.00)	(1.00)	(27,137.00) #####	(582,529.73)	(6.00)	(582,523.73) #####

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement



Fund Values 001

	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Program Mgmt Fee Income	1,897,505.00	158,126.00	158,126.00	0.00 0%	948,756.00	948,756.00	0.00 0%
Interest Income	25,000.00	6,569.92	2,083.00	4,486.92 215%	35,772.28	12,498.00	23,274.28 186%
Total Revenues	<u>1,922,505.00</u>	<u>164,695.92</u>	<u>160,209.00</u>	<u>4,486.92 3%</u>	<u>984,528.28</u>	<u>961,254.00</u>	<u>23,274.28 2%</u>
EXPENDITURES							
Salaries and Benefits	1,827,126.00	195,657.24	152,260.00	(43,397.24) (29%)	997,699.26	913,560.00	(84,139.26) (9%)
Professional Services	181,200.00	11,792.63	15,101.00	3,308.37 22%	52,640.63	90,606.00	37,965.37 42%
Operating/Admin Expenses	235,069.00	12,078.69	19,590.00	7,511.31 38%	60,817.94	117,540.00	56,722.06 48%
Maintenance Expenses	17,500.00	1,261.07	1,458.00	196.93 14%	4,419.47	8,748.00	4,328.53 49%
Insurance Expense	29,610.00	5,241.00	2,468.00	(2,773.00) (112%)	25,781.88	14,808.00	(10,973.88) (74%)
Utilities	8,100.00	589.36	675.00	85.64 13%	4,033.84	4,050.00	16.16 0%
Interest Expense	0.00	124.86	0.00	(124.86) (100%)	723.80	0.00	(723.80) (100%)
Total Expenditures	<u>2,298,605.00</u>	<u>226,744.85</u>	<u>191,552.00</u>	<u>(35,192.85) (18%)</u>	<u>1,146,116.82</u>	<u>1,149,312.00</u>	<u>3,195.18 0%</u>
Net Budgetary Surplus or (Deficit)	<u>(376,100.00)</u>	<u>(62,048.93)</u>	<u>(31,343.00)</u>	<u>(30,705.93) (98%)</u>	<u>(161,588.54)</u>	<u>(188,058.00)</u>	<u>26,469.46 14%</u>
Affiliates shared service fee	419,751.00	34,979.00	34,979.00	0.00 0%	209,874.00	209,874.00	0.00 0%
Less Amortization Expense	0.00	1,232.15	0.00	(1,232.15) (100%)	7,392.90	0.00	(7,392.90) (100%)
Less Depreciation Expense	0.00	2,393.75	0.00	(2,393.75) (100%)	15,234.92	0.00	(15,234.92) (100%)
Net Profit or (Loss)	<u>43,651.00</u>	<u>(30,695.83)</u>	<u>3,636.00</u>	<u>(34,331.83) (944%)</u>	<u>25,657.64</u>	<u>21,816.00</u>	<u>3,841.64 18%</u>
Capital Expenditures	40,000.00	0.00	3,333.00	3,333.00 100%	0.00	19,998.00	19,998.00 100%
Net Profit or (Loss) less cap ex	<u>3,651.00</u>	<u>(30,695.83)</u>	<u>303.00</u>	<u>30,998.83 10,231%</u>	<u>25,657.64</u>	<u>1,818.00</u>	<u>(23,839.64) (1,311%)</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

DEVELOPMENT

Fund Values 002

	MONTH ENDING AT 3/31/2024				YEAR TO DATE AT 3/31/2024			
	ANNUAL	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
				Favorable (Unfavorable)			Favorable (Unfavorable)	
REVENUES								
Program Mgmt Fee Income	428,053.00	35,671.00	35,671.00	0.00 0%	214,026.00	214,026.00	0.00 0%	
Total Revenues	<u>428,053.00</u>	<u>35,671.00</u>	<u>35,671.00</u>	<u>0.00 0%</u>	<u>214,026.00</u>	<u>214,026.00</u>	<u>0.00 0%</u>	
EXPENDITURES								
Salaries and Benefits	238,262.00	13,355.47	19,855.00	6,499.53 33%	82,149.86	119,130.00	36,980.14 31%	
Professional Services	150,000.00	0.00	12,500.00	12,500.00 100%	16,130.06	75,000.00	58,869.94 78%	
Operating/Admin Expenses	12,600.00	101.02	1,050.00	948.98 90%	780.02	6,300.00	5,519.98 88%	
Maintenance Expenses	14,500.00	3,605.07	1,209.00	(2,396.07) (198%)	7,074.51	7,254.00	179.49 2%	
Insurance Expense	3,691.00	780.00	308.00	(472.00) (153%)	4,429.54	1,848.00	(2,581.54) (140%)	
Interest Expense	0.00	256.38	0.00	(256.38) (100%)	427.08	0.00	(427.08) (100%)	
Total Expenditures	<u>419,053.00</u>	<u>18,097.94</u>	<u>34,922.00</u>	<u>16,824.06 48%</u>	<u>110,991.07</u>	<u>209,532.00</u>	<u>98,540.93 47%</u>	
Net Budgetary Surplus or (Deficit)	<u>9,000.00</u>	<u>17,573.06</u>	<u>749.00</u>	<u>16,824.06 2,246%</u>	<u>103,034.93</u>	<u>4,494.00</u>	<u>98,540.93 2,193%</u>	
Less Depreciation Expense	0.00	515.18	0.00	(515.18) (100%)	1,813.73	0.00	(1,813.73) (100%)	
Plus Gain/Loss Disp Asset	0.00	(3,787.35)	0.00	3,787.35 100%	(6,923.18)	0.00	6,923.18 100%	
Net Profit or (Loss)	<u>9,000.00</u>	<u>20,845.23</u>	<u>749.00</u>	<u>20,096.23 2,683%</u>	<u>108,144.38</u>	<u>4,494.00</u>	<u>103,650.38 2,306%</u>	
Capital Expenditures	0.00	9,095.53	0.00	(9,095.53) (100%)	9,095.53	0.00	(9,095.53) (100%)	
Net Profit or (Loss) less cap ex	<u>9,000.00</u>	<u>11,749.70</u>	<u>749.00</u>	<u>(11,000.70) (1,469%)</u>	<u>99,048.85</u>	<u>4,494.00</u>	<u>(94,554.85) (2,104%)</u>	

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

EHV ADMIN

Fund Values 087

	MONTH ENDING AT 3/31/2024		YEAR TO DATE AT 3/31/2024		VARIANCE Favorable (Unfavorable)
	ANNUAL	BUDGET	ACTUAL	BUDGET	
REVENUES					
HAP Port In Admin	0.00	0.00	(76.78)	0.00	(383.90) (100%)
EHV Admin	223,338.00	18,612.00	20,274.00	111,672.00	(6,469.00) (6%)
EHV Service Fee	0.00	0.00	0.00	0.00	1,923.00 100%
Total Revenues	223,338.00	18,612.00	20,197.22	111,672.00	(4,929.90) (4%)
EXPENDITURES					
Salaries and Benefits	125,692.00	10,474.00	9,170.06	62,844.00	7,075.47 11%
EHV Service Fees	0.00	0.00	6,900.00	0.00	(89,514.00) (100%)
Program Mgmt Fee Expenses	0.00	0.00	3,722.00	0.00	(22,332.00) (100%)
Total Expenditures	125,692.00	10,474.00	19,792.06	62,844.00	(104,770.53) (167%)
Net Budgetary Surplus or (Deficit)	97,646.00	8,138.00	405.16	48,828.00	(109,700.43) (225%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

EHV HAP

Fund Values 086

	ANNUAL BUDGET	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024		
		ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
EHV HAP	2,145,000.00	800,700.00	178,750.00	621,950.00 348%	1,467,277.00	1,072,500.00	394,777.00 37%
Total Revenues	<u>2,145,000.00</u>	<u>800,700.00</u>	<u>178,750.00</u>	<u>621,950.00 348%</u>	<u>1,467,277.00</u>	<u>1,072,500.00</u>	<u>394,777.00 37%</u>
EXPENDITURES							
Housing Assistance Payments	2,145,000.00	278,511.00	178,750.00	(99,761.00) (56%)	1,467,277.00	1,072,500.00	(394,777.00) (37%)
Total Expenditures	<u>2,145,000.00</u>	<u>278,511.00</u>	<u>178,750.00</u>	<u>(99,761.00) (56%)</u>	<u>1,467,277.00</u>	<u>1,072,500.00</u>	<u>(394,777.00) (37%)</u>
Net Budgetary Surplus or (Deficit)	<u>0.00</u>	<u>522,189.00</u>	<u>0.00</u>	<u>522,189.00 100%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 0%</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

FSS FORFEITURES

Fund Values 095

	MONTH ENDING AT 3/31/2024				YEAR TO DATE AT 3/31/2024			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
REVENUES								
FSS subsidy	0.00	0.00	0.00	0.00 0%	0.00	0.00	0.00 0%	
FSS forfeitures	10,000.00	(26,245.01)	833.00	(27,078.01) (3,251%)	74,151.12	4,998.00	69,153.12 1,384%	
Total Revenues	10,000.00	(26,245.01)	833.00	(27,078.01) (3,251%)	74,151.12	4,998.00	69,153.12 1,384%	
EXPENDITURES								
Operating/Admin Expenses	10,000.00	0.00	833.00	833.00 100%	1,272.81	4,998.00	3,725.19 75%	
Total Expenditures	10,000.00	0.00	833.00	833.00 100%	1,272.81	4,998.00	3,725.19 75%	
Net Budgetary Surplus or (Deficit)	0.00	(26,245.01)	0.00	(26,245.01) (100%)	72,878.31	0.00	72,878.31 100%	

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

FSS

Fund Values 085

	ANNUAL	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024		
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
FSS subsidy	284,000.00	25,144.93	23,667.00	170,127.23	142,002.00	28,125.23	20%
Total Revenues	<u>284,000.00</u>	<u>25,144.93</u>	<u>23,667.00</u>	<u>170,127.23</u>	<u>142,002.00</u>	<u>28,125.23</u>	<u>20%</u>
EXPENDITURES							
Salaries and Benefits	267,908.00	25,144.93	22,326.00	169,266.36	133,956.00	(35,310.36)	(26%)
Operating/Admin Expenses	3,350.00	0.00	280.00	0.00	1,680.00	1,680.00	100%
Insurance Expense	0.00	0.00	0.00	(115.75)	0.00	115.75	100%
Total Expenditures	<u>271,258.00</u>	<u>25,144.93</u>	<u>22,606.00</u>	<u>169,150.61</u>	<u>135,636.00</u>	<u>(33,514.61)</u>	<u>(25%)</u>
Net Budgetary Surplus or (Deficit)	<u>12,742.00</u>	<u>0.00</u>	<u>1,061.00</u>	<u>976.62</u>	<u>6,366.00</u>	<u>(5,389.38)</u>	<u>(85%)</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

HOUSING COUNSELING

Fund Values 806

	ANNUAL	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024		
		ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
Other Income	65,000.00	0.00	5,417.00	(5,417.00) (100%)	0.00	32,502.00	(32,502.00) (100%)
Total Revenues	<u>65,000.00</u>	<u>0.00</u>	<u>5,417.00</u>	<u>(5,417.00) (100%)</u>	<u>0.00</u>	<u>32,502.00</u>	<u>(32,502.00) (100%)</u>
EXPENDITURES							
Salaries and Benefits	57,411.00	5,227.75	4,785.00	(442.75) (9%)	31,853.79	28,710.00	(3,143.79) (11%)
Operating/Admin Expenses	3,500.00	0.00	292.00	292.00 100%	0.00	1,752.00	1,752.00 100%
Insurance Expense	1,944.00	0.00	162.00	162.00 100%	1,200.13	972.00	(228.13) (23%)
Total Expenditures	<u>62,855.00</u>	<u>5,227.75</u>	<u>5,239.00</u>	<u>11.25 0%</u>	<u>33,053.92</u>	<u>31,434.00</u>	<u>(1,619.92) (5%)</u>
Net Budgetary Surplus or (Deficit)	<u>2,145.00</u>	<u>(5,227.75)</u>	<u>178.00</u>	<u>(5,405.75) (3.037%)</u>	<u>(33,053.92)</u>	<u>1,068.00</u>	<u>(34,121.92) (3,195%)</u>

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

Fund Values 084

MOD REHAB

	ANNUAL		MONTH ENDING AT 3/31/2024		YEAR TO DATE AT 3/31/2024		VARIANCE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	Favorable (Unfavorable)	Favorable (Unfavorable)
REVENUES								
Mod Rehab Admin	321,260.00	26,771.00	26,772.00	160,634.00	160,632.00	160,634.00	2.00	0%
Mod Rehab Hap	2,607,912.00	217,326.00	217,326.00	1,303,956.00	1,303,956.00	1,303,956.00	0.00	0%
Interest Income	0.00	181.33	0.00	1,239.05	0.00	1,239.05	1,239.05	100%
Other Income	10,000.00	120.00	834.00	1,128.00	5,004.00	1,128.00	(3,876.00)	(77%)
Total Revenues	2,939,172.00	244,398.33	244,932.00	1,466,957.05	1,469,592.00	1,466,957.05	(2,634.95)	0%
EXPENDITURES								
Salaries and Benefits	321,260.00	80,313.00	26,771.00	160,634.00	160,626.00	160,634.00	(8.00)	0%
Mod Rehab	2,607,912.00	211,126.00	217,326.00	1,221,556.00	1,303,956.00	1,221,556.00	82,400.00	6%
Total Expenditures	2,929,172.00	291,439.00	244,097.00	1,382,190.00	1,464,582.00	1,382,190.00	82,392.00	6%
Net Budgetary Surplus or (Deficit)	10,000.00	(47,040.67)	835.00	84,767.05	5,010.00	84,767.05	79,757.05	1,592%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

ADMIN MAINSTREAM

Fund Values 091

	YEAR TO DATE AT 3/31/2024						
	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
5 YR, 2017, 2020 Mainstream Admin	276,454.00	23,965.00	23,038.00	927.00 4%	138,360.00	138,228.00	132.00 0%
Total Revenues	276,454.00	23,965.00	23,038.00	927.00 4%	138,360.00	138,228.00	132.00 0%
EXPENDITURES							
Salaries and Benefits	269,706.00	25,803.21	22,475.00	(3,328.21) (15%)	155,567.28	134,850.00	(20,717.28) (15%)
Total Expenditures	269,706.00	25,803.21	22,475.00	(3,328.21) (15%)	155,567.28	134,850.00	(20,717.28) (15%)
Net Budgetary Surplus or (Deficit)	6,748.00	(1,838.21)	563.00	(2,401.21) (427%)	(17,207.28)	3,378.00	(20,585.28) (609%)
Prior year adjustment	0.00	0.00	0.00	0.00 0%	38,475.71	0.00	(38,475.71) (100%)
Net Profit or (Loss)	6,748.00	(1,838.21)	563.00	(2,401.21) (427%)	(55,682.99)	3,378.00	(59,060.99) (1,748%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

5 Year Mainstream HAP

Fund Values 081

	ANNUAL	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024				
		BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
REVENUES									
5 YR, 2017, 2020 Mainstream HAP	2,720,000.00	261,331.00	226,667.00	34,664.00	15%	1,522,936.00	1,360,002.00	162,934.00	12%
HAP Port In Admin	0.00	0.00	0.00	0.00	0%	12.09	0.00	12.09	100%
Total Revenues	2,720,000.00	261,331.00	226,667.00	34,664.00	15%	1,522,948.09	1,360,002.00	162,946.09	12%
EXPENDITURES									
Salaries and Benefits	0.00	0.00	0.00	0.00	0%	273.89	0.00	(273.89)	(100%)
HAP 5 YR, 2017, 2020 Mainstream	2,720,000.00	277,697.00	226,667.00	(51,030.00)	(23%)	1,561,131.50	1,360,002.00	(201,129.50)	(15%)
Total Expenditures	2,720,000.00	277,697.00	226,667.00	(51,030.00)	(23%)	1,561,405.39	1,360,002.00	(201,403.39)	(15%)
Net Budgetary Surplus or (Deficit)	0.00	(16,366.00)	0.00	(16,366.00)	(100%)	(38,457.30)	0.00	(38,457.30)	(100%)
Prior year adjustment	0.00	0.00	0.00	0.00	0%	(38,475.71)	0.00	38,475.71	100%
Net Profit or (Loss)	0.00	(16,366.00)	0.00	(16,366.00)	(100%)	18.41	0.00	18.41	100%

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

PORT INS

Fund Values 088

	MONTH ENDING AT 3/31/2024			YEAR TO DATE AT 3/31/2024			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
REVENUES							
HAP Port In	17,000,000.00	624,200.00	1,416,667.00	(792,467.00) (56%)	3,559,025.00	8,500,002.00	(4,940,977.00) (58%)
Total Revenues	17,000,000.00	624,200.00	1,416,667.00	(792,467.00) (56%)	3,559,025.00	8,500,002.00	(4,940,977.00) (58%)
EXPENDITURES							
HAP Port Ins	17,000,000.00	623,665.00	1,416,667.00	793,002.00 56%	3,562,431.00	8,500,002.00	4,937,571.00 58%
Total Expenditures	17,000,000.00	623,665.00	1,416,667.00	793,002.00 56%	3,562,431.00	8,500,002.00	4,937,571.00 58%
Net Budgetary Surplus or (Deficit)	0.00	535.00	0.00	535.00 100%	(3,406.00)	0.00	(3,406.00) (100%)

Statement of RE with Annual Budget

Fiscal Year End: 9/30/2024 Report By: Month 3/31/2024 Reporting Type: Income Statement

SPC Continuum of Care

Fund Values 082, 182

ANNUAL	MONTH ENDING AT 3/31/2024				YEAR TO DATE AT 3/31/2024			
	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
REVENUES								
SPC/CoC Prog Inc	1,500,000.00	188,374.00	125,000.00	63,374.00 51%	1,146,551.00	750,000.00	396,551.00 53%	
SPC/CoC Admin	135,000.00	21,082.00	11,251.00	9,831.00 87%	125,660.00	67,506.00	58,154.00 86%	
Total Revenues	1,635,000.00	209,456.00	136,251.00	73,205.00 54%	1,272,211.00	817,506.00	454,705.00 56%	
EXPENDITURES								
SPC Adm Expense	135,000.00	21,082.00	11,251.00	(9,831.00) (87%)	125,660.00	67,506.00	(58,154.00) (86%)	
SPC Program Expense	1,500,000.00	188,374.00	125,000.00	(63,374.00) (51%)	1,146,551.00	750,000.00	(396,551.00) (53%)	
Total Expenditures	1,635,000.00	209,456.00	136,251.00	(73,205.00) (54%)	1,272,211.00	817,506.00	(454,705.00) (56%)	
Net Budgetary Surplus or (Deficit)	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00 0%	

Balance Sheet - Summary

Grouped By Fund Group

Reporting for periods as of 03/31/2024

<u>Assets</u>	Total Amount	COCC/ Development	Housing Counseling	non-Sec 8 AH	Section 8 AH
Cash	\$ 13,239,208.70	\$ 1,608,446.34	\$ 3,266.98	\$ 494,539.77	\$ 11,132,955.61
Accounts Receivable	\$ 200,036.76	\$ 23,142.34	\$ 0.00	\$ 75,353.77	\$ 101,540.65
Accounts Receivable Other	\$ 409,532.73	\$ 0.00	\$ 1,246.73	\$ 345,231.50	\$ 63,054.50
Interfund A/R	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prepaid	\$ 13,335.49	\$ 2,641.00	\$ 0.00	\$ 0.00	\$ 10,694.49
Land	\$ 602,470.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 602,470.00
Building	\$ 2,745,279.15	\$ 271,891.00	\$ 0.00	\$ 0.00	\$ 2,473,388.15
Property Improvement	\$ 1,811,148.31	\$ 348,555.39	\$ 0.00	\$ 0.00	\$ 1,462,592.92
Capitalized Leases	\$ 352,883.75	\$ 123,570.15	\$ 0.00	\$ 0.00	\$ 229,313.60
Intangible Assets	\$ 324,404.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 324,404.26
Accumulated Depreciation	\$ (3,622,005.71)	\$ (536,751.66)	\$ 0.00	\$ 0.00	\$ (3,085,254.05)
Investments - Restricted	\$ 496,559.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 496,559.28
Deferred Outflows	\$ 3,886,133.00	\$ 1,879,822.00	\$ 0.00	\$ 0.00	\$ 2,006,311.00
Total : Assets	\$ 20,458,985.72	\$ 3,721,316.56	\$ 4,513.71	\$ 915,125.04	\$ 15,818,030.41
Liability					
Accounts Payable	\$ 927,926.77	\$ 56,449.78	\$ 0.00	\$ 765,136.00	\$ 106,340.99
Accounts Payable - HUD	\$ 9,124.00	\$ 0.00	\$ 0.00	\$ 6,556.00	\$ 2,568.00
Accrued Comp Absence - Currer	\$ 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	\$ (30,296.76)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (30,296.76)
HAP FSS escrow/Rehab escrow	\$ 470,338.28	\$ 0.00	\$ 0.00	\$ 24.01	\$ 470,314.27
Unearned Revenue	\$ 169,767.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 169,767.47
Partnership Disposition Fee	\$ (379.20)	\$ (379.20)	\$ 0.00	\$ 0.00	\$ 0.00
Pension Liability	\$ 7,174,744.00	\$ 3,457,795.00	\$ 0.00	\$ 0.00	\$ 3,716,949.00
Deferred Inflows	\$ 2,049,218.00	\$ 995,926.00	\$ 0.00	\$ 0.00	\$ 1,053,292.00
Total Liability	\$ 11,464,708.22	\$ 4,845,238.70	\$ 13,249.76	\$ 771,716.01	\$ 5,834,503.75
Equity					
Surplus	\$ 9,481,418.46	\$ (1,257,724.16)	\$ 24,317.87	\$ 43,857.62	\$ 10,670,967.13
Current Year Net Assets	\$ (487,140.96)	\$ 133,802.02	\$ (33,053.92)	\$ 99,551.41	\$ (687,440.47)
Total Equity	\$ 8,994,277.50	\$ (1,123,922.14)	\$ (8,736.05)	\$ 143,409.03	\$ 9,983,526.66
Total : Liabilities and Net Assets	\$ 20,458,985.72	\$ 3,721,316.56	\$ 4,513.71	\$ 915,125.04	\$ 15,818,030.41

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.

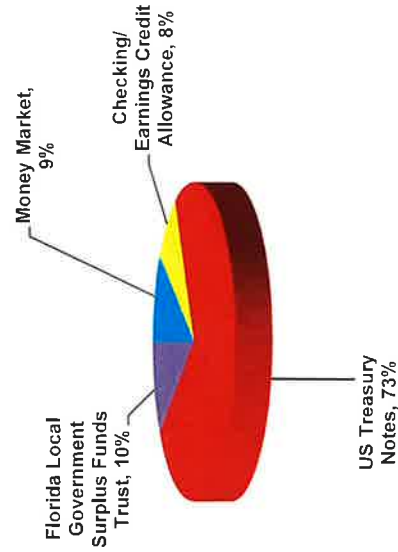
Current Investment Portfolio Allocation Quarter Ending March 31, 2024

The Portfolio Allocation as of March 31, 2024 chart is a breakdown of the Authority's portfolio by the types of investments. The Authority's \$13,735,467 cash/investment position presented below includes \$ 496,559 set aside for the Family Self Sufficiency Program (FSS). The Authority also invested \$1,341,098 in the Florida State Board of Administration Prime Fund and Housing Choice Vouchers invested \$10.0 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, 8/31/2024; \$1.0 million, 8/15/2025; \$1.0 million, 8/31/2024; and \$2.0 million 6/4/2024.

The TD Municipal Choice Account receives an earnings credit allowance for checking at a rate of 2.75% and offsets all bank fees.

**Investment Portfolio Allocation
March 31, 2024**




Portfolio Allocation As of March 31, 2024		Rates
TD Money Market	\$ 1,253,864	3.51%
TD Municipal Choice	1,112,107	2.75%
US Treasury Notes	10,028,398	4.30%
Florida Prime SBA	1,341,098	5.59%
	\$ 13,735,467	


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MEMORANDUM 2024-10 (CFO)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer 

FROM: Peter Jannis, CPA Chief Financial Officer 

SUBJECT: **Audit Committee Recommendations**

DATE: August 6, 2024

The Audit Committee met on Tuesday August 6, 2024 with the following committee members in attendance; John Scannell, CPA, Michael Lambrechts, Pierre Philantrope, and Michael Gossman, CPA, Chair. Jacques Moise had an excused absence.

Staff in Attendance

Parnell Joyce	Chief Executive Officer
Peter Jannis, CPA	Chief Financial Officer
Paul Raikes	Controller
Tiffany Garcia	Executive Deputy Director
Marie De La Rosa	Executive Deputy Director
Tori Cooper	Accountant
Derick Morgan	Construction Manager
Teisha Palmer	Procurement Manager
Jose Tavares	Director of Information Technology

Members of the Public Present

Chanae Wood, ESQ Weiss Serota Helfman Cole & Bierman, PL

The Audit Committee attended an in-person meeting with presentations from CFO Peter Jannis presenting the FY 2024 second quarter Broward County Housing and its Affiliates financial reports and the FY 2025 Annual Budget Report for Broward County Housing and its Affiliates. Committee members asked a number of questions regarding the Budget and investments and they were satisfactorily answered. The Audit Committee voted to accept the 2024 second quarter report and the FY 2025 Annual Budget Report, subject to confirmation of the benefits ratio to salaries figures, and transmit these to the Board of Commissioners and Board of Directors with a recommendation to approve.

The next Audit Committee meeting will be held in April 2025 at which time the quarterly reports and the 2025 Annual Single Audit package for the Agency will be on the agenda.





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Memorandum 2024-06 (CEO)

To: BCHA Board of Commissioners

From: Parnell Joyce, Chief Executive Officer 

Thru: Peter Jannis, Chief Financial Officer 

Thru: Paul Raikes, Controller 

Date: July 22, 2024

Subject: **Proposed Operating Budget Fiscal Year October 1, 2024 – September 30, 2025**

Attached is the proposed agency-wide budget for the fiscal year beginning October 1, 2024. This document includes budgets for the following programs:

- Assisted Housing
- Housing Counseling
- Affordable Housing
- Development
- Multifamily Affiliates
- Central Office Cost Center

Below are the highlights for the proposed fiscal year 2025 budget and include the finalized health insurance costs, all of which can be discussed at our upcoming meeting. Any recommendations and observations provided by the Audit Committee will be forwarded to the Board of Commissioners for its consideration at its meeting on August 20, 2024.

Assisted Housing

The Housing Assistance Payments (HAP) to the landlords is expected to increase by 11% with a 99.5% proration that allows us to fund our voucher program. Our per unit costs continue to increase; however, the estimated funding is adequate for existing vouchers.

An administrative fee reserve of \$7,834,691 exists at the end of the current fiscal year. An ending administrative fee reserve of \$7,258,284 is projected for the upcoming budget year with a 91% proration, which reflects a net decrease of (\$576,407) due to expenditures exceeding revenues. Expenditures include: \$385,000 budgeted capital expenditures for completing Phase II of the OnBase paperless project (\$160,000), flooring, and painting for the Headway Office; and reduced overhead reimbursements from ending participation in the Continuum of Care program (\$145,000).

Housing Counseling

Housing Counseling is funded through a grant from Broward County Community Development. We anticipate \$65,000 from Broward County Community Development Block Grant Funds. Funding from the grant is sufficient to cover the budgeted costs of the program for county-wide counseling services.

Affordable Housing and Low-Income Housing Tax Credit Properties

The estimated rents for the affordable properties (College Gardens, Crystal Lake Townhomes, Twin Oaks, Ocean Drive, Manors at Middle River, and Villas of Pompano) are expected to increase by 9%, and the properties are expected to end the year with a surplus of \$831,921. The tax credit properties (BBC Homes, Inc.; TP Homes Communities; Highland Gardens Senior Housing; OP Better Communities; BBC Ehlinger; and Broward Workforce Communities) are forecasted to end the year with a surplus of \$1,352,794. The total budgeted cash flow for all the properties for fiscal year 2025 is \$2,184,715. This amount funds BBC and is also available to offset operating and capital costs at former public housing (RAD) sites to address emergency work, to cover insurance deductibles, and to preserve and sustain housing for extremely low-income populations.

Building Better Communities

Building Better Communities has a projected budget deficit of (\$4,910,334) which includes transfers out for two (2) loans, at Tequesta Reserve as a long term loan and at Highland Gardens to pay down the LTD balloon payment which matures 10/10/2024, combined totaling \$6,651,813. This entire annual budgetary deficit will be paid back by the mortgagor Low-Income Housing Tax Credit affiliates over the loan terms.

Excluding the previously approved transfer of \$5.0 million for the Tequesta Reserve project and absent the repayment of the Highland Gardens' Balloon Mortgage payment, BBC would actually have a budget surplus of \$1,741,479.

Multi-family Housing (RAD – former Public Housing)

An operating reserve increase of \$204,989 is anticipated for fiscal year 2025.

The projected current fiscal year end replacement reserve is \$2,796,426. The budgeted replacement reserve for the end of fiscal year 2025 is \$1,895,368. In 2025, \$901,058 is planned to be expended from the replacement reserve for improvements and sustainability purposes.

Development & Acquisitions

The development budget includes \$150,000 to address pre-acquisition/pre-development activity, master planning of potential development sites, and tax concerns.

Central Office Cost Center

The COCC is expected to end the current fiscal year with a balanced budget. A revised accounting process which treats the COCC as a true cost center has eliminated all prior year reserves.

Budgeted revenue is expected from the following sources:

- \$1,349,428 – 20% Annual Admin Fee (Assisted Housing)
- \$500,000 – Bookkeeping Fee (Assisted Housing) - \$7.50 PUM X Total AH units
- \$53,627 – Property Management Fees (Multi Family) of 1.5%
- \$40,807 – Property Management Fees (College Gardens) of 3%
- \$41,067 – Property Management Fees (Ocean Drive, Twin Oaks, Villas of Pompano, Manors) of 3%
- \$314,536 – Affiliates shared services agreement

Recommended Staffing Changes: The following changes in staff are recommended:

Assisted Housing

- (2) Housing Choice Voucher Managers – reclassified to Assisted Housing Managers
- Special Program Coordinator – reclassified to Team Lead
- Special Program Manager – reclassified to Assisted Housing Manager

Real Estate Management

- No positions eliminated

Development

- Acquisition and Development Manager - eliminated

COCC

- Senior Admin Manager reclassified to Assistant to the Chief Executive Officer
- Office Manager - added

A net estimated increase of \$111,797 in staffing costs (salary, FICA and retirement) for FY25 from the position changes above is anticipated. The total FY25 net salary cost is estimated to increase by \$79,610 due to the above changes less employee retirements and separations.

Compensation Recommendations

Based on the funding forecast for next year, the following staff compensation is recommended:

- Continuation of the merit-based salary increase program for staff and a one-time COLA increase. Employees may receive a 2%, 3% or 4% based on performance. The estimated increase for merit costs is \$126,173. Although all positions are budgeted, some positions may not be filled based on need and some positions will become vacant during the fiscal year. Management continues to monitor payroll costs, attrition, and staffing and position requirements throughout the year.
- Implementation of a 2% COLA for October 1, 2024, to help employees offset the effects of inflation. Annual inflation in South Florida was at 4.1% as of June 2024. The estimated COLA cost, which includes FICA and FRS costs, is estimated to be around \$103,436; however, sufficient funding is anticipated to cover these costs.

While there is an increase in health insurance premiums of 9.2% for 2025, it is expected to only add \$54,895 to the employer's annual health coverage costs due to a slight decline in enrollment and employee enrollment in lower cost plans compared to last year; the increase is forecast to be only 4.1% increase in actual employer costs. The health insurance participation rate is currently 92 employees; employees can choose one of four health insurance options: two HMO alternatives, one PPO alternative, and one low-cost HMO plan. To maintain the affordability for health insurance, last year the employee's contributions for health insurance coverage were modified across the plans and tiers to standardize the employer/employee premium share. BCHA estimates that annual employer share for health insurance premiums will amount to 84% of the total premiums paid compared to 82% last year.

BCHA also will continue the benefit of the employer-paid long-term disability insurance for all employees. An estimated annual premium of \$17,300 includes employee participation in an employment assistance program. BCHA will continue the benefit of reimbursement for college and continuing education.

Effective July 1, 2024, the employer contributions to the Florida Retirement System increased for regular class employees from 13.57% to 13.63% and for senior class employees from 34.52% to 34.52% of salary, for no change. The employer's annual portion of retirement contributions for FY25 is anticipated to increase by approximately \$48 thousand for all active positions.

Other Initiatives

Phased deployment, beginning with Assisted Housing, of the content management software is expected to assist the organization's full migration to a paperless work environment. Additional funding is also budgeted for security related initiatives, website development, strategic planning, staff training, and merit increases.

After a number of years of participation in the Continuum of Care (CoC) programs as a subrecipient of federal funding from the County, the BCHA has notified the County of our voluntary termination from the programs. We made this decision after the administrative fee reimbursement was reduced approximately 50%. We will continue to participate in two CoC programs for part of next year, which provide rental assistance to the homeless and disabled population.

One tax credit and bond project has closed this past year and another is about to close before the end of 2024. We are pursuing at least one other potential deal in the upcoming fiscal year 2025.

RESOLUTION NO. 2024-12

Resolution adopting the Proposed Operating Budget for Fiscal Year 2024/2025

WHEREAS, Board approval is required to adopt the Proposed Operating Budget for Fiscal Year 2024/2025.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby adopts the Proposed Operating Budget for Fiscal Year 2024/2025 as outlined in Memorandum 2024-06 (CEO) and supporting documents.


PASSED, ADOPTED AND APPROVED THIS 17th DAY OF SEPTEMBER 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

MEMORANDUM 2024-02 (REM)

TO: Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer 

FROM: Tisha Pinkney, Executive Deputy Director 

DATE: August 8, 2024

SUBJECT: Janitorial Services – Headway Corporate Office

REQUESTED ACTION: Motion to approve 3rd renewal of Headway Corporate Office janitorial contract at vendor's negotiated increase rate.

WHY ACTION IS NECESSARY: The contract expires November 22, 2024 and the current annual rate (Headway COCC) is \$36,408.

SUMMARY EXPLANATION/BACKGROUND: I am requesting to move forward with the contract renewal for the janitorial services per the vendor's negotiated price increase. We have done an internal evaluation of cost for this service at the proposed rate increase and found that the average national janitorial wage for 2023 was \$17.82 per hour, and an 8.2% increase to that for 2024 would equate to \$18.95 per hour.

FISCAL IMPACT/COST SUMMARY: An increase from \$3,012 to \$3,285 per month to COCC (Headway) budget. The new contract would be \$39,420.

RESOLUTION NO. 2024-13

A Resolution of the Broward County Housing Authority (BCHA) Authorizing Chief Executive Officer to enter into a third contract renewal with Clean Space, Inc. for Janitorial Services at Headway Corporate Office

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners authorize the execution of the second contract renewal with Clean Space Inc. for Janitorial Services at Headway Corporate Office as explained Memorandum 2024-02 (REM).

WHEREAS, Board approval is required for contract renewals when the renewal price is 10% higher than the initial negotiated contract price; and,

WHEREAS, the current contract expires on November 22, 2024; and,

WHEREAS, a cost analysis was completed at the vendor proposed rate increase and found to be in line with the national average,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby authorizes the Contracting Officer to enter into a second renewal with Clean Space, Inc. for janitorial services at Headway Corporate Office at a negotiated increase rate as explained in Memorandum 2024-02 (REM).


PASSED, ADOPTED AND APPROVED THIS 17th DAY OF SEPTEMBER 2024.


JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

MEMORANDUM 2024-37 (AH)

TO: BCHA Board of Commissioners

THRU: Tiffany Garcia, Executive Deputy Director 

FROM: Neva E. Whittaker, Direct Grants and 504 Compliance Manager 

DATE: August 26, 2024

SUBJECT: Family Self-Sufficiency (FSS) Action Plan

REQUESTED ACTION:

Motion to approve updates to the Family Self-Sufficiency (FSS) Action Plan to increase availability of funds available for use by program participants through the FSS forfeiture funds created under the “Streamlining and Implementation of Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to the Family Self-Sufficiency (FSS) program, commonly called the FSS Final Rule, issued on May 17, 2022.

WHY ACTION IS NECESSARY:

Board approval is required for changes to the Family Self-Sufficiency Action Plan.

WHAT ACTION ACCOMPLISHES:

This action updates the Family Self-Sufficiency Action Plan to update the section entitled “Use of Forfeited Escrow” to allow flexibility in the maximum release of escrow funds in the forfeit account on a case-by-case basis for the purpose of career advancement or education.

SUMMARY EXPLANATION/BACKGROUND:

In May 2022, HUD issued the “Final Rule” for the Family Self-Sufficiency program which requires any forfeited FSS escrow be retained by the FSS program to be used to assist active FSS families and provide training to FSS staff.

The maximum request is \$1,000.00 and the update allows that the maximum request may be waived on a case-by-case basis and must be necessary to advance career or education.

FISCAL IMPACT/COST SUMMARY:

None

ATTACHMENTS:

Family Self-Sufficiency Action Plan – Use of forfeited escrow

- Homeownership
- To cope with critical situations that may affect economic and family stability

If an FSS participant receives an advance payment from their escrow account prior to completing the CoP, the advance payment does not have to be repaid to the PHA, even if they withdraw or are terminated from the FSS program, unless the payment was based on fraud or misinformation by the family. Interim disbursements may not be requested more than one time for the same purpose.

Final Disbursement

BCHA will pay the Head of FSS family the amount in the family's FSS escrow account, less any money owed to BCHA when:

- BCHA has determined that the family has completed the contract (even if the contract term has not expired)
- Whenever the head of the family certifies that, to the best of his/her knowledge and belief, no family member receives Federal or State welfare assistance.

Forfeiting the Escrow Account

Amounts in the FSS escrow account will be forfeited if:

- The contract of participation is terminated
- The contract of participation is completed but the family is receiving welfare assistance when the contract expires, including extensions
- The Head of Household passes away and the remaining members of the family choose not to continue participating in the program and contract obligations have not been met
- The family fails to pay their rent.

If families do not pay their rents to the PHA owner or HCV owner, the FSS escrow funds may be forfeited because:

- Compliance with the HCV or PHA lease is a family obligation under the CoP
- Non-payment of rent is grounds for terminating a family's FSS participation

Use of Forfeited Escrow

Forfeited escrow funds may be used for the following eligible activities:

- Support for FSS participants in good standing, including but not limited to, transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the CoP.
- Training for the FSS Program Coordinator(s) (FSS Manager, FSS Case Managers); or
- Other eligible activities by the Secretary

Such funds may not be used for salary and fringe benefits of the FSS program Coordinators; general administrative costs of the FSS program, for housing assistance payments (HAP) expense or public housing operating funds; or any other activity determined ineligible by the Secretary.

Requests must be made, in writing, by the Head of the FSS family and include supporting documentation. The FSS Case Manager and FSS Manager will consider the available funds, availability of alternate resources, and priority of other requests that may be in consideration from other program participants.

- Participants in good standing may submit written requests for forfeited escrow funds.
- Participants must not have accrued escrow to be eligible to request forfeited funds.
- ~~This request may not exceed~~Maximum request - \$1,000.
- Requests may only be made one time for the entirety of the family's FSS contract period.

~~Requests must be made in writing by the Head of FSS Family and include supporting documentation. Upon written request from a family, the FSS Case Manager and the FSS Manager will consider the available funds, and ndecide.~~

The maximum for this request may be waived on a case-by-case basis and must be necessary to advance career or education.

Disbursements do not need to be paid back unless payment was based on fraud or misrepresentation by the family.

As these funds are collected from forfeited funds, there is no guarantee funds will be available. Further, funds will be requested for eligible FSS participants on a first come, first served basis.

Assisting eligible FSS families in good standing will be the priority for the usage of forfeited funds followed by FSS staff training. All requests for funding are subject to approval by the ~~Assisted Housing Director-Special Programs-Executive Deputy Director or Assistant Deputy Director.~~

Program Coordinating Committee

The primary function of the Program Coordinating Committee (PCC) is "to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the Action Plan and implementing the program".

The PCC will act as a governing board to oversee the overall implementation of the program is accomplished.

The PCC meets quarterly and may conduct business on an as-needed basis via e-mail, electronic meeting applications, and/or telephone conferences.

Program Coordinating Committee Membership:

- BCHA and Partnering PHA FSS staff –Mandatory
- One or more BCHA and/or Partnering PHA FSS Participant/Resident –Mandatory
- Career Source
- Legal Aid
- Broward UP
- Banks/Credit Unions
- Housing Foundations of America

RESOLUTION NO. 2024-14

A Resolution of the Broward County Housing Authority Approving Update to the Family Self-Sufficiency (FSS) Program Action Plan

WHEREAS, HUD requires Housing Authority Boards approval updates/changes to the FSS Action Plan; and

WHEREAS, the Chief Executive Officer is requesting approval to update the FSS Action Plan to increase availability of funds for use by the FSS program participants through the FSS forfeiture funds as created under the "Streamlining and Implementation of Economic Growth, Regulatory Relief, and Customer Protection Act Changes to the FSS Program mandated by HUD Final Rule issued May 17, 2022 and as outlined in Memorandum 2024-37 (AH).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approves update to the FSS Action Plan to reflect the program rules created under the "Streamlining and Implementation of Economic Growth, Regulatory Relief, and Customer Protection Act Changes to the FSS Program as mandated by HUD Final Rule issued May 17, 2022.

PASSED, ADOPTED AND APPROVED THIS 17th DAY OF SEPTEMBER 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO





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MEMORANDUM 2024-41 (AH)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer 

FROM: Tiffany Garcia, Executive Deputy Director 

DATE: August 29, 2024

SUBJECT: Update to Administrative Plan – Chapter 18 – Special Programs – HUD-VASH and Mainstream Disability (MS5)

REQUESTED ACTION:

Motion to approve updates to the Administrative Plan – Chapter 18 – Special Programs – HUD-VASH and Mainstream Disability (MS5)

WHY ACTION IS NECESSARY:

Board approval is required for changes to the Administrative Plan.

WHAT ACTION ACCOMPLISHES:

This action updates the Administrative Plan – Chapter 18 – Special Programs – HUD-VASH and Mainstream Disability (MS5)

SUMMARY EXPLANATION/BACKGROUND:

The Department of Housing and Urban Development issued changes to the HUD-VASH and Mainstream Disability (MS5) in August 2024. BCHA is required to adopt the changes in the Administrative Plan.

HUD-VASH includes changes to the application of service-connected income for eligibility purposes, requires the use of alternative verification of social security numbers, the use of Veteran Administration issued identification, permits a separate minimum rent for HUD-VASH and permission to allow a Fair Market Rent exception up to 140% of the Fair Market Rent for purpose of reasonable accommodation.

Mainstream Disability requires an initial voucher search term of 120 days with opportunity for additional 90-day extensions for both new Mainstream Disability (MS5) voucher holders and active participants who are searching.

FISCAL IMPACT/COST SUMMARY:

None

ATTACHMENT:

Administrative Plan – Chapter 18: Special Programs: HUD-VASH and Mainstream Disability sections

PART VII: VETERANS ADMINISTRATION SUPPORTIVE HOUSING (HUD-VASH)

INTRODUCTION

BCHA operates the HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program. The HUD-VASH program combines HUD Housing Choice Voucher (HCV) rental assistance for homeless veterans with case management and clinical services provided by the Department of Veteran Affairs (VA) at its medical centers.

Although HUD-VASH vouchers are administered in accordance with the Housing Choice Voucher regulations at 24 CFR part 982, the 2008 Appropriations Act authorized the HUD Secretary to waive, or specify alternative requirements for any provision of any statute or regulation deemed necessary for effective delivery and administration of the HUD-VASH program.

All regulations of 24 CFR part 982 apply to the HUD-VASH program unless the HUD Secretary has indicated otherwise.

Family Eligibility for the HUD-VASH Program

Partnering Veteran Affairs Medical Centers (VAMC) will refer HUD-VASH eligible families to BCHA for determination of income eligibility. Written documentation of these referrals must be maintained in BCHA tenant file.

Waiting List and Preferences

BCHA does not have the authority to maintain a waiting list or apply local preferences for HUD-VASH vouchers. The HUD Secretary has waived 24 CFR sections 982.202, 982.204, and 982.207 relating to applicant selection from the waiting list, cross listing of the waiting list and opening and closing of the waiting list.

The local Veterans Administration Medical Center (Miami, FL) will screen and refer eligible families to the HUD-VASH program.

Screening for Criminal History:

The VAMC will screen all families in accordance with its screening criteria. BCHA does not have the authority to screen potentially eligible families or deny assistance because of criminal history for any grounds permitted under 24 CFR 982.552 and 982.553 with the exception to conduct a criminal history screening to determine whether any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. BCHA shall prohibit admission of a family if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

A. TERMINATIONS AND DENIALS

All grounds for denial of participation including denial due to lack of citizenship, the family

having committed fraud, owing money to any PHA and the like are not applicable to HUD-VASH applicants.

1. Authority to Terminate for Failure to Participate in Case Management

As a condition of HCV rental assistance in the HUD-VASH program, a HUD-VASH family is required to receive case management services from the VAMC. Failure to comply with case management services without good cause as verified by the VAMC will result in termination from the program.

2. When Case Management is No Longer Needed

A VAMC determination that a participant HUD-VASH family no longer requires case management services is not grounds for termination of HUD-VASH assistance. So long as the family remains in compliance with other program regulations, they may receive continued assistance under the HUD-VASH program.

3. The PHA may terminate program assistance for a family evicted from housing assisted under the program for serious violation of lease. Prior to terminating HUD-VASH participants, BCHA will exercise discretion under 24 CFR 982.552 (c)(2) and consider all relevant circumstances of the specific case, including the role of the case manager and the impact that ongoing case management services can have on mitigating conditions that led to the potential termination, prior to determining whether to terminate assistance. BCHA requests a letter of advocacy or agreement with termination action from the VAMC as part of this determination process.

B. INCOME ELIGIBILITY

BCHA will determine income eligibility in accordance with 24 CFR 982.201.

The PHA must determine income and asset eligibility for HUD-VASH families in accordance with 24 CFR 982.201 and 24 CFR 5.618. Income targeting requirements do not apply to HUD-VASH. PHA's must serve all income eligible veterans, including low-income veterans up to 80% AMI.

Deferred Veteran Disability benefits (Federal Register 08/13/24)

The definition of income specifically excludes "deferred benefits from the Department of Veteran's affairs that are received in a lump sum amount or in prospective monthly amounts or any expenses related to aid and attendance under section 1521 of title 38, United States code, to veterans who are in need of regular aid and attendance.

All other service-connected benefits are including in determining income eligibility for the program.

To ensure that homeless veterans are not excluded from participation in HUD-VASH because of service-connected disability benefits:

- For initial eligibility determination – The PHA must determine the applicant’s annual income for purposes of income eligibility by EXCLUDING all VA service-connected benefits received by the HUD-VASH applicant in addition to any other income exclusions required under HCV
- The exclusion only applies to the income eligibility
- These payments are otherwise INCLUDED as annual income to determining the total tenant payment (TTP)

As there needs to be a monthly HAP on behalf of the tenant-based voucher family, the family determined income eligible under this waiver and alternate requirement will be limited to areas where the TTP is less than the applicable payment standard or exception payment standard and the family must select a unit with a gross rent that is above the family TTP to lease a unit.

C. INCOME TARGETING

Income targeting requirements of 24 CFR 982.201(b) (2) does not apply to HUD-VASH families.

D. INITIAL TERM OF THE HOUSING CHOICE VOUCHER

HUD-VASH vouchers must have an initial search term of one hundred-twenty (120) days, or such other number of days as may be designated by the Secretary of Housing and Urban Development for the HUD-VASH program. This search term applies to the initial voucher issuance and moves with assistance.

1. Extensions

Chapter 8, section E, *Extensions* of this Administrative Plan shall not apply to the HUD-VASH program. Except where required as reasonable accommodation, the HUD-VASH voucher will expire after the initial term of one hundred-twenty (120) days.

2. Any extensions, suspensions, and progress reports will remain under the policies of the

voucher if one is available, and the perpetrator's HUD-VASH voucher must be used to assist another HUD-VASH veteran family.

If a regular HCV is not available for the victim, the perpetrator must be terminated from assistance, and the victim will continue to utilize the HUD-VASH voucher.

H. FAIR HOUSING AND EQUAL OPPORTUNITY

BCHA will follow procedures outlined in Chapter 2 (Fair Housing and Equal Opportunity).

I. BRIEFING OF FAMILIES

BCHA will utilize the procedures outlined in Chapter 5 (Briefing and Voucher Issuance).

J. INCOME AND SUBSIDY DETERMINATION

BCHA will utilize procedures outlined in Chapter 6 (Income and subsidy determination).

K. VERIFICATION

BCHA will utilize procedures outlined in Chapter 7 (Verification).

- Verification of Social Security Number (SSN) – The PHA must use the SSN verification hierarchy and must use available flexibilities in accordance with 24 CFR 5.215(g)(1)(iii) to accept self-certification of the SSN plus at least one 3rd party document such as a bank statement, utility or cell phone bill, or benefit letter that contains the name of the individual in absence of other verification. For the homeless veteran, verification includes VA-issued photo ID, or document with the veteran's name. The PHA must accept the Certificate of Release or Discharge from Active Duty (DD 214) or the VA-verified Application for Health Benefits (10-10EZ).
- Photo Identification cards from the VA must be accepted in lieu of another type of government issued photo identification

L. REEXAMINATIONS AND INTERIM CHANGES

BCHA will utilize the procedures as outlined in Chapter 11 (Reexamination).

M. HOUSING QUALITY STANDARDS AND RENT REASONABLENESS

BCHA will utilize the procedures as outlined in Chapter 8 (Housing Quality Standards and Rent Reasonableness Determination).

N. HUD-VASH Minimum Rent (Federal Register 8/13/24)

PHA's may choose to charge a lower minimum rent (including a minimum rent of \$0) specifically for their HUD-VASH program, regardless of the minimum rent policies established in their administrative plan for other HCV families. PHA's must consider hardship circumstances before charging a minimum rent and HUD-VASH veteran families may often require hardship exemptions of the PHA established minimum rent.

BCHA Policy

BCHA will follow policies established in chapter 6 and hardship policies

N.O. LEASING

BCHA will utilize the procedures outlined in Chapter 9 (General Leasing Policies) and Chapter 16 (Program Administration).

O.P. SPECIAL HOUSING TYPES

HUD-VASH clients must be permitted to use the following housing types for tenant-based HUD-VASH assistance, regardless of whether these types are permitted in their administrative plan for other families: Single-room Occupancy (SRO), congregate housing, group home, shared housing, and cooperative housing.

P.Q. MOVES WITHIN BCHA JURISDICTION

BCHA will utilize the procedures outlined in Chapter 10 (Moving with continued assistance).

R. Exception Payment Standards (Federal Register 8/13/24)

HUD-VASH PHAs may establish an exception payment standard up to 140% of the published FMR or SAFMR only to be applied if required as a reasonable accommodation in accordance with 24 CFR part 8 for a family that includes a person with disability. Any unit approved under an exception payment standard must still meet the reasonable rent requirements found in 24 CFR 982.507

For HUD-VASH, the PHA may use an exception payment standard that is greater than 140% of the FMR as a reasonable accommodation for a person with a disability, but only with HUD approval.

Q.S. OWNERS

BCHA will utilize the procedures outlined in Chapter 13 (Owners)

PART V: MAINSTREAM DISABILITY 5-YEAR PROGRAM (MS5)

INTRODUCTION

The purpose of the Mainstream Program, also called Section 811 or Mainstream 5-year (MS5), is to assist non-elderly families with disabilities by providing tenant-based rental assistance in the form of a Housing Choice Voucher.

Aside from separate funding appropriations and serving a specific population, Mainstream vouchers are administered the same as regular Housing Choice Vouchers (HCV).

At turnover, ALL Mainstream Vouchers must be reissued to the next Mainstream-eligible family on the PHA's waiting list. Turnover occurs when a family receiving Mainstream Voucher Assistance leaves the program. (PIH 2020-01)

Line 2n of the HUD-50058 must reflect MS5 for all households assisted under this program.

BCHA has partnered with local supportive services agencies, including Center for Independent Living – Broward, Broward County Family Success Administration and Broward Behavioral Health Coalition to assist applicants and participants in areas of housing search and identification, budgeting, consumer workshops, assistive technology, durable and medical equipment, case management, and linkage to Behavioral Health providers. Referral to a partner agency is sent upon request of the family.

This section does not apply for the Mainstream 1-year (NED) program as funding, monitoring and eligibility requirements are different.

Application Waiting List

BCHA must maintain one (1) waiting list for all tenant-based assistance (24 CFR 982.204(f)). When issuing a Mainstream Voucher, BCHA will choose the first (1st) Mainstream eligible family from the HCV wait list.

If a Mainstream turnover voucher becomes available, BCHA must determine if the families at the top of their waiting list qualify under the program requirements. (PIH 2020-01)

BCHA is not permitted to reassign existing participants to the Mainstream Voucher Program in order to make regular tenant-based vouchers available.

BCHA will maintain the waiting list by date and time they applied and preference as listed in this plan.

In the event there is an insufficient pool of Mainstream eligible families on the HCV waiting list solely for Mainstream eligible applicants in accordance with 24 CFR 982.206(b)(1). BCHA will comply with 24 CFR 982.206 requirements for opening a waitlist, as well as, processes outlined in Chapter 4 of this plan.

| A PHA may not apply any residency preferences to Mainstream Voucher applicants.

A. FAIR HOUSING AND EQUAL OPPORTUNITY

BCHA will follow procedures outlined in Chapter 2 (Fair Housing and Equal Opportunity).

B. ELIGIBILITY CRITERIA FOR ADMISSION

A household that includes non-elderly person(s) with disabilities, defined as any family that includes a person with disability(ies), who is at least eighteen (18) years old and not yet sixty-two (62) years old at the effective date of the initial Housing Assistance Payment (HAP) contract (same as effective date of the new admission). (PIH 2020-01)

Non-elderly person with disabilities (for purposes of determining eligibility): A person eighteen (18) years of age or older and less than sixty (62) years of age, and who:

- (i) Has a disability, as defined in 42 U.S.C. 423;
- (ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - a. Is expected to be of long-continued and indefinite duration;
 - b. Substantially impedes his or her ability to live independently, and
 - c. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- (iii) Has a developmental disability as defined in 42 U.S.C. 6001.

Once eligible, participants do not “age out” of eligibility. Existing families receiving Mainstream Vouchers, where the eligible member is now sixty-two (62) or older, will NOT “age out” of the Mainstream Voucher program as long as the family was eligible on the day it was first (1st) assisted under a HAP contract.

BCHA will follow procedures outlined in Chapter 3 (Eligibility) to determine HCV eligibility.

C. SELECTION OF FAMILIES

The order of selection is based on BCHA’s System of date and time of application. BCHA will follow procedures outlined in Chapter 4 (Applications, Waiting List and Tenant Selection).

D. REMOVAL FROM WAITING LIST AND PURGING

BCHA will utilize procedures outlined in Chapter 4 (Applications, Waiting List and Tenant Selection).

E. BRIEFING OF FAMILIES:

BCHA will utilize the procedures outlined in Chapter 5 (Briefing and Voucher Issuance) except for requirements specifically for Mainstream applicants below:-

Known available accessible units:

The PHA must provide a current listing of available accessible units known to the PHA and otherwise assist the family in identifying an accessible unit.

Initial Search Term: The PHA must provide a minimum initial search term of 120 days for Mainstream Voucher applicants (PIH 2024-30, 08/20/24).

Extension of Search Term:

- 1) Each extension must be for a minimum of 90 days:
 - a. On at least one occasion after voucher issuance, the PHA must notify the family prior to the initial term expiration remind the applicant to remind them of the term expiration date, the process for requesting an extension, and to inquire if the family is in need of assistance with their housing search
- 2) The first extension request MUST be approved, regardless of how or when the request is made (written or verbal), as long as the request is made on or before the term of expiration date and is consistent with applicable requirements.
 - a. The first extension may not be dependent on additional documentation, the verbal or written request is sufficient.
- 3) Further extensions are subject to policies in Chapter 5 of this plan

F. INCOME AND SUBSIDY DETERMINATION

BCHA will utilize procedures outlined in Chapter 6 (Income and subsidy determination).

G. VERIFICATION

BCHA will utilize procedures outlined in Chapter 7 (Verification).

H. LEASING

BCHA will utilize the procedures outlined in Chapter 9 (General Leasing Policies) and Chapter 16 (Program Administration).

I. MOVES AND PORTABILITY

Moves within BCHA jurisdiction

BCHA will utilize the procedures outlined in Chapter 10 (Moving with continued assistance) except for requirements specifically for Mainstream participants below:-

Known available accessible units:

The PHA must provide a current listing of available accessible units known to the PHA and otherwise assist the family in identifying an accessible unit.

Initial Search Term: The PHA must provide a minimum initial search term of 120 days for Mainstream Voucher participants (PIH 2024-30, 08/20/24).

Extension of Search Term:

- 4) Each extension must be for a minimum of 90 days;
 - a. On at least one occasion after voucher issuance, the PHA must notify the family prior to the initial term expiration remind the applicant to remind them of the term expiration date, the process for requesting an extension, and to inquire if the family is in need of assistance with their housing search
- 5) The first extension request MUST be approved, regardless of how or when the request is made (written or verbal), as long as the request is made on or before the term of expiration date and is consistent with applicable requirements;
 - a. The first extension may not be dependent on additional documentation, the verbal or written request is sufficient.
- 6) Further extensions are subject to policies in Chapter 5 of this plan

Portability

If a Mainstream voucher participant ports to another PHA and the receiving PHA chooses to bill the initial PHA, then the voucher will remain a Mainstream Voucher. The receiving PHA must maintain code MS5 in line 2N of the HUD-50058.

RESOLUTION NO. 2024-15

A Resolution of the Broward County Housing Authority Approving Update to Housing Choice Voucher Program Administrative Plan – Special Programs – HUD-VASH and Mainstream Disability (MS5)

WHEREAS, HUD requires Board of Commissioners approval to make changes or update the Housing Choice Voucher Program Administrative Plan;

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners approve Update to Housing Choice Voucher Program Administrative Plan - Chapter 18 - Special Programs - HUD - VASH and Mainstream Disability (MS5) as outlined in Memorandum 2024-41 (AH).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approves the Update to Housing Choice Voucher Program Administrative Plan - Chapter 18 - Special Programs - HUD - VASH and Mainstream Disability (MS5). The Board of Commissioners further authorizes the Chief Executive Officer to execute any amendments, alterations or extensions in contract related activities to effectuate the purpose of this Resolution, subject to review and approval by legal counsel.

PASSED, ADOPTED AND APPROVED THIS 17th DAY OF SEPTEMBER 2024.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

Assisted Housing Program Report

Month Ending: August 31, 2024

HOUSING CHOICE VOUCHER PROGRAM STATISTICS				
PROGRAM	TOTAL LEASED	FAMILIES SEARCHING WITHIN		NEW FAMILIES ENTERING
HOUSING CHOICE VOUCHER	4733	146		6
HOUSING CHOICE VOUCHER PROGRAM STATISTICS				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
Emergency Housing Vouchers	178	156	8	14
"SPECIAL PROGRAMS"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
SPC (1-8)	137	116	1	20
"MAINSTREAM PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
MAINSTREAM (MS-1) NED	75	69	4	2
MAINSTREAM (MS-5) 5 YEAR	50	45	1	4
MAINSTREAM (MS-5) FY 2017	79	71	2	6
MAINSTREAM (MS-5) FY 2020	24	19	0	5
MAINSTREAM (MS-5) FY 2021	100	56	6	38
"FAMILY UNIFICATION PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
FUP	414	351	19	44
Foster Youth 2 Independence	7	6	0	1
"VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
VASH	317	260	28	29
"FAMILY SELF SUFFICIENCY"				
PROGRAM	MANDATORY SLOTS	ENROLLED	FAMILIES EARNING ESCROW	
FSS	50	151	85	
"PORTABILITY"				
PROGRAM				UNITS LEASED
INCOMING PORTS (PORT INS) VOUCHERS ADMINISTERED BY BCHA FROM OTHER HOUSING AUTHORITIES				389
OUTGOING PORTS (PORT OUTS) BCHA VOUCHERS PORTING OUT OF BROWARD COUNTY TO OTHER HOUSING AUTHORITIES				162
"MODERATE REHABILITATION"				
PROGRAM	UNITS ALLOTTED	UNIT LEASED	UNITS FOR INSPECTION	VACANCIES
EL JARDIN (MOD)	233	230	0	2

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

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
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. Need to resolicit for services after contract expires.
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.
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.	6/15/2025	Eligible for 3rd Renewal/Final on 06/16/2025.
Inspections Services (IFB 21-299)	McCright & Associates	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2025	Eligible for 3rd Renewal/Final on 06/16/2025.
Architectural and Engineering Services (RFQ 20-285)	Barranco Gonzalez Architect	7/1/2020	2 Year Contract With Three, One Year Renewal Options.	6/30/2025	Not Eligible for Renewal on 07/1/2025. Will need to resolicit for services after contract expires on 6/30/25
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.
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.	8/31/2025	Eligible for 2nd Renewal on 9/1/2025.
Banking Services (RFP 21-297)	TD Bank, N.A	9/1/2021	2 Year Contract With Three, One Year Renewal Options.	8/31/2025	Eligible for 3rd & Final Renewal on 09/01/2025.
Flooring Installation Services (IFB 22-314)	G.D. Luxury Contractors, Inc.	9/8/2022	2 Year Contract With Three, One Year Renewal Options.	9/7/2025	Eligible for 2nd Renewal on 9/8/2025.
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

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

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
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.
Special Legal Services (RFP 22-306)	Ballard Spahr LLP	11/1/2022	2 Year Contract With Three, One Year Renewal Options.	10/31/2025	Eligible for 2nd Renewal on 11/1/25.
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
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 Consruction Compnay	7/17/2024	Term continues through project completion.	N/A	Contract Executed July 17, 2024.