

**PUBLIC NOTICE**

**PROPOSED REVISIONS TO THE ADMISSIONS & CONTINUED OCCUPANCY PLAN**

**FOR FISCAL YEAR 2018-19**

**PUBLIC COMMENT PERIOD  
January 16, 2019 – February 16, 2019**

In accordance with Section 5A of the United States Housing Act of 1937 (USHA), as amended by Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Daytona Beach (Housing Authority) has prepared an amended Admissions & Continued Occupancy Plan for Fiscal Year 2018-2019 for public review and comment for a **thirty (30) day notice period**. The purpose is to review the proposed change and submit comments during this public comment period.

The Admissions & Continued Occupancy Plan provides the Housing Authority's policies in the administration of the Affordable Housing program policies for the Housing Authority Conventional Public Housing Program.

Included in the revisions are the following policy changes; 1) changes to the organization of waitlist process from a Single Community-wide waiting list to Site Based Waitlist(s); 2) Add disaster preference language and 3) Update waitlist purge process mailing requirements .

Below are the revised changes which are available for a thirty-day public review and comment period, from January 16, 2019 to February 16, 2019.

Interested stakeholders wishing to make written comments or questions about **Affordable Housing** may mail them to the Housing Authority of the City of Daytona Beach (HACDB) 211 N. Ridgewood Avenue, Suite 300 to the attention of Gloria Bowens, Deputy Chief & Compliance Officer. Those who wish to make comments by telephone may call 386-253-5653, ext. 311. You may also submit questions and comments at [info@dbhaf1.org](mailto:info@dbhaf1.org) or via fax at (386) 255-2136.

**There is no public hearing requirement associated with these revisions.**

*Reasonable Accommodation: Persons requiring a special accommodation to participate in the public comment process may call Ms. Garvin, at HACDB central office at 386-253-5653 extension 306 or via email at [garvingk@dbhaf1.org](mailto:garvingk@dbhaf1.org).*

*The Daytona Beach Housing Authority 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.*

## ADMISSIONS & CONTINUED OCCUPANCY PLAN REVISIONS

### I. PART II: MANAGING THE WAITING LIST

#### 4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as how the waiting list will be organized and managed. This includes policies on notifying the public on the opening and closing of the waiting list to new applicants, updating family information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

#### II. 4-II.B. ORGANIZATION OF THE WAITING LIST

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

##### PHA Policy

The waiting list will contain the following information for each applicant listed:

Name and social security number of head of household

Unit size required (number of family members) Amount and source of annual income Accessibility requirement, if any

Date and time of application or application number Household type (family, elderly, and disabled) Admission preference, if any

Race and ethnicity of the head of household

The specific site(s) selected ~~(only if PHA offers site-based waiting lists)~~

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan **or complete the changes in accordance with the board approved Resolution 19-02 modifying the requirements for significant amendment/standard deviation with the posting of comments for a 30 day period and board approval before it may offer site-based waiting lists.** Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

##### PHA Policy

**The PHA will maintain separate site-based waitlist for each of its AMPS (Asset Management Properties).** Within the list, the PHA will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).

Site Based Waitlists will be maintained at the following HACDB Affordable Housing properties:

1. Maley
2. Windsor
3. Caroline Village
4. Palmetto Park
5. Northwood Village
6. Walnut Oak
7. Northwood II

The PHA's mixed finance developments will also maintain separate site based waiting list at each property.

HUD requires that public housing applicants must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

#### PHA Policy

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

#### **III. 4-II.F. UPDATING THE WAITING LIST**

HUD requires the PHA to establish policies that describe the circumstances under which applicants will be removed from the waiting list [24 CFR 960.202(a)(2)(iv)].

#### **IV. Purging the Waiting List**

The decision to remove an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

#### PHA Policy

The waiting list will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

~~If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.~~

When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, or to circumstances beyond the family's control.

#### **V. Removal from the Waiting List**

##### PHA Policy

The PHA will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial pre-application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

##### **Add Disaster Preference Language (Section 4-III.B.)**

The authority recommends updating the current involuntary displacement language to address waitlist preferences for persons affected by a Federal Disaster. This amendment will expand the authority's ability to assist and house applicants nationally during and after a Federal Disaster.

The following updated preference provision is proposed for the ACOP's Tenant: Selection Method:

- ~~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.[ADDED LANGUAGE]~~