

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 is scheduled for **Tuesday, October 15, 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/89369190925?pwd=boljKRSYysqW8Rni1NNkjLNfkP2LaH.1>

The Zoom Meeting Passcode is: 884358

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 893 6919 0925, and the password is 884358.

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, October 14, 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, October 14, 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, October 14, 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, October 14, 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

10/07/2024



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Agenda

Board of Commissioners Meeting

Tuesday, October 15, 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@bchaf.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 September 17, 2024..... Page 3**
- V. APPROVAL OF AGENDA**
- VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- VII. PRESENTATION – Family Self-Sufficiency – Sinead Palmer**
- VIII. PRESENTATION – PHA Plan Amendment – Tiffany Garcia**
- IX. MOTION: Authorize Resolution 2024-16 - Approving the 2024 Public Housing Authority (PHA) Annual Plan AmendmentPage 6**
- X. MOTION: Authorize Resolution 2024-17 - Approving New Personnel Manual Policy – Internal Hiring.....Page 48**



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XI. REPORTS:

- 1) Assisted Housing Department Report..... **Page 50**
- 2) Status of Bids/Request for Proposals Report..... **Page 51**

XII. COMMENTS FROM THE PUBLIC

XIII. BOARD SECRETARY’S REPORT:

XIV. LEGAL COUNSEL’S REPORT

XV. COMMENTS FROM THE COMMISSIONERS

XVI. ADJURNMENT

Minutes of the Board of Commissioners Meeting

Tuesday – September 17, 2024

I. Call to Order:

The meeting of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) was called to order at 9:45 AM on Tuesday, September 17, 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.

The meeting was suspended at 10:25 AM and reconvened at 10:27 AM without Commissioner Núñez.

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
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
Paul Raikes	Controller
Iryna Chapman	Human Resources Director
Jose Tavarez	Director IT
Andrelle Leandre	Administrative Assistant
Noah Szugajew	Senior Administrative Manager
Chanae Wood, ESQ	Weiss Serota Helfman Cole + Bierman

III. Pledge of Allegiance:

Mr. Joyce led the pledge of allegiance.

IV. Approval of Minutes: Board Meeting held June 11, 2024:

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

Vote: The motion passed unanimously.

V. Approval of Agenda:

Action: Commissioner Núñez made a motion to approve the Agenda for September 17, 2024. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

VI. Comments from the Public on Agenda Items: No comment.

VII. Motion – Approve Financial Report for Quarter Ended March 31, 2024:

Action: Commissioner Núñez made a motion to approve the Financial Report for Quarter Ended March 31, 2024. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

VIII. Presentation – Proposed Operating Budget Fiscal Year 2024/25:

Mr. Raikes presented highlights of the proposed operating budget for BCHA and affiliated entities.

IX. Memorandum – Audit Committee Recommendations No comments.

X. Motion – Authorize Resolution 2024-12 – Approving Proposed Operating Budget for Fiscal Year 2024/25:

Action: Commissioner Núñez made a motion to approve the proposed operating budget for Fiscal Year 2024/25. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

XI. Presentation – Real Estate Management Portfolio:

Ms. Pinkney discussed the Real Estate Management department portfolio of properties, its status, challenges, budgets and goals.

XII. Motion – Authorizing Resolution 2024-13 – Approving Third Contract Renewal with Clean Space, Inc. for janitorial services at Headway Corporate Office:

Action: Commissioner Pompilus made a motion to approve the third contract renewal with Clean Space, Inc. for janitorial services at headway Corporate Office. The motion was seconded by Commissioner O’Loughlin.

Vote: The motion passed unanimously.

XIII. Motion – Authorizing Resolution 2024-14 – Approving Family Self-Sufficiency (FSS) Program Action Plan:

Action: Commissioner Pompilus made a motion to approve the FSS Action Plan. The motion was seconded by Commissioner O’Loughlin.

Vote: The motion passed unanimously.

XIV. Motion – Authorizing Resolution 2024-15 – Approving Update to Administrative Plan Chapter 19 – Special Programs – HUD VASH and Mainstream Disability (MS5):

Action: Commissioner Pompilus made a motion to approve update to Administrative Plan Chapter 19. The motion was seconded by Commissioner O’Loughlin.

Vote: The motion passed unanimously.

XV. Reports:

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

XVI. Comments from the Public: No comments.

XVII. Board Secretary’s Report: Mr. Joyce discussed the Cost-of-Living Adjustment approved by Board under item #X; new Fiscal Year increased healthcare costs that were not passed down to employees; cybersecurity; new website.

XVIII. Legal Counsel’s Report: No comments.

XIX. Comments from the Commissioners: No comments.

XX. Adjournment: Meeting adjourned at 11:00 AM.

SUBMITTED BY:



PARNELL JOYCE, CEO


(Note: These minutes are not verbatim).



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MEMORANDUM 2024-07 (CEO)

TO: BCHA Board of Commissioners
FROM: Parnell Joyce, Chief Executive Officer 
DATE: October 3, 2024
SUBJECT: 2024 PHA Annual Plan Amendment

REQUESTED ACTION: Motion to approve the Public Housing Authority (“PHA”) amendment to the Annual Plan to reflect changes to the Administrative Plan that affect waitlist administration for the Project Based Voucher Program along with changes required under HOTMA.

WHY ACTION IS NECESSARY: Although BCHA submitted the 2024 Annual Plan as required by HUD, changes were needed to the Project-Based Voucher program waitlist administration section. As the governing board for BCHA, HUD requires the approval of the Board of Commissioners to adopt these revisions.

WHAT THIS ACTION ACCOMPLISHES: The amendment allows BCHA to receive referrals to fill set aside units referred to as LINK units at the Hillsboro Crossing project as required by the funding agreement with Florida Housing and the National Housing Trust fund. The change includes confirmation of the elderly preference for both Hillsboro Crossing and Tequesta Reserve.

The Housing Opportunities Through Modernization Act (HOTMA), also requires additional changes to the Administrative Plan that must be included in policy prior to the 2025 PHA plan process. These changes include updates to when the PHA will apply changes in Payment Standards when calculating rental portions, mandated changes to the briefing packet for new voucher holders and confirms that for PBV units that do not meet HQS, the HAP contract will not be terminated, but the unit may be removed from the HAP contract if the issues are not resolved within required timelines.

SUMMARY EXPLANATION/BACKGROUND: The development of Hillsboro Crossing included funding from Florida Housing and the National Housing Trust Fund. Both programs require set aside units for special needs families referred to the project through an approved community-based service agency.

Changes to waitlist administration require that BCHA notify and collect information from the public and the Resident Advisory Board (RAB) and then obtain the approval of the Board of Commissioners before implementing the policy.

FISCAL IMPACT/COST SUMMARY: None

ATTACHMENTS: PHA Annual Plan amendment

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.					
A.1	PHA Name: <u>Broward County Housing Authority</u> PHA Code: <u>FL079</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/01/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>6474</u> PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input checked="" type="checkbox"/> Revised Annual Submission					
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>						
<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)						
		Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
		Lead HA:				

B.	Plan Elements.
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination,</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management,</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures,</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>Significant Amendment - Project Based Voucher wait list administration</p>
B.2	New Activities. – Not Applicable
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan. See exhibit B.3</p>
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan? See exhibit C.1</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing (AFFH).

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

<p>Fair Housing Goal: <u>Describe fair housing strategies and actions to achieve the goal</u></p>
<p>Fair Housing Goal: <u>Describe fair housing strategies and actions to achieve the goal</u></p>
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Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(ii)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(iii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e))

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ..." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Redetermination of Rent [24 CFR 983.302]

The PHA must redetermine the rent to owner upon the owner's request or when there is a 10 percent or greater decrease in the published FMR.

Rent Increase

If an owner wishes to request an increase in the rent to owner from the PHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by the PHA. The PHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

BCHA Policy

An owner's request for a rent increase must be submitted to BCHA, in writing via e-mail attachment or US mail 60 calendar days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing.

The PHA may not approve, and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

Rent Decrease

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

Notice of Rent Change

The rent to owner is redetermined by written notice by the PHA to the owner specifying the amount of the redetermined rent. The PHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

BCHA Policy

BCHA will provide the owner with at least 30 days written notice of any change in the amount of rent to owner.

PHA-Owned Units [24 CFR 983.301(g)]

For PHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. The PHA must use the rent to owner established by the independent entity.

17-VIII.C. REASONABLE RENT [24 CFR 983.303]

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by the PHA, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

When Rent Reasonable Determinations Are Required

The PHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a 10 percent or greater decrease in the published FMR in effect 60 days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- The PHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to add a contract unit or substitute a different contract unit in the same building or project; or
- There is any other change that may substantially affect the reasonable rent.

How to Determine Reasonable Rent

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, the PHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner. The determination must be based on the condition of the assisted unit at the time of the determination and not on anticipated future conditions.

Comparability Analysis

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the PHA. The comparability analysis may be performed by PHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

PHA-Owned Units

For PHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for PHA-owned units to the PHA and to the HUD field office where the project is located.

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the ~~Housing Choice Voucher~~ program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the PHA's jurisdiction;
- An explanation of how portability works. The PHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction or outside the PHA jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- The PHA must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.
- For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations; and a briefing packet.

In briefing a family that includes a person with disabilities and/or Limited English Proficiency (LEP), the PHA must also take steps to ensure effective communication.

Briefing Packet [24 CFR 982.301(b); New HCV GB, *Housing Search and Leasing*, p. 7]

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the PHA's policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family, how the PHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the PHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family's assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the BCHA Policy on providing information about families to prospective owners.
- The PHA subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides (e.g., HUD brochure entitled, "A Good Place to Live").
- Information on federal, state, and local equal opportunity laws and a copy of the housing discrimination complaint form, including information on how to complete the form and file a fair housing complaint.
- Online list of landlords who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) that may assist the family in locating a unit. PHA encourages the participation of landlords in areas outside of poverty or minority concentration
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.
- The family obligations under the program, including any obligations of a welfare-to-work family, and any obligations of other special programs if the family is participating in one of those programs.
- The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act.
- PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

- An explanation of the advantages of moving to an area that does not have a high concentration of low-income families.
- The HUD pamphlet on lead-based paint entitled, “Protect Your Family from Lead in Your Home.”
- Policies concerning interim redeterminations of family income and composition, the frequency of determinations of family income, and income determination practices, including whether the PHA will accept a family declaration of assets.
- Procedural guidelines and standards for conducting HQS
- Information on Federal, State, and local equal opportunity laws, the contact information for the Section 504 Coordinator, a copy of the housing discrimination complaint form, and information on how to request a reasonable accommodation or modification under Section 504, the Fair Housing Act, and the Americans with Disabilities act.
- If the family includes a person with disabilities a list of known accessible units will be provided

If the PHA is in a metropolitan area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction
- Information about the characteristics of these areas including job opportunities, schools, transportation, and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs with names, addresses, and telephone numbers

Additional Items to Be Included in the Briefing Packet

In addition to items required by the regulations, PHAs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7, Notice PIH 2017-12].

BCHA Policy

BCHA will provide the following additional materials in the briefing packet:

The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*

The HUD pamphlet on *A Good Place to Live*

Information on how to fill out and file a housing discrimination complaint form

The form HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking

“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse

“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12

8-II.G. ENFORCING OWNER COMPLIANCE

If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA must take prompt and vigorous action to enforce the owner obligations.

HAP Abatement

If an owner fails to correct HQS deficiencies by the time specified by the PHA, HUD requires the PHA to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.

BCHA Policy

BCHA will make all HAP abatements effective the first of the month following the expiration of BCHA specified correction period (including any extension).

BCHA will inspect abated units within five business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.

During any abatement period the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction.

HAP Contract Termination

The PHA must decide how long any abatement period will continue before the HAP contract will be terminated. The PHA should not terminate the contract until the family finds another unit, provided the family does so in a reasonable time [HCV GB p. 10-29] and must give the owner reasonable notice of the termination. The PHA will issue a voucher to permit the family to move to another unit as described in Chapter 10.

BCHA Policy

The maximum length of time that HAP may be abated is thirty days. However, if the owner completes corrections and notifies BCHA before the termination date of the HAP contract, BCHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection.

Reasonable notice of HAP contract termination by BCHA is thirty days.

The Project-based Voucher program will not terminate the HAP contract for the property itself, however, BCHA will remove the specific unit from the HAP contract.

8-II.H. ENFORCING FAMILY COMPLIANCE WITH HQS [24 CFR 982.404(b)]

Families are responsible for correcting any HQS violations listed in paragraph 8.I.D. If the family fails to correct a violation within the period allowed by the PHA (and any extensions), the PHA will terminate the family's assistance, according to the policies described in Chapter 12.

If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.

PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT

11-III.A. OVERVIEW

After gathering and verifying required information for an annual or interim reexamination, the PHA must recalculate the family share of the rent and the subsidy amount and notify the family and owner of the changes [24 CFR 982.516(d)(2), HCV 12-6 and 12-10]. While the basic policies that govern these calculations are provided in Chapter 6, this part lays out policies that affect these calculations during a reexamination.

11-III.B. CHANGES IN PAYMENT STANDARDS AND UTILITY ALLOWANCES

In order to calculate the family share of the rent and HAP amount correctly, changes in payment standards, subsidy standards, or utility allowances may need to be updated and included in the PHA's calculations.

Specific policies governing how subsidy standards, payment standards, and utility allowances are applied are discussed below.

Payment Standards [24 CFR 982.505]

The family share of the rent and HAP calculations must use the correct payment standard for the family, taking into consideration the family unit size, the size of unit, and the area in which the unit is located [HCV GB, p. 12-5]. See Chapter 6 for information on how to select the appropriate payment standard.

When the PHA changes its payment standards or the family's situation changes, new payment standards are applied at the following times:

- If the PHA's payment standard amount changes during the term of the HAP contract, the date on which the new standard is applied depends on whether the standard has increased or decreased:
 - ~~— If the payment standard amount has increased, the increased payment standard will be applied at the first annual reexamination following the effective date of the increase in the payment standard.~~
 - If the payment standard amount has *increased*, during the HAP contract term, the PHA must use the increased payment standard to calculate for the family beginning no later than the earliest of:
 - The effective date of an increased in gross rent that would result in an increase in the family share; or
 - The family's first regular or interim reexamination; or
 - One year following the effective date of the increase to the payment standard amount-
 - If the payment standard amount has *decreased*, during the term of a HAP contract, the PHA is not required to reduce the payment standard as the HAP contract remains in effect. At the family's *second annual* reexamination, the PHA may, but is not required to,

apply the decreased payment standard or may gradually implement the reduced payment standard (See Chapter 6 for the PHA's policy on decreases in the payment standard).

BCHA Policy

If the amount on the payment standard schedule is decreased during the term of the HAP contract, the initial reduction in the payment standard amount used to calculate the family's HAP will be applied at the effective date of the family's second regular reexamination following the effective date of the decrease in payment standard.

- If the family moves to a new unit, or a new HAP contract is executed due to changes in the lease (even if the family remains in place) the current payment standard applicable to the family will be used when the new HAP contract is processed.

PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

17-V.A. OVERVIEW

The PHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. With the exception of single-family scattered-site projects, a HAP contract shall cover a single project. If multiple projects exist, each project is covered by a separate HAP contract. The HAP contract must be in the form required by HUD [24 CFR 983.202(a)].

17-V.B. HAP CONTRACT REQUIREMENTS

Contract Information [24 CFR 983.203]

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any project that will exceed the 25 percent per project cap, which will be set aside for occupancy by qualifying families (elderly and/or disabled families and families receiving supportive services); and
- The initial rent to owner for the first 12 months of the HAP contract term.
- Whether the PHA has elected to not reduce rents below the initial rent to owner in accordance with 24 CFR 983.302(c)(2).

Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206, FR Notice 1/18/17, and Notice PIH 2017-21]

Not less than one year before the HAP contract terminates, or if the owner refuses to renew the HAP contract, the owner must notify the PHA and assisted tenants of the termination. The notice must be provided in the form prescribed by HUD. If the owner does not give timely notice, the owner must permit the tenants in assisted units to remain in their units for the required notice period with no increase in the tenant portion of their rent, and with no eviction as a result of the owner's inability to collect an increased tenant portion of rent. An owner may renew the terminating contract for a period of time sufficient to give tenants one-year advance notice under such terms as HUD may require.

Upon termination or expiration of the contract, a family living at the property is entitled to receive a tenant-based voucher. Tenant-based assistance would not begin until the owner's required notice period ends. The PHA must provide the family with a voucher and the family must also be given the option by the PHA and owner to remain in their unit with HCV tenant-based assistance as long as the unit complies with inspection and rent reasonableness requirements. The family must pay their total tenant payment (TTP) and any additional amount if the gross rent exceeds the applicable payment standard. The family has the right to remain in the project as long as the units are used for rental housing and are otherwise eligible for HCV assistance. The owner may not terminate the tenancy of a family that exercises its right to remain except for serious or repeated lease violations or other good cause. Families that receive a tenant-based voucher at the expiration or termination of the PBV HAP contract are not new admissions to the PHA HCV tenant-based program and are not subject to income eligibility requirements or any other admission requirements. If the family chooses to remain in their unit with tenant-based assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family's adjusted monthly income.

Remedies for HQS Violations [24 CFR 983.208(b)]

The PHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If the PHA determines that a contract does not comply with HQS, the PHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

BCHA Policy

BCHA will abate and remove the unit with deficiencies from the ~~and terminate~~ PBV HAP contracts for non-compliance with HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G., Enforcing Owner Compliance.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a)]

At the PHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, the PHA must inspect the proposed unit and determine the reasonable rent for the unit.

The anniversary and expiration date of the substituted unit must be the same as all other units under the HAP contract.

Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21]

The PHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, the PHA must submit to the local field office information outlined in FR Notice 1/18/17. The PHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project.

BCHA Policy

BCHA will not add contract units to the HAP contract.

Reduction of Contract Units [24 CFR 983.208, 983.211]

The PHA may remove units from the HAP contract:

- As a PHA remedy for HQS violations;
- Zero HAP family – when the family income has increased, resulting in a total tenant payment equaling the gross rent, the unit shall be removed from the HAP contract 180 days after the last HAP payment

Units removed from the HAP contract, in a fully assisted project, may be reinstated after the ineligible family vacates the property. If the property is partially assisted, a PHA may substitute a different unit for the unit removed when the first eligible substitute is available as stated in 'Substitution of Contract Units' above.

The anniversary and expiration date of the reinstated unit must be the same as all other units under the HAP contract.

BCHA Policy

BCHA will reinstate or substitute units removed due to Zero HAP families after the ineligible family moves out of the property.

17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(b) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

17-V.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT [24 CFR 983.210]

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by the PHA, or selected from the owner-maintained waiting list in accordance with 983.251 and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit;
- The family does not own or have any interest in the contract unit (does not apply to family's membership in a cooperative); and
- Repair work on the project selected as an existing project that is performed after HAP execution within such post-execution period as specified by HUD may constitute development activity, and if determined to be development activity, the repair work undertaken shall be in compliance with Davis-Bacon wage requirements.

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units, or it may use the same waiting list for both tenant-based and project-based assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

BCHA Policy

BCHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance:

Hillsboro Crossing – Senior 62+ Community – 1 & 2 bedroom

Tequesta Reserve – Senior 62+ Community – 1 & 2 bedroom

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely low-income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d), FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that

preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with “excepted units” for elderly families or supportive services, the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

BCHA Policy

~~BCHA will provide a selection preference for the projects below: when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). BCHA will not offer any additional preferences for the PBV program or for particular PBV projects or units.~~

~~Hillsboro Crossing is a Senior (62+) Community - considered “excepted units for elderly” - with 1 and 2-bedroom units serving persons/families aged 62 or older.~~

- ~~• Senior (62+) Community - Individuals and families age 62 or older~~
- ~~• LINK Units (4 units) - Individuals and families age 62 or older, who qualify as Special Needs under Florida Statutes 420.0014(13) and Extremely Low-income. These applicants are referred to the waitlist by the PBV owner through an MOU with a Florida Housing designated Referral Agency.~~
- ~~• NHTF (National Housing Trust Fund) Units (5 units) - Individuals and families age 62 or older, who qualify as Special Needs under Florida Statutes 420.0014(13) and Extremely Low-income. These applicants are referred to the waitlist by the PBV owner through an MOU with a Florida Housing designated Referral Agency.~~

~~Tequesta Reserve is a Senior (62+) Community, considered “excepted units for elderly”, with 1- and 2- bedroom units serving persons/families aged 62 or older.~~

- ~~• The Tequesta Reserve waitlist will consist of individuals and families age 62 or older.~~

17-VI.E. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list. The family will be withdrawn from the project's waiting list, however, their position on any other PBV project waitlist at the PHA will be unaffected.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner, and the family's right to move. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, information on Federal, State and local equal opportunity laws, contact information for the Section 504 Coordinator, a copy of the housing discrimination complaint form, and information on how to request a reasonable accommodation or modification under Section 504, the Fair Housing Act, and the Americans with Disabilities Act. Family right to move, applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the PHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

The PHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

17-VI.F. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection and provide a copy to the PHA [24 CFR 983.253(a)(2) and (a)(3)].

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies within 30 calendar days. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy. The owner must lease vacant contract units only to families determined eligible by the PHA.

BCHA Policy

The owner must notify BCHA in writing (mail, fax, or email) within five business days of learning about any vacancy or expected vacancy.

BCHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, the PHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

BCHA Policy

If any contract units have been vacant for 120 days, BCHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. BCHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy. The amendment to the HAP contract will be effective the 1st day of the month following the date of BCHA's notice.

Owner Termination of Tenancy [24 CFR 983.257]

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

The owner may terminate the tenancy in accordance with the requirements related to the lease terminations for development activity on units under HAP contracts and for substantial improvement to units under HAP contract.

Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]

The lease may specify a maximum period of family absence from the unit that may be shorter than the maximum period permitted by BCHA Policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive days. PHA termination of assistance actions due to family absence from the unit are subject to 24 CFR 981.312, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

Continuation of Housing Assistance Payments [24 CFR 982.258]

Housing assistance payments shall continue until the tenant rent equals the rent to owner. The cessation of housing assistance payments at such point will not affect the family's other rights under its lease, nor will such cessation preclude the resumption of payments as a result of later changes in income, rents, or other relevant circumstances if such changes occur within 180 days following the date of the last housing assistance payment by the PHA. After the 180-day period, the unit shall be removed from the HAP contract pursuant to 24 CFR 983.211.

BCHA Policy

If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify BCHA of the change and request an interim reexamination before the expiration of the 180-day period.

Security Deposits [24 CFR 983.259]

The owner may collect a security deposit from the tenant. The PHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

BCHA Policy

BCHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

17-VII.C. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260]

If the PHA determines that a family is occupying a wrong size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the PHA must promptly notify the family and the owner of this determination, and the PHA must offer the family the opportunity to receive continued housing assistance in another unit.

BCHA Policy

BCHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within ~~30~~ business days of BCHA's determination. BCHA will offer, within 60 days of the PHA's determination, the family the following types of continued assistance in the following order, based on the availability of assistance:

PBV assistance in the same building or project;

PBV assistance in another project; ~~and~~

Tenant-based voucher assistance.

If no continued housing assistance described above is available (including the tenant-based voucher), the PHA must remove the wrong-size or accessible unit from the HAP contract to make voucher assistance available to issue the family a tenant-based voucher.

If the PHA offers the family a tenant-based voucher, the PHA must terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the family's voucher (including any extension granted by the PHA) or the date upon which the family vacates the unit. If the family does not move out of the wrong-sized unit or accessible unit by the expiration of the term of the family's voucher, the PHA must remove the unit from the HAP contract.

If the PHA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by the PHA, or both, the PHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by the PHA and remove the unit from the HAP contract.

The PHA may reinstate a unit removed to the HAP contract after the family vacates the property providing the unit is in compliance with HQS, meets rent reasonableness requirements and the anniversary date matches the date for other units on the HAP contract.

BCHA Policy

When BCHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, BCHA will terminate the housing assistance payments at the expiration of this

30-day period and remove the unit from the HAP contract. The family may request one 30-day extension to accommodate the family's efforts to locate replacement housing.

BCHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

Unit removed from HAP contract for HQS deficiencies

The PHA must give the family residing in a unit that was either removed from the HAP contract or for which the HAP contract is terminated due to failure to correct HQS deficiencies at least 90 days or a longer period as the PHA determines reasonably necessary following the termination of the HAP contract or removal of the unit from the HAP contract to lease a unit with tenant-based assistance.

BCHA Policy

BCHA will provide the family with a 90-day period to lease a unit with tenant-based assistance.

If the family is unable to lease a new unit within the period provided, the PHA must offer and provide the family with a selection preference for an appropriate sized public housing unit that first becomes available for occupancy after the time period expires.

BCHA Policy

BCHA does not own Public Housing units.

PHAs may assist families relocating due to removal of the unit from the HAP contract due to HQS deficiencies with up to 2 months of funds withheld and abated assistance payments for costs directly associated with relocating. These may include security deposits, temporary housing costs, or other reasonable costs.

BCHA Policy

BCHA will assist the family with a security deposit that is less than or equal to 2-months of funds withheld or abated due to owner HQS deficiencies. The family will not return the security deposit to BCHA but may use the funds returned by the owner in subsequent units.

Family Right to Move [24 CFR 983.261]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the PHA. If the family wishes to move with continued tenant-based assistance, the family must contact the PHA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, the PHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, the PHA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

BCHA policy:

The family must notify BCHA, in writing, of their desire to move with continued tenant-based assistance.

If tenant-based assistance is not immediately available, the family will be placed on the HCV waiting list with a Priority 1 preference and notified in writing of the placement on the waitlist.

Exhibit B.3 - Progress Report

PHA Plan 2020-2024 Goals and Objectives

Goal One: Develop Additional Rental Assistance Opportunities for the Community

Objectives:

1.1 Develop affordable housing programs by pursuing federal, State and local funding announcements to benefit residents of every municipality in the County.

- BCHA continues to seek additional opportunities to improve and increase services to Broward County residents.

1.2 Evaluate opportunity to apply for funds that will serve domestic violence survivors, the elderly, homeless youth, or other populations in need.

- BCHA continues to seek additional opportunities to improve and increase services to Broward County residents.

1.3 Consider applying for a “Moving to Work” cohort based on eligibility requirements.

- No Moving to Work (MTW) opportunities have been offered during the reporting year.

1.4 Continue to maximize full lease-up and program utilization in all programs to ensure BCHA is serving the maximum number of families.

- BCHA continues to utilize HUD’s Two-Year-Tool to improve monitoring and management of HCV program utilization. For year ending 2023, 97% of the budget was utilized.

1.5 Broward County Housing Authority intends to project-base a portion of the Housing Choice Vouchers in Deerfield Beach (census 0107.02) and Davie (0701.04) to increase affordable units in our community.

- The Deerfield Beach project – Hillsboro Landing – is in the construction phase and the Project-Based Vouchers are expected to start in Summer 2024.
- The Davie Project – Tequesta Reserve – remains in the early stages with the expectation of opening in 2025.

Goal Two: Improve the Quality of the Assisted Housing Department

Objectives:

2.1 Maintain level of performance to achieve high performer scores (SEMAP).

- BCHA achieved standard performer status in the first SEMAP evaluation since the COVID pandemic. The agency is working to regain and maintain high performer status in coming years.

2.2 Increase awareness and understanding of domestic violence and VAWA protections, limited English Proficiency (LEP), and mental health among staff, participant and landlords through the use of landlord workshops, paper and electronic materials, and training.

- BCHA continuously seeks out opportunities to improve staff knowledge based in the area.
- The Assisted Housing Staff attended a Form HUD-5382: VAWA Certification training on 6/22/2023.

2.3 Explore opportunities to streamline processes and utilize technology more efficiently to reduce costs and improve service to persons served.

- BCHA has executed a contract with DataBank to convert to a paperless environment. With this conversion, the agency will obtain digital signature software. The first phase of conversion is expected in the first half of 2024.

2.4 Continue to provide Fair Housing training

- The Section 504 Coordinator continues to provide regular trainings, at least quarterly, and ongoing support to assist supervisory staff in better handling and responding to Reasonable Accommodation requests.

Goal Three: Increase Assisted Housing Choices

Objectives:

3.1 Increase landlord awareness and participation in all programs offered by the Assisted Housing Department through creative use of resources to locate new owners, outreach, and Education through landlord workshops, property manager/realtor workshops and a multifaceted landlord symposium.

- The Housing Liaison continues to provide at least quarterly landlord education workshops and contacting landlords and realtors to bring awareness of the benefits of working with the program.
- The agency participated in the Broward Palm Beach Miami Real Estate Investment (BPRESI) group meeting to recruit and educate landlords.
- BCHA representatives regularly attend the Broward County Housing Action Committee meetings which are part of the Homeless Continuum of Care. The committee's goal is to attract and maintain landlord participation in Continuum of Care programs.

3.2 Work to expand the Housing Choice Voucher (HCV) Family Self Sufficiency (FSS) Program.

- The Family Self-Sufficiency Notice of Funding Opportunity did not offer additional case management positions during this fiscal year. BCHA will continue to seek out other opportunities to expand services.

3.3 Review Moving-To-Work (MTW) demonstration expansion of cohorts as a potential improvement in increasing housing choices, expanded inventory and delivery service efficiencies.

- Moving-to-Work opportunities have not been offered during the reporting year, nor are expect in the coming year.

Goal Four: Foster an Organizational Culture that Values and Encourages Individual and Team Commitment to Housing Authority Goals and Objectives

Objectives:

4.1 Concentrate on efforts to improve management functions.

- BCHA continues to seek out new information and opportunities to improve management functions
- The contracted Content Management System, DataBank, will have some management reports that may be useful and will have reminders built in to assist staff's workflow.

4.2 Recognize the potential and strengths that each individual brings to BCHA by providing a positive work environment, based on mutual purpose and respect.

- With the continued assistance of Human Resource (HR), the Assisted Housing department worked on hiring and retention challenges.
- The wellness committee creates opportunity for employee engagement by planning monthly themes focused on facilitating mental and physical wellness.

4.3 Recognize the strength BCHA has when individuals utilize their potential and strengths in a team environment for the purpose of providing knowledgeable, caring, and efficient service to the community and supporting one another in the process.

- BCHA continues to adapt to the ever changing conditions and strives to utilize the strengths of individuals and teams to accomplish its mission.

4.4 Provide targeted training opportunities for staff interested in growth and advancement into other positions within BCHA. The Assisted Housing Staff attended the following trainings through the fiscal year:

- Assisted Housing Staff attended the following trainings through the fiscal year:
- Quality Control File Reviews
- Admin Plan & ACOP Policy Updates
- Section 504 Compliance
- Interview Techniques
- Form HUD-5382: VAWA Certification

- Identifying & Avoiding Waste, Fraud, and Abuse
- PH Grievance Hearing Preparation What Case Managers Need to Do
- National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Project-Based Voucher Occupancy Requirements
- Shared equity housing: Introduction to Stewardship
- The role of women in community development
- Understanding public policy: influencing policy making
- Basic feasibility for affordable housing -
- HCV Funding & Budgeting

4.5 Utilize an existing partnership with Broward College (BC) and develop other partnerships with educational institutions to provide employees with training opportunities in areas of leadership, supervision, time management, project management and other areas directly related to skills needed to excel in current positions and to advance into positions within BCHA.

- BCHA and Broward College have begun the process of renewing the Memorandum of Understanding and sharing information about this positive opportunity for both program participants and employees.

Goal Five: Increase Collaborations Expand and Enhance BCHA's public image

Objectives:

5.1 Continue BCHA’s positive image building through promotion of increased involvement by staff in the community through service on boards, task forces and commissions related to promoting and sustaining housing opportunities. BCHA staff serve on the following:

- Broward Affordable Housing Taskforce, Inc
- Florida Association of Housing and Redevelopment Officials (FAHRO)
- Broward County Continuum of Care subcommittees: Chronic by-name workgroup, Homeless Stakeholders and Providers Committee, Housing Action Committee
- Broward Housing Council
- Board Member of South Florida Hunger Coalition
- City of Tamarac – Affordable Housing
- Florida Housing Coalition
- National Center Housing Management
- National Housing & Rehabilitation Association
- Public Housing Authorities Directors Association (PHADA)

5.2 Perform outreach and educational activities focusing on affordable housing needs and agency activities.

- The Housing Liaison reaches out to owners and realtors to educate and encourage participation in the Assisted Housing programs.

5.3 Dispel misconceptions related to Section 8 Programs, and other housing programs through community education.

- The Housing Liaison reaches out to owners and realtors to educate and encourage participation in the Assisted Housing programs.

5.4 Continue to prepare an Annual Comprehensive Financial Report (ACFR) to be submitted to the Government Finance Officers for review and potential award for excellence in financial reporting.

- BCHA submitted the Annual Comprehensive Financial Report (ACFR) and received an award for the fourth year in a row.

Objective Two: Work to improve access to supportive services and economic opportunity to BCHA

5.5 Examine the possibility of creating additional self-sufficiency or economic opportunity programs by utilizing college interns to increase availability of services with minimal cost.

- It was determined not to be feasible at this time.

5.6 Develop and promote strong working relationships with local social service providers so that BCHA residents eligible for their services are identified and appropriately served.

- BCHA continues to maintain partnerships with the following Broward County businesses:
 - Broward County HOSS-D (Housing Opportunities Services and Support Division)
 - Pickett Fences
 - Banyan Health
 - Chrysalis Health Inc
 - Archways Inc
 - Henderson Behavioral Health Inc
 - Broward College
 - United States Veteran's Administration
 - Broward County Family Success Administration Division
 - Center for Independent Living – Broward
 - ChildNet, Inc
 - Fort Lauderdale Independent Training and Education (FLITE) Center
 - Broward Behavioral Health Center (BBHC)
 - Community Rightful, LLC
 - Women in Distress – Broward
 - Nancy J. Cotterman Center

Goal Six: Preserve BCHA's sound fiscal position and internal proficiency

Objectives:

- 6.1** Control expenditures and maintain revenues while seeking other non-HUD revenue sources needed to sustain and develop new housing and programs.
- The agency has applied for and has subsequently obtained non-HUD funding sources to help fund further diversification of its affordable housing portfolio. In addition, recurring revenues have continued to exceed recurring expenses providing for a sustainable financial model.
- 6.2** Complete management needs assessment as basis for on-going planning.
- Nan McKay and Associates completed a management needs assessment in 2020.
- 6.3** Develop integrated purchasing strategies to procure supplies, materials and services necessary for the delivery of BCHA services.
- As of February 14, 2023, there was a motion to amend the Procurement Policy to incorporate language specific to projects or goods that are purchased with non-federal funds. This action was necessary to provide more definitive language in the procurement of goods and services outside the use of federal funds.
- 6.4** Continue to review the method and manner in which we do our work in order to accomplish our mission and embrace our vision.
- BCHA continues to move toward more efficient work processes which include the use of electronic methods of conducting business. The first phase of conversion to a paperless environment is expected to occur in the first half off 2024.
- 6.5** Update and enhance newly implemented IT Strategy and improve IT Governance.
- The information technology department moved BCHA's data center Azure hosted data center. This was done for the Business continuity. In the upcoming year, BCHA will install and configure its Content Management System. As this role out, the IT department will update the IT Governance Policy.
- 6.6** Further develop and enhance a Continuity of Operations Plan to include local weather and health emergencies.
- The Continuity of Operations Plan (COOP) was updated on April 27, 2023 to identify potential emergencies and to ensure that a viable capability exists to continue essential BCHA functions specifically when a facility is either threatened or deemed inaccessible. The plan identifies strategies for Active shooters and hurricane preparedness. In the event that the main office is not operational, the plan also details alternate relocation facilities to continue operations.

6.7 Develop to expand remote capabilities for staff and pursue paperless opportunities for efficiencies and ability to continue operations during unexpected, unforeseen circumstances, such as natural disasters and other disasters, etc.

- BCHA is converting to the Avaya Phone System which has several features that eliminate the need to be physically in the office to receive phone calls, voicemails, or faxes.

6.8 Create a five (5) year Agency Strategic Plan

- The Strategic Plan is the PHA 5-Year plan.

Resident Advisory Board (RAB) Meeting

August 21, 2024

Questions and Comments

Topic: Voucher size

1. What happens when a participant lives in a unit larger than the voucher size?

BCHA Response:

If a member of your household is removed and your voucher size decreases, this can significantly increase your portion out of pocket, consider moving to a smaller unit.

Topic: Household members

1. If a child of the household goes off to college, can they remain a household member?

BCHA Response:

Yes, full time college students can remain household members, their income and other factors would be calculated.

Topic: Rent limits

1. Is there a limit on the amount of rent a landlord can ask for?

BCHA Response:

After the first year in the unit the affordability is not part of the calculation, as long as the landlord's asking price is reasonable compare to similar units in the area.

Public Hearing Annual Plan Draft
September 17, 2024
Questions and Comments

No comments

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Monica Cepero, the County Administrator
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2024-2029 and/or Annual PHA Plan for fiscal year 2024 of the Broward County Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Broward County, Florida

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

Broward County Housing Authority's amended PHA plan includes goals towards development of additional rental assistance opportunities for the community and increasing housing choices through application for the additional Housing Choice Vouchers, project-based vouchers and development of affordable housing units which are directly related to the goals in the Consolidated Plan. Amendment allows for referrals from LINK agencies to a limited number of PBV units to comply with funding requirements.

I hereby certify that all the information stated herein, as well as any information included in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Monica Cepero

Title

County Administrator

Signature:



CREATED
OCT. 1ST
1915

Date:

9/26/24

The United States Department of Housing and Urban Development is soliciting the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/1/2024, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Broward County Housing Authority
 PHA Name

FL079
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2024

5-Year PHA Plan for Fiscal Years 20__ - 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director		Name Board Chairman	
P. Parnell Joyce		John Loos III	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Memorandum 2024-02 (HR)

To: BCHA Board of Commissioners

Thru: Parnell Joyce, Chief Executive Officer

From: Iryna Chapman, Human Resources Manager

Date: October 3, 2024

Subject: Revisions to Personnel Manual – Internal Hiring Policy

REQUESTED ACTION:

Motion to approve recommended new policy addition to Broward County Housing Authority (BCHA) Personnel Manual – Internal Hiring Policy.

REASONS FOR ACTION:

Board approval is necessary for any/all changes to the Personnel Manual.

WHAT THIS ACTION ACCOMPLISHES:

Formally adopts the new internal hiring policy.

The purpose of the Internal Hiring Policy is to ensure all employees are aware of open positions and have the opportunity to apply for any position they are interested in where they meet the position requirements.

BCHA believes in promoting from within when possible and is committed to employing the best candidates for approved positions. This new policy formally codifies eligibility requirements for the consideration of internal candidates for open positions and outlines the steps in the internal candidate hiring process.

This policy was drafted with the input of the CEO, Executive Deputy Directors, and Assistant Deputy Director with the intention to formalize, clarify and streamline internal hiring process to maximize efficiency and minimize adverse effects of employee interdepartmental moves.

ATTACHMENTS:

Internal Hiring Policy

Internal Hiring Policy

The purpose of the Internal Hiring Policy is to ensure all employees are aware of open positions and have the opportunity to apply for any position they are interested in where they meet the position requirements. The Broward County Housing Authority (BCHA) believes in promoting from within when possible, is committed to employing the best candidates for approved positions, and will engage in effective recruitment and selection practices in compliance with all applicable employment laws. BCHA provides equal employment opportunity to all applicants and employees.

Job Posting

When a position is vacated due to termination, resignation, or retirement, or when a new position is created, a notice of the advertisement of the position shall be electronically distributed to BCHA employees and posted on the BCHA website for a minimum of five working days. Appropriate external recruitment sources will vary depending on the nature of the BCHA vacancy, and the appropriate sources for recruitment will be determined by the HR Department and the hiring manager.

Eligibility

To be considered for an open position, an internal candidate (employee) must

- Have worked for the Broward County Housing Authority for at least 12 months and have been in their current position for at least six months;
- Have received a satisfactory rating on their most recent performance review and must not currently be on a performance improvement plan or an active disciplinary action;
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation; and
- Submit an application and an updated resume as stated in the posting.

Employees may be selected for an interview if they meet the job qualifications as determined by the hiring manager. Internal candidates who are not selected will be notified by the HR department.

Employees are advised, but not required, to notify their supervisor that they have applied for a position; however, the supervisor will be notified by the HR Department if an employee is granted an interview.

If the applicant is hired for the position, the employee's current and new supervisor will work together to determine an appropriate transfer date to achieve the overall success and business continuity of the organization.

Broward County Housing Authority reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on operational needs.

Assisted Housing Program Report

Month Ending: September 30, 2024

HOUSING CHOICE VOUCHER PROGRAM STATISTICS				
PROGRAM	TOTAL LEASED	FAMILIES SEARCHING WITHIN		NEW FAMILIES ENTERING
HOUSING CHOICE VOUCHER	4714	141		3
"SPECIAL PROGRAMS"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
Emergency Housing Vouchers	178	157	7	14
"SPECIAL PROGRAMS"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
SPC (1-8)	137	67	3	67
"MAINSTREAM PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
MAINSTREAM (MS-1) NED	75	71	2	2
MAINSTREAM (MS-5) 5 YEAR	50	45	1	4
MAINSTREAM (MS-5) FY 2017	79	71	1	7
MAINSTREAM (MS-5) FY 2020	24	18	1	5
MAINSTREAM (MS-5) FY 2021	100	58	4	38
"FAMILY UNIFICATION PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
FUP	414	351	14	49
Foster Youth 2 Independence	7	6	0	1
"VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
VASH	317	274	24	19
"FAMILY SELF SUFFICIENCY"				
PROGRAM	MANDATORY SLOTS	ENROLLED	FAMILIES EARNING ESCROW	
FSS	50	150	88	
"PORTABILITY"				
PROGRAM				UNITS LEASED
INCOMING PORTS (PORT INS) VOUCHERS ADMINISTERED BY BCHA FROM OTHER HOUSING AUTHORITIES				416
OUTGOING PORTS (PORT OUTS) BCHA VOUCHERS PORTING OUT OF BROWARD COUNTY TO OTHER HOUSING AUTHORITIES				166
"MODERATE REHABILITATION"				
PROGRAM	UNITS ALLOTTED	UNIT LEASED	UNITS FOR INSPECTION	VACANCIES
EL JARDIN (MOD)	233	231	0	2

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

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
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	Not Eligible for Renewal 12/1/2024. Contract Expires 11/30/2024. Request for Proposal (RFP) advertised on 9/18/24. RFP due date 10/17/24.
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
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.

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

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
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.
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.	11/22/2025	Not Eligible for Renewal 11/23/25. Will need to resolicit for Services after contract expires 11/22/2025
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
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.
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.
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