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SUBMISSION LETTER

HUD FORM 50075-ST

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Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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, 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. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

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 of 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, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 550, and that was designated as a standard performer in the most recent PHAS or 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>THE HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH</u> PHA Code: <u>FL007</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>779</u> Number of Housing Choice Vouchers (HCVs) <u>1397</u> Total Combined Units/Vouchers <u>2176</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission <p>Availability of Information. PHAs must have the elements listed below in sections B and C 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. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA 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
					PH HCV
	Lead PHA:				

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B.	Annual Plan Elements
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This PHA Plan Update contains the information that the Housing Authority of the City of Daytona Beach (HACDB) is submitting as our Annual / Five Year Public Housing Agency Plan (PHA Plan) for FY2021, and relates the Annual PHA Plan programs and activities to the mission and goals as described herein.

HUD has implemented an abbreviated template for the PHA Plan, which only requires the presentation of information that has changed from the previous year's (2020) PHA Plan. In addition to the changes and updates from 2020, this document will include a brief summary of HACDB's policies and plans that are part of the PHA Plan.

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

Statement of Housing Needs and Strategy for Addressing Housing Needs

HACDB provides affordable homes and services to more than 7,450 low-income Daytona Beach residents, including over 1,337 families housed through the Housing Choice Voucher Program and another 1,980 living in 11 affordable housing and tax credit developments around the city. HACDB administers the city and county's largest voucher program, which exclusively serves homeless veterans through our VASH Program. HACDB was awarded 60 Mainstream vouchers in 2020.

In Daytona Beach the White, Non-Hispanic population is a slight majority with 55.55%, this is significantly lower than the regional White, Non-Hispanic population of 75.53%. The Black, Non-Hispanic population is the second largest in Daytona Beach with 33.85% of the population. The regional Black, Non-Hispanic population rate is considerably smaller at 10.17%. The Hispanic population only makes up 6.9% of Daytona's population, but makes up 10.75% of the regional population. Asian or Pacific Islanders, Native Americans, and individuals who identify as other, all make up very small segments of the population in both the city and the region.

HACDB's Annual Plan is in alignment with the City of Daytona Beach's Consolidated Plan. HACDB has a coordinated relationship with the City of Daytona Beach. The City of Daytona Beach, as part of a pilot program, agreed to return \$89,000 of PILOT funds to HACDB for purposes of building a home for a low income household. The City's Plan was updated on 6/30/18 and a summary of proposed programs and activities using anticipated CDBG and HOME funds from HUD to address affordable housing for the period of 2016-2020.

The City of Daytona Beach has the highest homeless population within Volusia County and a primary hub for shelter and services. The primary causes of homelessness include unemployment, insufficient income or other financial reasons. In Volusia County, as in the

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rest of Florida, low wages are seen as a more substantive issue than unemployment. In general, homeless persons do not present job skills that command good wages. Housing related issues such as eviction, foreclosure, or the end of a temporary living arrangement are also contributing factors that lead to homelessness. The deficiency is particularly acute respective to the availability of affordable rental units for this segment of the population. The City of Daytona Beach opened a homeless shelter in 2020. The First Steps Shelter houses homeless persons from Daytona Beach and surrounding communities.

Homelessness Need Assessment

The City of Daytona Beach has received both private and public funds to address homelessness directly in support of the First Steps Shelter. There is an established Continuum of Care (CoC) for the Volusia and Flagler County areas One Voice Volusia – Volusia Flagler Continuum of Care PIT Count total for Volusia County for 2019 is 745.

Table 1. - Homeless Needs Assessment

VF Continuum 2019

Affordable Housing will be required for the immediate future to meet the growing housing demands of this locality. HACDB as a permanent and supportive housing provider and member of the Commission on Homelessness (COH) recognizes our responsibility to network and coordinate services with other representatives in our geographic area. The VF Continuum was a partner in the Mainstream Grant awarded to HACDB. The 2019 PIT count indicated that 63.7% of the persons counted became homeless in Flagler-Volusia. Needs identified were 55% shelter, 54.5% affordable housing.

HACDB established residency preferences in the Housing Choice Voucher (HCV) and the Affordable Housing Programs to ensure that local applicants were serviced as well as those applying from numerous states. We continue to administer an MOU with the City of Daytona Beach by the inclusion of a Homeless Preference on both the Affordable Housing and HCV Program Waiting lists. Today, in partnership with the Volusia / Flagler Continuum of Care and agency partners, HACDB is assisting homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Housing Needs of Families on the Affordable Housing (Public Housing) Waiting List

	Number of Families	Percent of Total Families	Annual Terminations
Waiting list total	3264		130
Extremely low income <=30% AMI	2590	79%	
Very low income (>30% but <=50% AMI)	392	12%	
Low income (>50% but <80% AMI)	225	7%	
Over	57	2%	
Families with children	1740	53%	
Elderly families	335	10%	

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Near Elderly	359	11%	
Families with Disabilities	188	6%	
Race/ethnicity White	1014	31%	
Race/ethnicity Black	2209	68%	
Race/ethnicity Hispanic	445	14%	
Race/ethnicity Asian	11	Less than 0%	
Race/ethnicity Other	3	Less than 0%	
Characteristics by Bedroom Size			
# Bedroom Size		% Percentage	
0 Bedroom	1494		45%
1 Bedroom	1171		36%
2 Bedroom	474		15%
3 Bedroom	112		3%
4 Bedroom	3		Less than 0%

HACDB has recently transitioned to the Yardi software program. We are in the process of purging the waitlist to ensure that the data in the new system is accurate.

Local Preferences

HACDB will continue to have in place the following local preferences within the ACOP:

1. Homeless Preference
2. Residency Preference
3. Involuntary Displacement
4. Elderly and Disabled preference for designated developments (Windsor & Maley)-
Applies to Affordable Housing only

Added Preference(s): Disaster Preference (effective January 2019)

Notwithstanding the above, the Daytona Beach Housing Authority Chief Executive Officer is authorized to waive any of Daytona Beach Housing Authority's preferences, policies, or procedures in order to accommodate requests made by an authorized HUD representative as a result of a Federal Disaster declared by the President of the United States, to assist in the disaster recovery.

Homeless Preference: A local preference is established in the Affordable Housing (Public) Program, and/or the Housing Choice Voucher Program to provide housing assistance to homeless or chronically homeless individuals or families. The Preference will be given to applicants on a referral only basis from agencies under which the HACDB has a MOU. The preference will give priority to:

1. homeless individuals and families,
2. chronically homeless,

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3. individuals graduating from or aging out of the foster care program administered by the Florida Department of Protective and Regulatory Services; and
4. Currently or formerly homeless applicants who are ready to transition from supportive housing program(s).

To qualify for the homeless preference applicants must be referred by a service agency that has a partnered with HACDB as a homeless service provider through a Memorandum of Agreement (MOU). The service provider will agree to provide HACDB with signed certification that the applicant meets the current HUD definition of homelessness, and is qualified to apply for housing under these criteria. In addition, the service provider will verify the number of types of supportive and/or case management referral services to be provided and the duration of services. Individuals referred that are chronically homeless, with co-occurring psychiatric, substance abuse, and chronic medical conditions may be referred after documented completion of receiving 12-24 months of rental assistance and intensive case management. Applicants graduating or aging out of the foster care, or transitional housing must be referred, and certified as homeless under the terms and conditions of the agency Memorandum of Agreement. Currently HACDB has agreements in place with the following agencies:

- SMA BEHAVIORAL HEALTH SERVICES, INC
- CITY OF DAYTONA BEACH
- DEVEREAUX FOUNDATION
- HALIFAX URBAN MINISTRIES
- DOMESTIC ABUSE COUNCIL
- COALITION ON HOMELESSNESS
- FAMILY RENEW

Previous residents of the Affordable Housing Program, and/or the Housing Choice Voucher Program, may not be certified eligible for a preference, within 36 months of the date of any qualifying termination from any housing program. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. In all cases a final determination of eligibility and qualification for preference will be made when the family is selected from the waiting list. HACDB will apply a lottery system to all affordable housing waitlists to ensure that the numbers of persons on the waitlist can be offered housing in a reasonable period of time. All applications are accepted electronically.

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Residency Preference

The residency preference provides a preference for applicants who reside and/or work in Daytona Beach, Florida, and/or Volusia County.

- The family must live, or at least one member must have a job within the limits of Daytona Beach, Florida and/or Volusia County.
- Applicants who have been notified that they are hired to work in Daytona Beach, Florida and/or Volusia County.
- One adult member of the applicant household is currently enrolled in a Daytona Beach, Florida and/or Volusia County institution of higher education.

Applicants claiming a Daytona Beach, Florida and/or Volusia County Preference shall be required to verify this through:

1. Proof of residency at an address within the Daytona Beach, Florida and/or Volusia County limits (no length of stay verification will be imposed on applicants claiming this Preference.); **or**
2. Proof that the applicant is currently employed or has obtained employment in the city; **or**
3. Proof that the applicant's last permanent address was within the Daytona Beach, Florida and/or Volusia County limits; and
4. Proof that an Applicant has not claimed local preference in another community.
5. The following documentation is a non-exhaustive list of documentation that may be used in conjunction with Priority documentation that establishes residency:
 1. Landlord verification;
 2. A copy of a Lease;
 3. Utility Bill (electric, gas, oil, or water)
 4. Mortgage Payments;
 5. Taxes;
 6. Other verification deemed acceptable or necessary by HACDB.

Under these preferences, HACDB will be able to expedite the provision of permanent housing services and options, without any time limits, or restrictions. We anticipate these changes will help leverage the agency's voucher utilization and occupancy rates, by providing housing stability to families that may not have previously been able to secure housing.

Preferences will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

I. Housing Choice Voucher Program (HCV) Waiting List

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When the waitlist reopens, Applicants may apply by completing an on-line application at www.dbhafl.org. HACDB will apply a lottery methodology to the waitlist.

HACDB has added, clarified and removed various local preferences for the upcoming fiscal year. A PHA's system of local preferences must be included in its Annual Plan (24 CFR §903.7(b) and in the Admissions and Continue Occupancy Policy (ACOP and Administrative Plan). All preferences adopted are in accordance with the non-discrimination and equal opportunity requirements listed in 24 CFR 5.105(a).

HACDB will continue to have in place the following local preferences within its Administrative Plan:

Homeless Preference

Local Residency Preference

Involuntary Displacement

Disaster Preference

Added Preference: Mainstream Preference (effective April 2019)

A preference has been established in the Housing Choice Voucher Program (HCV) Program to annually assist HUD awarded designated Mainstream vouchers. Mainstream Vouchers will provide assistance to non-elderly persons with disabilities who meet the following categories:

- Transitioning out of an institutional setting
- At serious risk of institutionalization
- Homeless, or
- At risk of becoming homeless.

HACDB accepts Veterans Affairs Supportive Housing (VASH) applicants as referrals in the order received from the Veterans Affairs Administration. HACDB also accepts referrals for the homeless preference where agency partners certify and refers homeless applicants specifically to provide housing assistance to homeless or chronically homeless individuals or families. The Preference is only provided to applicants on a referral only basis from agencies under which the HACDB has a MOU.

HACDB accepts applicant referrals from COCC and Department of Children and Family Services for administration of the Mainstream Program. Applicants must have statements from these organizations verifying that they meet the definition of both homeless and disabled, and meet the age requirements of the grant.

If any time during the fiscal year due to budgetary constraints or loss of federal assistance, the HACDB may adjust payment standards, close the waiting list, rescind non-utilized vouchers, limit or suspend moves in/out of the jurisdiction, and/or terminate assistance based on, outlined polices, in the prescribed order listed in the Administrative Plan.

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Housing Needs of Families on the Housing Choice Voucher Tenant-based Assistance Waiting List

	Number of Families	Percent of Total Families	Fiscal year Terminations
Waiting list total	503		125
Extremely low income <=30% AMI	326	82%	
Very low income (>30% but <=50% AMI)	80	10%	
Low income (>50% but <80% AMI)	70	7%	
Families with children	262	65%	
Elderly families	45	7%	
Near Elderly	50	12%	
Disabled	106	Less than 0%	
Race/ethnicity White	125	25%	
Race/ethnicity Black	367	73%	
Race/ethnicity Hispanic	65	14%	
Race/ethnicity Asian	7	Less than 0%	
Race/ethnicity Other	7	Less than 0%	
Characteristics by Bedroom Size			
# Bedroom Size		% Percentage	
0 Bedroom	5		Less than 0%
1 Bedroom	120		24 %
2 Bedroom	241		48 %
3 Bedroom	105		21 %
4 Bedroom	30		6%

HACDB recently transitioned to Yardi software as our system of record. A purge of the HCV waitlist was conducted before the transition. These numbers reflect the current Yardi waitlist.

II. Project Based Voucher Administrative Updates for HCV Program & Administrative Plan

The Housing Authority has updated its general requirements in the management of Project Based Vouchers (PBV). These updates incorporate changes in federal regulations within the past 24 months and provide HUD programmatic updates for Project Based Vouchers statutory requirements for the Housing authority of the City of Daytona Beach. The update of HACDB's policies and applicability to the administrative plan is necessary for the project implementation of the Rental Assistance Demonstration (RAD) Program and project based voucher initiatives within fiscal year 2019 and forward. The Housing Authority of the City of Daytona Beach (HACDB) is amending its annual was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the HACDB will be converting to Project Based Vouchers under the guidelines of H 2019-09/PIH 2019-23, Rental Assistance

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Demonstration REV-4 Final Implementation and any successor Notices. This action will occur only after analysis of the benefits to the community, review and approval by the Board of Commissioners and community engagement regarding the process.

Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in (*For conversions to PBV: Section 1.6 of H 2019-09/PIH 2019-23, REV-4; and H-2016-17/PIH-2016*). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the HACDB certifies that it is currently compliant with all fair housing and civil rights requirements, RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HACDB with access to private sources of capital to repair and preserve

its affordable housing assets. Upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HACDB may also borrow funds to address their capital needs. The HACDB will also be contributing Operating Reserves in the amount of \$1,000,000, Capital Funds in the amount of \$1,000,000 if needed towards the conversion, and/or Replacement Housing Factor (RHF) Funds in the amount of \$900,000 towards the conversion. The HACDB currently has no debt under Energy Performance Funds.

- III. Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

In addition, our admission practices are designed to lessen the concentration of poverty and to create mixed-income communities and within the agency's geographic locality by bringing higher income residents to lower income developments and lower income residents into higher income developments; enhancing opportunity, principally for extremely low, low-income, and moderate-income residents.

The location of our Affordable Housing units ensures service delivery in areas that facilitate access by low income households and minorities based on policy. Program entry is based on a first come/ready first served basis; however, homeless households, and chronically homeless certified homeless, will be eligible for housing on a priority basis. The agency Deconcentration Policy for Eligibility is attached (see Attachment 1).

Income Targeting Requirement [24 CFR 982.201(b)(2)] Income Targeting Requirement. HACDB will continue to monitor Income Targeting requirements for the Affordable Housing program in accordance with HUD guidance.

- (a) HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met; HACDB may skip non-ELI families on the waiting

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list in order to select an ELI family.

(i) HACDB will monitor progress in meeting the ELI requirement throughout the fiscal year.

(ii) ELI families will be selected ahead of other eligible families on an as needed basis to ensure the income targeting requirement is met.

(b) Low income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

Financial Resources.

Financial Resources

A statement of financial resources, by general categories, for the fiscal year indicate that the agency has sufficient resources to maintain and operate all programs in accordance with (24 CFR §903.7(c) for the year. Currently the agency does not receive any non-Federal sources of funding. The agency intends to apply for additional funding for continued and/or additional programming, as notifications of additional fund through NOFA’s or other opportunities arise, throughout the year (see attachment 2). HACDB has applied for a contract award with Career Source. These State funds would support GED and job training services.

Rent Determination.

HACDB updated its Flat rents in accordance with HUD regulations effective January 2020. HACDB utilizes Bi-Annual or Tri-Annual Recertifications for fixed Sources of Income and Streamlined Annual Reexaminations: This provision offers HACDB the discretion to complete bi-annual recertifications on all households with a fixed source of income. Note that a family member may also have non-fixed sources of income, which may remain subject to third-party verification. Upon request of the family, the PHA must perform third-party verification of all income sources. Additionally, HACDB will streamline its income determination households by allowing mail-in recertifications or an abridged recertification process. The authority may also incorporate the usage of virtual recertifications to expedite the recertification processes. Additionally, the authority will update its interim change of rent policy by only completing interims for increase income that would result in \$3,600.00 annual change of annual income (roughly \$100.00 rent change). The authority will notate that a change of income was provided to the authority and the increase will be reviewed at the household’s next recertification.

Upon request of the family, the PHA must perform third-party verification of all income sources. Note that this provision pertains only to the verification of sources of income;

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PHAs must continue to conduct third-party verification of deductions.

Verification of Assets Under \$5,000:

Under this provision, PHA will obtain third-party verification of all family assets upon admitting a family to the HCV or public housing program and then again at least every 3 years, thereafter. During the intervening reexaminations, a PHA has the discretion under this provision to accept a family's declaration that it has total net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration.

Operation and Management.

Utility reimbursements Regulation: 24 CFR §§960.253, 982.514

Programs to which this provision applies: Housing Choice Voucher (including project-based voucher) and Affordable Housing

Description of change: HACDB will implement a process to submit Utility Reimbursements to all Affordable Housing and Housing Choice Voucher (HCV) Residents through electronic ACH deposits to either resident bank accounts or debit cards. HACDB may also implement a direct payment process with utility providers for direct payment of utility bills for tenants or residents that do not participate in ACH deposits.

HACDB will seek to automate rent collection processes via Yardi and TD Bank and cease collecting rent on site.

HQS Inspections and the use of alternative inspection methods Regulation: 24 CFR §§982.405, 983.103

Programs to which this provision applies: Housing Choice Voucher (including project-based voucher)

Description of change: HACDB has elected to outsource its HQS inspections. McCright and Associates are conducting inspections for the HCV program.

HACDB is not administering incentive transfers during this reporting period.

Grievance Procedures.
 Homeownership Programs.

I. HCV Homeownership Program Administrative Plan Revisions

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The Housing Authority has updated its selection procedures for the management of the Housing Choice Voucher Homeownership Program. Currently, the Administrative plan targets FSS Participants, elderly and disabled families in the Public Housing program as eligible for the HCV Homeownership program upon purchasing a home. The updated Admin plan and policy will remove this language. Additionally, the housing authority may incorporate model policies such as development of a down payment assistance program with internal procedures to incorporate into its current HCV Homeownership Program.

Community Service and Self-Sufficiency Programs.

The Housing Authority of the City of Daytona Beach (HACDB) will continue to provide community services and self-sufficiency programs through the utilization of HUD funds and grants to Public Housing communities; while continuing to seek other funding opportunities through grants and partnerships. We continue to support Resident Councils and Resident Advisory Boards, and work to increase their awareness and participation in community services and activities. HACDB will partner with community organizations to provide community and supportive services to our residents and participants. HACDB will continue to administer our Self-Sufficiency Programs for both public housing residents and Housing Choice Voucher recipients. HACDB administers the ROSS grant for public housing residents, promoting job training and employment opportunities. This program consists of job readiness assistance and job training, case management and referrals, and job placement services. The program works to coordinate services for elderly and/or disabled residents to better enable residents to reach and maintain their desired level of independence while aging in place. Additionally, the activities will help the residents overcome the barriers of transportation, education, and/or child care.

HACDB administers the Family Self-Sufficiency Program (FSS) to promote self-sufficiency and asset development. The FSS program enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Our Housing Choice Voucher (HCV) FSS and Public Housing (PH) FSS programs will continue to be offered as funding is awarded. HACDB partners with local colleges and businesses to offer training and employment opportunities to residents. HACDB has computer labs based in four public housing communities in which two of the computer labs are based in the communities Neighborhood Network Career Center (NNC), which allow residents internet access to search for jobs, complete homework assignments, complete computer literacy classes or research information which are all self-sufficiency tools. In 2020, the HACDB will establish a third computer lab within its elderly and/or disabled property to support resident activities. The HACDB also administers activities through its NNC which provides services to Public Housing residents and surrounding neighborhoods. The HACDB continues to support residents in attaining employment levels suitable to an individual or family moving toward self-sufficiency. The HACDB continues to support residents to attain employment and/or increase earnings through connection to work readiness, job placement, educational advancement, technology and financial literacy activities.

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HACDB will continue to provide a place for kids and teens 18 and under to enjoy free meals while school is out as a Summer BreakSpot through the Florida Department of Agriculture and Consumer Services. This program provides nutritious meals at no cost to children 18 and under while school is out for the summer.

The HACDB will continue to support Resident Council Officers and activities at each of its Public Housing properties by providing: training, meeting space, office space and guidance.

Safety and Crime Prevention.

Safety and Crime Prevention

HACDB may elect to issue an RFP for security services at the Windsor and Maley property. The current vendor is on a notice to cure. DBHA adheres to all HUD VAWA regulations.

Pet Policy.

Asset Management.

Pet Policy

HACDB has updated it's Administrative and ACOP Plans to reflect the FHEO Notice 2020-01 regarding Assistive Animals and Reasonable Accommodations. It is understood that assistive animals are not pets.

Asset Management

HACDB staff are engaged in staff development that will permit the agency to manage its portfolio in accordance with HUD Asset Management requirements. A Sr. Staff well-versed in Asset Management and LIHTC is leading the transition to portfolio management. Property staffing will be adjusted to better serve the needs of our consumers. Additionally, a Director of Development will be on boarded to assess the needs of the portfolio, HACDB received two CHAPS. An MDA was executed with BGC Advantage. Initial meetings have been held in the Windsor, Maley and Palmetto Communities. HACDB will comply with all RAD requirements in managing this process and associated Capital Fund use

Substantial Deviation. 24 CFR §903.7(r)(2)(i))

The HACDB's Definition of Substantial Deviation and Significant Amendment or Modification is as follows:

- Changes to rent or admissions policies or organization of the waiting list
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan)
- Change in use of replacement reserve funds under the Capital Fund
- Additions of new activities not included in the current Annual Plan

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- Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

Significant Amendment/Modification Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))

As part of the Rental Assistance Demonstration (RAD), The Housing Authority of the City of Daytona Beach is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a) The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
 - b) Changes to the Capital Fund Budget produced as a result of each approved RAD
 - c) Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
 - d) Changes to the construction and rehabilitation plan for each approved RAD conversion; and
 - e) Changes to the financing structure for each approved RAD conversion.
- Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities, not described in the RAD application and subsequent CHAPS issued by HUD.

Criteria for defining "Significant Amendment or Modification" to the Capital Fund Program (CFP) 5-year Action Plan

- Proposed demolition, disposition, homeownership, Capital Fund financing, development, or mixed finance proposals, not included in the HADCB, RAD CHAP's will be considered significant amendments to the CFP 5-year Action Plan.
- Additions of non-emergency work items not included in the current CFP Annual Statement of CFP 5-Year Action Plan that exceeds \$20,000.

Exceptions

- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local laws/ordinances or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification.
- Changes under the above definitions which are funded by source other than federal funds will not require Plan amendment or modification.

The PHA must submit its Deconcentration Policy for Field Office review.

B.2 New Activities.

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(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- Y N
 Hope VI or Choice Neighborhoods.
 Mixed Finance Modernization or Development.

Hope VI/Choice Neighborhoods/Mixed Finance Development

HACDB currently has in its inventory lots that are part of the agency's original homeownership program that were not developed due to lack of funding. HACDB will continue to seek funding from FHA, HOME, or Private Development investments to develop the now vacant lots to afford homeownership opportunities for eligible clients.

HACDB will submit applications for LIHTC, FHA, Florida Housing RFA's and other funding opportunities for development and redevelopment of its Affordable Housing stock. HACDB will acquire land or property, or construct mixed finance development projects for households in the 30%-80% of area median income range. HACDB will develop or reposition property for sale or rental. HACDB may partner with private developer on a new construction project on Beach St which would serve disabled persons, utilizing Florida Housing funding.

- Demolition and/or Disposition.

HACDB has received a CHAP for its entire portfolio. RPCA's and appraisals have been conducted. HACDB has executed a MDA with BGC Advantage as our development partners. The information collected as part of the RPCNA will allow HACDB to examine various financing scenarios that will allow us to reposition our current portfolio through the leveraging of private resources such as low income housing tax credits, bond-financing, and conventional debt. HACDB is exploring serving as conduit bond issuer.

Community	Rehabilitation Required	RAD/Sec 18 or Voluntary Conversion
Northwood II	Yes	YES
Windsor Apartments	Substantial	YES
Maley Apartments	Substantial	YES
Northwood Village / Walnut Oak	Substantial	YES
Palmetto Park	Substantial	YES

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Caroline Village	Substantial	YES
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Development name:	Development number:	Number of Units	Activity		Date for Submission	Timeline for Activity
			Demo	Dispo		
Palmetto Park	FL007-6	100	x	x	2019	2022
Palmetto Park	FL007-7	30	x	x	2019	2022
Windsor Apartments	FL007-8	150	x	x	2019	2021
Caroline Village	FL007-10	100	x	x	2019	2022
Maley Apartments	FL007-11	150	x	x	2019	2021
Northwood/ Walnut Oak	FL007-15	77	x	x	2019	2021
Northwood II	FL007-20	28	x	x	2019	2022

HACDB is preparing to expand development opportunities beyond its current public housing inventory. HACDB will be exploring opportunities to create affordable housing targeting working individuals and families, senior and disabled persons, and first-time home buyers. This would be achieved through joint venture partnerships with a procured developer (for profit, non-profit, or Community Housing Development Organization (CHDO) to create rental or homeownership units using land HACDB owns and financed with private capital. Replacement Housing Factor Funds (RHF) will be a source in the mix-financing. HACDB sent a letter to HUD on October 29, 2018, requesting an extension of expiring RHF funds. HUD Headquarters informed HACDB that an extension was granted. Walnut Oak may be considered for a home ownership project.

In addition, all existing public housing sites may be demolished or disposed in accordance with Section 18 of the Housing Act of 1937 to facilitate the creation of mixed income communities and achieve greater efficiency. Any public housing units demolished are subject to 1 for 1 replacement. Residents who would be impacted by the execution of this strategy would retain the right to return. New construction activities would replace existing public housing units and create additional affordable housing units for persons making up to 80% of area median income.

HACDB may seek a disposition approval for the portion of the midtown property inhabited by eagles. HACDB will continue to review the environmental requirements. Utilization of this property may be cost prohibitive for the authority. The application would seek to sell the property to a public interest for no less than the appraised value, or to trade property with the city or other entity whose property has an equal or greater value and which serves the HACDB portfolio needs.

HACDB will issue an RFP for PBV vouchers. Preference will be provided to uses involving displacement of HACDB residents due to RAD, Voluntary Conversion or other HUD approved actions, Workforce Housing and housing targeted to support formerly homeless. A maximum of 20% of attrition vouchers will be considered for this purpose.

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HACDB may elect to partner with the City of Daytona and / or private entities to support the redevelopment of an area of property contiguous to Mary McLeod Bethune (Second Ave.), the College, Ridgewood Ave, and property adjacent to the city homeless shelter.

HACDB may make offers on parcels of properties in the City of Daytona for purposes of constructing 200-300 units of elderly and family housing and possible commercial uses. HACDB may seek to use Capital Funds for a portion of the purchase. HACDB may also sell property it owns at 729 Loomis Avenue.

HACDB will utilize Capital Funds for allowable pre-development expenses.

Designated Housing for Elderly and/or Disabled Families.

Maley Mixed Designation expired in May 30, 2018; the HACDB applied for and was granted an extension for two additional years. The Windsor Elderly only designation was updated December 2018, for an additional 2-year extension period, and we will submit a renewal in 2020. HACDB may seek an elderly designation for the property during the RAD conversion

- Conversion of Public Housing to Tenant-Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Occupancy by Over-Income Families.
- Occupancy by Police Officers.
- Non-Smoking Policies.
- Project-Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

The HACDB will apply for HUD and other grants as well as funding from all available sources for development and/or redevelopment of its communities to the extent that grants and awards do not impact RAD. The HACDB may also use any such grants along with other agency funds for the construction/acquisition of new Affordable Housing for the Daytona Beach Community. HACDB will submit applications for funding under the HUD NOFAs related to FSS, and ROSS Service Coordinators. HACDB may seek DOL funding for Youthbuild and other job training programs. Additionally, HACDB will apply for grants awarded through Florida State Finance Corporation.

HACDB will explore opportunities for resident employment utilizing resources available via the Neighborhood Networks program, Daytona State College, Career Source, area businesses, and the Daytona Beach Housing Development Corporation. This may include a project aimed at employment and training involving boats or other marine equipment. HACDB will utilize capital funds for training residents as permitted in Management Improvement.

HACDB will adhere to HUD RAD regulations regarding unit size in the planning of revitalization or demolition. Additionally, transfer of assistance during the RAD process

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may be a necessary election. All of HA's RAD conversions will be to Project Based Voucher (PBV). Upon RAD conversion, adopt the resident rights, participation, waiting list, and grievance procedures listed in Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17).

- Right to return and Relocation Assistance
- No re-screening of tenants upon conversion
- Under-Occupied Unit
- Phase-in of tenant rent increase
- FSS and ROSS-SC programs
- Resident Participation and Funding
- Termination notification
- Grievance process
- Earned Income Disregard
- When Total Tenant Payment Exceeds Gross Rent
- Establishment of Waiting List
- Choice Mobility

If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3 Civil Rights Certification.

Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.4 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

Y N

Audit Report Finding:

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Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Housing Authority of the City of Daytona Beach, Florida (the "Authority"), we offer the readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the year ended June 30, 2019. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements.

Questions concerning any of the information provided in this report or requests for additional information, including requests for financial statements of the component units, should be addressed to the CEO, Terril L. Bates, Housing Authority of the City of Daytona Beach, 211 N. Ridgewood Avenue, Suite 300, Daytona Beach, Florida 32114.

- The assets of the Authority exceeded its liabilities as of June 30, 2019 by \$54,809,506 (net position).
- The Authority's cash balances as of June 30, 2019 were \$12,261,998 representing a decrease of \$310,160.
- The Authority had revenue from the U.S. Department of Housing and Urban Development ("HUD") of \$12,331,225 which includes funds for capital asset activities and pass-through activity.
- Public housing has maintained occupancy of 97% and 95% for the Elderly and Family AMPs respectively for the fiscal year. In addition, the Low Income Housing Tax Credit developments have 97% of the subsidized units occupied.
- The Authority's lease-up rate for the Housing Choice Voucher program is 89% (which is the maximum supported by the available ACC.) There was a \$155,175 increase in housing assistance payments made to owners in comparison to the 2018 fiscal year. The local HUD Field Office is closely monitoring the unit months leased and net restricted position. The Authority has initiated maximizing its budget authority and HCV issuance. The Housing Authority submits a monthly recap of its activities in addition to submitting monthly projections and comments on shortfalls.

The HCV department has undergone a restructuring which has positively impacted the financial management of the department. The cumulative percent of Eligibility Expended as of January 2020 is 105%. Additionally, the department was awarded \$451,000 by the U.S. Department of Housing And Urban Development effective February 1, 2020. Overview of Financial Statements

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Overview of Financial Statements

The financial statements included in this annual report are those of a special-purpose government engaged in a single business-type activity prepared on an accrual basis. Over time, significant changes in the Authority's net position serve as a useful indicator of whether its financial health is improving or deteriorating. To fully assess the financial health of any authority, the reader must also consider other non-financial factors such as changes in family composition; fluctuations in the local economy, HUD mandated program changes, and the physical condition of capital assets. The following statements are included:

- Statement of Net Position - reports the Authority's assets, liabilities and net position at the end of the fiscal year. You can think of the Authority's net position as the difference between the Authority's rights (assets and deferred outflows of resources) and the Authority's obligations (liabilities and deferred inflows of resources).
- Statement of Revenue, Expenses, and Changes in Net Position - this statement presents information showing how the Authority's net position increased or decreased during the current fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows and cash outflows in the future periods.
- Statement of Cash Flows - this statement presents information showing the total cash receipts and cash disbursements of the Authority during the current fiscal year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt service, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Authority in prior periods and subsequently received during the current fiscal year (i.e. accounts receivable, notes receivable etc.).
- Notes to the Basic Financial Statements - the notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided. These notes give greater understanding on the overall activity of the Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, the notes reflect the impact (if any) of any uncertainties the Authority may face.

In addition to the basic financial statements listed above, our report includes supplemental information. This information is to provide more detail on the Authority's various programs and the required information mandated by regulatory bodies that fund the Authority's various programs.

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III. FINANCIAL ANALYSIS

The following table summarizes the changes in assets, liabilities, and net position between June 30, 2019, and 2018:

	<u>Net Position</u>		
	<u>2019</u>	<u>2018</u>	<u>Total Change</u>
Current assets	\$ 13,718,313	\$ 13,717,314	\$ 999
Capital assets, net	16,842,763	18,062,602	(1,219,839)
Notes receivable	24,931,761	23,768,064	1,163,697
Other noncurrent assets	165,694	92,645	73,049
Total Assets	<u>55,658,531</u>	<u>55,640,625</u>	<u>17,906</u>
Current liabilities	628,220	588,909	39,311
Noncurrent liabilities	220,805	162,423	58,382
Total Liabilities	<u>849,025</u>	<u>751,332</u>	<u>97,693</u>
Net investment in capital assets	16,842,763	18,062,602	(1,219,839)
Restricted net position	29,860,093	29,057,216	802,877
Unrestricted net position	8,106,650	7,769,475	337,175
Total Net Position	<u>\$ 54,809,506</u>	<u>\$ 54,889,293</u>	<u>\$ (79,787)</u>

Current Assets increased by \$17,906 primarily due to an increase of funds from the Housing Choice Voucher program in the equity balance, an increase of receivables from HUD, and tenant receivables outstanding.

Capital Assets decreased by \$1,219,839 primarily due to depreciation and there were no significant disposals in this fiscal year.

Notes Receivable increased by \$1,163,697 due to unpaid interest being capitalized into the balance of note. We received no payment on interest this fiscal year.

Other Noncurrent Assets increased by \$73,049 due to increase in FSS participation, FSS deposits and corrections to the participant's balances.

Current and Total Liabilities decreased primarily due to the pay out of compensated absences accrued to employees no longer with agency. The other significant changes in current liabilities are off-set by said amount.

Net Position - The difference between the Authority's rights (assets and deferred outflows of resources) and the Authority's obligations (liabilities and deferred inflows of resources) is its net position. Net position is categorized as one of three types.

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1. Net investment in capital assets - capital assets, net of accumulated depreciation and related debt is the capital asset balance offset by long-term debt;
2. Restricted - the Authority's net position whose use is subject to constraints imposed by law or agreement
3. Unrestricted - the Authority's net position that is neither invested in capital assets nor restricted which change principally due to operations. These resources are available to meet the Authority's ongoing obligations to its residents and creditors.

The Authority's restricted net position decreased by \$79,787. The decrease is mainly due to the decrease in Net Investment in Capital Assets.

	<u>Changes in Net Position</u>		
	<u>2019</u>	<u>2018</u>	<u>Total Change</u>
Operating Revenues			
HUD grant funding	\$ 11,995,169	\$ 12,358,224	\$ (363,055)
Tenant revenue, net	1,745,707	1,766,383	(20,676)
Other operating revenue	419,786	372,188	47,598
Total Operating Revenues	<u>14,160,662</u>	<u>14,496,795</u>	<u>(336,133)</u>
Operating Expenses			
Administrative	2,222,316	2,192,755	29,561
Tenant Services	4,969	4,602	367
Utilities	924,368	990,193	(65,825)
Maintenance	1,531,500	1,300,362	231,138
Protective Services	193,328	181,806	11,522
General	1,503,266	1,458,524	44,742
Depreciation	1,631,684	1,695,675	(63,991)
Housing assistance payments	7,777,297	7,622,122	155,175
Total Operating Expenses	<u>15,788,728</u>	<u>15,446,039</u>	<u>342,689</u>
Operating Income (Loss)	<u>(1,628,066)</u>	<u>(949,244)</u>	<u>(678,822)</u>
Nonoperating Revenues (Expenses)	<u>1,198,339</u>	<u>1,212,915</u>	<u>(14,576)</u>
Capital contributions			
HUD capital grants	336,056	135,346	200,710
Change in net position	(93,671)	399,017	(492,688)
Total net position - beginning	<u>54,903,177</u>	<u>54,490,305</u>	<u>412,872</u>
Total net position - ending	<u>\$ 54,809,506</u>	<u>\$ 54,889,322</u>	<u>\$ (79,816)</u>

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Total Operating Revenue decreased by \$336,133 in 2019 primarily due to a decrease in the Budget Authority from the previous year for the Housing Choice Voucher program followed by a minor decrease in tenant receipts.

Operating Expenses are categorized by the Authority as administrative, tenant services, utilities, maintenance, protective services, general, depreciation and housing assistance payments.

Total Operating Expenses increased by \$342,689 in 2019 primarily due to an increase in housing assistance payments to landlords and general maintenance expenses.

Non-Operating Revenues decreased by \$14,576 from the previous year primarily due to the interest on mortgage.

Total Capital Contributions increased by \$200,710 primarily due to reallocation of funds to non-capital improvement activities in the fiscal year.

Capital Asset and Debt Activity

At the end of fiscal year 2019, the Authority's capital assets had decreased primarily due to the depreciation expense exceeding the net of additions and disposals of fixed assets.

At the end of the fiscal year 2019 the Authority had no long term debt.

Factors Affecting Next Year's Budget

The Authority is primarily dependent upon HUD for the funding of its Low Rent Public Housing, Housing Choice Voucher, FSS and Capital Fund programs; therefore, the Authority is affected more by the federal budget than by local economic conditions. The funding of programs could be significantly affected by the 2019 federal budget.

Economic Factors

Significant economic factors affecting the Authority are as follows:

- Federal funding provided by Congress to the Department of Housing and Urban Development, as well as changes in rules and regulations;
- Local labor supply and demand, which can affect salary and wage rates;
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income; and
- Inflationary pressure on utility rates, housing costs, supplies and other costs.

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B5. Progress Report

ACCOMPLISHMENTS 7/1/2019 - Present:

- The assets of the Authority exceeded its liabilities as of June 30, 2019 by \$54,809,506.
- The Authority's cash balances as of June 30, 2019 were \$12,261,998 representing a decrease of \$310,160.
- The Authority had revenue from the U.S. Department of Housing and Urban Development ("HUD") of \$12,331,225 which includes funds for capital asset activities and pass-through activity.
- Public housing has maintained occupancy of 97% and 95% for the Elderly and Family AMPs respectively for the fiscal year. In addition, the Low Income Housing Tax Credit developments have 97% of the subsidized units occupied.
- The Authority's lease-up rate for the Housing Choice Voucher program is 97%.
- We have fully expended the Housing Choice Voucher ACC.
- No findings for audited finances.

Public Housing program

- Emphasis on reorganization to reflect HUD Asset Management model.
- Maintenance redirected to report to Site Manager
- Extensive Training for all site staff
- Work Orders taken by the site staff
- Transitioning of waitlist management to site based management
- Maintenance tools updated
- Two vans purchased
- Efforts to reduce vacancy turn around

Housing Choice Voucher (Section 8) program

- Extensive Internal and External Training for all HCV staff
- Standard performer rating with SEMAP score of 68% in 2019. Completed HUD CAP Performance Plan and SEMAP tracking monthly within department.
- Maintained an 88% utilization rate in FY 2019. Continued various partnerships to increase voucher count thru Mainstream Voucher initiative that began February 2020.
- Incorporated Landlord fairs, e-blast Landlord communications, and creation of a landlord newsletter for increase lease ups and marketing to local owners
- Maintained VASH vouchers at 218 with a 79% utilization rate.
- Performed review of Administrative Plan policies and utilization of biennial inspections and biennial recertifications to reduce caseloads.
- Purge HCV waitlist for quicker turnaround of lease up.
- Monthly quality control review of annuals.

Community Partnerships

The HACDB continues to seek out community partners in order to best serve the needs of residents. Currently HACDB has 26 standing partners that provide supportive services and a Program Coordinating Committee (PCC) which is comprised of 22 partners. In 2019, the

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HACDB secured new partnerships to serve residents through its Neighborhood Network Career Centers which were re-launched in June 2019 and October 2019. These Centers have afforded the opportunity for residents to have resources available to them through partnerships within their community and within walking distance. The following partnerships have afforded great assistance to residents and community members alike:

Girls on the Run- program for 8 to 13-year-old girls that promotes girl empowerment by teaching life skills through research based lessons and running.

SMA Healthcare- program for substance abuse prevention, Mental Health First Aid for HACDB staff (8 hour course) and Youth Mental Health First Aid for youth 12-18 years of age.

Lighthouse Tutoring- program provides tutoring volunteers to support the HACDB Neighborhood Network Career Center's Afterschool programs.

Healthy Start- The Healthy Start program provides education, support and proven interventions to expecting and new families who are at-risk of a poor birth outcome or delay in development.

Department of Children and Family Services- partners with the NCC to serve as an access point for applicants and recipients of Economic Self-Sufficiency (ESS) services

CareerSource- HACDB NNC Centers are designated as Mini Career Link (MCL) Centers to share information and services that are necessary to best serve persons who are unemployed and under employed in achieving self-sufficiency through employment and career advancement. In order to better serve in partnership, the HACDB has established state of the art computer labs in two of its NNC Centers. These centers are designed to provide opportunities of learning for residents through computer technology, education and job skills training. This will enhance employment opportunities, health, and social services for the community. This program will provide an avenue of learning for children, adults, and seniors while closing the digital divide that many of our residents and community members face.

The HACDB will continue to seek opportunities through partnerships with local organizations such as SMA Healthcare to serve residents who may have mental illness or who may be facing addiction issues. Partnerships through grant activities would allow a case manager to be assigned to our Elderly and/or Disabled residents that would make weekly to monthly contact to assist residents in receiving all available services in the community, linking them to needed services, monitoring their progress in these services, and engaging/encouraging resident to attend these services.

Goal #1

Improve customer service delivery by enhancing operational efficiency; coordinating with community providers; and improving facilities.

Goal #2

Investigate redevelopment alternatives, identify professional support, and quantify sources of funding.

HACDB is in the process of contracting with a developer whose role it is to support the identification of potential funding.

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Goal #3

HACDB is updating its HCV Homeownership Plan to increase access to homeownership.

Goal #4

The Housing Authority of the City of Daytona Beach will strive to provide its staff with initiative and customer driven attitudes by team spirit, flexibility in meeting job responsibilities, and personal career goals.

HACDB has sent staff from each department to various national trainings, including Novogradac, NAHRO and Nan McKay. We have also utilized HTVN and in-house trainings. An employee committee was formed and meets with the CEO regularly. A number of improvements have been made to increase the staff experience. This work continues.

Goal #5

The Housing Authority of the City of Daytona Beach will increase opportunities for the residents to become self-sufficient.

HACDB aspires to expand services and job opportunities to assist residents with self-sufficiency needs, employability skills, training, and education, and health and mental illness services through coordination and service linkages afforded through the ROSS Service Coordinator Grant and FSS Family Self Sufficiency Program.

Through HACDB's Resident Opportunities and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) programs, residents are provided education, job training and other self-sufficiency services. HACDB also maintains three Neighborhood Network Centers that provide computer technology, computer literacy, education, and job skills training to youth, adults, and seniors. In order to increase opportunities for residents to become self-sufficient the HACDB will:

1. HACDB will seek funding to support administration of youth programming such as: Youth Build, Young Adult Training and Services grants, Youth re-entry grants etc. These programs train and assist "opportunity youth" in completing educational goals and preparing work/business opportunities with funding from entities such as the Department of Labor.
2. HACDB will serve youth in programs through its Neighborhood Network Career Centers such as: after-school tutoring, summer food programs, Girls on the Run mentoring program for girls' 3rd-8th grade, summer enrichment activities etc.
3. HACDB will engage community organizations such as One Voice for Volusia (OVFV) to assist with Community Education regarding RAD.
4. HACDB will continue to support and give guidance to elected Resident Council Officers in our five public housing communities. The HACDB supported the Resident Council by securing a 3rd party organization, The League of Women Voters of Volusia County, to conduct meetings, nominations, elections and installation of officers for each property. The HACDB continues to support the Resident Council Officers by providing: officer training, support in establishment of by-laws, meeting and office space for residents and/or officers, guidance and support with Sunbiz registration and account establishment for fundraising.

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In the case of the HACDB repositioning the ROSS and FSS programs will comply with all HUD regulations as the PHA transitions.

HACDB Mission Statement:

Mission

The Housing Authority of the City of Daytona Beach is dedicated to providing assistance for affordable, attractive, and safe housing to extremely low, very low, low, and moderate-income families and self-sufficient opportunities for its residents.

B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <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> <p>The RAB Meeting was called to order on February 20, 2020 and a Public Hearing on April 6, 2020</p> <p>No comments were submitted regarding changes for the Annual Plan, ACOP or Admin Plan Policies.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Attached.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The most recent HUD-approved 5-Year Action Plan (HUD-50075.2) was approved by HUD on 10-9-2015. The approval letter is attached.</p>

1.

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HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

Attachments

- 1 **DECONCENTRATION POLICY**
- 2 **STATEMENT OF FINANCIAL RESOURCES**
- 3 **CAPITAL FUND PROGRAM HUD APPROVAL LETTER -10-9 15**
- 4 **Civil Rights Certification**
- 5 **Certification Of Compliance With PHA Plans And Related Regulations**
- 6 **Certification By State Or Local Official Of PHA Plans Consistency With
The Consolidated Plan**
- 7 **Public Ads For Notices Of Hearings**
- 8 **RAB Meeting Summary & Sign-In Sheets**
- 9 **Public Hearing Summary & Sign-In Sheets**
- 10 **HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (REVISIONS)**
- 11 **ADMISSIONS AND CONTINUED OCCUPANCY POLICY(UPDATES)**
- 12 **MAINTENANCE PLAN**

Daytona Beach FY 2021 Annual Plan

Attachment 1

HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

DECONCENTRATION POLICY

Adopted April 15, 2016

I. INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Housing Authority of the City of Daytona Beach adopt policies and procedures governing the deconcentration of poverty and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. It is the Housing Authority of the City of Daytona Beach's (HACDB) policy to provide for deconcentration of poverty and encourage income mixing.

The goal of this policy is lessen the concentration of poverty and to create mixed-income communities and within the HACDB's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments.

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

HACDB Developments are exempt, as the properties are designed elderly or elderly mixed, or the total unit count is 100 units or less. However, HACDB will review the specified criteria for its developments, to maintain mixed income communities in a non-discriminating manner at all of its communities.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements. The QHWRA requires that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

The HACDB will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

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II. DEFINITIONS

The following definitions are provided in order to clearly and define the affected developments and families under this Deconcentration Policy.

III. ANALYSIS

In order to achieve and maintain deconcentration, the HACDB will comply with the following:

- a) Determine the PHA-Wide Established Income Range for all covered developments at least an annual basis.
- b) Determine the average household income for each covered development.
- c) Determine whether each covered development falls above, within, or above the established income range.
- d) Determine, for those developments having average incomes outside the established income range, if there are factors to explain and/or justify the income profile as being consistent with and furthering two sets of goals: the goals of deconcentration and income mixing as specified by the statute; and the local goals and strategies contained in the HACDB Annual Plan.
- e) Where the income profile for a covered development is not explained and/or justified in the HACDB Annual Plan a specific policy to provide for deconcentration and income mixing in applicable covered developments.

Analysis will be completed at least annually, but may be accomplished more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

IV. ACTION PLAN

If a covered development has been identified as falling above or below the established income range, the HACDB will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the HACDB to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self-sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to deconcentrate a development, the HACDB will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income-targeting goal. To the greatest extent possible, the HACDB will provide incentives to encourage families with incomes below the established income range to accept units in developments with incomes above the established income range or to encourage families with incomes above the established income range to accept units in developments with incomes below the established income range.

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The HACDB may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. These may include but are not limited to:

- a) Rent Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

A family has the sole discretion whether to accept an offer of a unit made under the HACDB's deconcentration policy. HACDB will not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the deconcentration policy.

Glossary of Terms

Covered Developments: Public housing developments that are of general occupancy or family public housing developments that are not exempt from the deconcentration requirement.

Exempt Developments: Public housing developments that are operated by housing authorities with fewer than 100 units; public housing developments that house only elderly persons or persons with disabilities, or both; public housing developments operated by housing authorities that operate only one general occupancy development; public housing developments approved for demolition or conversion to tenant-based assistance; and public housing developments that include units operated in accordance with a HUD-approved mixed-finance plan using HOPE VI or public housing funds awarded before the effective date of the Deconcentration Final Rule.

PHA-Wide Established Income Range: The average annual household income of all residents of all covered developments.

Development Average Household Income: The average annual household income of all residents of a specific covered development.

Developments Outside the PHA-Wide Established Income Range: A development where the Development Average Household Income is between 85 percent and 115 percent of the PHA-Wide Established Income Range.

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Attachment 2

HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

PHA Name: HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

PHA Code: FLO07

Statement of Financial Resources

06/30/2019

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2019 grants)		
a) Public Housing Operating Fund	2,837,185	2,837,185
b) Public Housing Capital Fund	1,592,073	1,592,073
c) Housing Choice Vouchers Funds	8,329,303	8,329,303
d) Resident Opportunity and Self-Sufficiency Grant	0	0
e) Community Development Block Grant	0	0
f) HOME	0	0
g) Choice Neighborhood	0	0
h) Other Federal Grants (list below)		
2. Prior Year Federal Grants – (unobligated funds only listed)		
2016 CFP	865,973	865,973
2017 CFP	916,947	916,947
2018 CFP	1,418,563	141,856
RHF	629,133	629,133
3. Public Housing Dwelling Rental Income		
a) AMP 1 – Elderly	907,755	907,755
b) AMP 2 – Family	692,230	692,230
c) AMP 20 – Northwood II	75,580	75,580
4. Other Income; i.e Late Charges, Excess Utilities . . .	192,998	192,998
5. ROSS	173,880	57,960
6. FSS	91,020	91,020
Total Resources	18,722,640	17,330,013

NOTICE OF PUBLIC HEARING

The Housing Authority of the City of Daytona Beach hereby provides the following notice:

FY 2021 Annual Plan Public Hearing

Monday, April 6, 2020 at 10:00 A.M

(Held through digital ZOOM Platform due to COVID-19 Health and Safety Restrictions)

Housing Authority of the City of Daytona Beach
211 N. Ridgewood Avenue
Daytona Beach, Florida 32114

The public hearing will be held for the purpose of receiving comments on the Agency's 2021 Annual Plan as required by the U.S. Department of Housing and Urban Development.

The Annual Plan will be available for review for a 45 day public comment period from February 20, 2020 – April 6, 2020 at the above address and on our website at www.dbhaf1.org.

Any person wishing to comment on the Authority's Annual Plan may file his or her written comments with the Chief Executive Officer no later than 9:00 A.M., April 6, 2020

All comments will be considered in preparing the final plan before submittal to the U.S. Department of Housing and Urban Development.

Reasonable Accommodation: The Housing Authority of the City of Daytona Beach will provide reasonable accommodations under its program rules, policies, practices or services when such accommodation will permit a person with disabilities to benefit from such accommodation. Disabled persons are asked to notify DBHA staff should an accommodation be required.

The Housing Authority of the City of Daytona Beach does not discriminate on the basis of race, color, religion, national origin, ancestry, sexual orientation, age, familial status, or physical or mental disability in the access to its programs for employment, or in its activities, functions or services.

NOTICE OF PUBLIC HEARING

The Housing Authority of the City of Daytona Beach hereby provides the following notice:

FY 2021 Resident Advisory Board Meeting

Thursday, February 20, 2020 at 1:00 P.M.
Housing Authority of the City of Daytona Beach
211 N. Ridgewood Avenue
Daytona Beach, Florida 32114

The public hearing will be held for the purpose of receiving comments on the Agency's 2021 Annual Plan as required by the U.S. Department of Housing and Urban Development.

The Annual Plan will be available for review for a 45 day public comment period from February 20, 2020 – April 6, 2020, at the above address and on our website at www.dbhafi.org.

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- Highlights of the changes in the 5 year plan are documented.
- The changes will go to the Board of Commissioners in April 2020, and go into effect July 1, 2020.
- The Public Hearing will be held April 6, 2020, at 10:00 am through digital ZOOM platform due to COVID-19 safety restrictions. Main office Conference Room is located at 211 N. Ridgewood Avenue, Daytona Beach, FL 32114.

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Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory, Number of Public Housing Units and or 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. ([24 CFR §903.23\(4\)\(e\)](#))

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

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of 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." ([24 CFR §903.7](#))

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. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to [24 CFR §903.2\(b\)\(2\)](#) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([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 operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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 rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which HACDB will include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention. Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to

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ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

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. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized

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availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.503\)](#) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21. \(24 CFR §903.7\(e\)\)](#)

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. [\(24 CFR §903.7\(b\)\)](#)

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

- B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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\(o\)\)](#)
- B.4 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\(p\)\)](#)
- B.5 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 §903.7\(r\)\(1\)\)](#)
- B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to 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\)](#)
- B.7 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.
- B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." [\(24 CFR §903.9\)](#)

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. [\(24 CFR 903.7\(g\)\)](#)

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan.

PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on 10/09/2015."

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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 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours 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.