



# **DRAFT FOR PUBLIC COMMENT**

## **2018 ANNUAL PLAN CHANGES**

### **Public Comment Period**

**July 10, 2018 – August 24, 2018**

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.

# 2018 ANNUAL PLAN CHANGES

The Daytona Beach Housing Authority (DBHA) is making changes to its 2018 Annual Plan.

In accordance with current HACDB Policies, we are providing a 45 Notice Period to allow Public housing residents, and the public to review the proposed change and submit comments during this public comment period.

***Interested parties may pick –up copies of the draft documents, at any of our public housing developments, or the document may be downloaded at our website:***

[www.info@DBHA.org](mailto:www.info@DBHA.org)

**Written comments can be sent to:**

Ethel L. Turner  
Deputy Executive Director  
Subject: Changes FY2016 ACOP  
211 N. Ridgewood  
Daytona Beach, Florida 32114  
386 253 5653  
386 255 2136 (fax)

A public hearing will be held to receive oral and written comments on the proposed changes on:

**Date: Tuesday, August 21, 2018**  
**Time: 2:00 P.M.**  
**Location: Daytona Beach Housing Authority**  
**211 N. Ridgewood**  
**Daytona Beach, Florida 32114**

“If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.”

# 2018 ANNUAL PLAN CHANGES

The Draft FY2018 Annual Plan governs policies and procedures for the administration of the Housing Authority of the City of Daytona Beach (HACDB).

**The current definition reads as follows: Substantial Deviation 24 CFR §903.7(r)(2)(i) & Significant Amendment/Modification Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))**

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 intended in the current 5-Year Action Plan);
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**Proposed Change:**

Significant Amendment or substantial deviation/modification is defined as a discretionary change in the plans or policies of the housing authority that fundamentally changes the missions, goals, objective, or plans of the agency and which also require formal approval of the Board of Commissioners.

**Significant Amendment or Substantial Deviation/Modification terminology does not apply to the following:**

1. Ordinary changes in operating policies and procedures, even if approved by the Board of Commissioners
2. Changes in the lease or other policies, so long as these policies affecting residents have been exposed to the posting and comment process where required.
3. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds.
4. Changes to the construction and rehabilitation plan for each approved RAD conversion.
5. Changes to the financing structure for each approved RAD Conversion.

**Current Preferences:**

In 2016 HACDB established local housing Preferences in the Housing Choice Voucher (HCV) and the Affordable (Public) Housing Programs. HACDB is maintaining its **Move Up** Initiative to assist in reducing homelessness in the City of Daytona Beach by the inclusion of a Homeless Preference on

both the Affordable Housing and HCV Program Waiting lists. Helping 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.

No changes are planned under Waiting List Administration for the upcoming fiscal year for either program. HACDB will continue to have in place its current local preferences of Homeless, and Working 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 must be in accordance with the non-discrimination and equal opportunity requirements listed in 24 CFR 5.105(a).

#### **Local Preferences [24 CFR 960.206]**

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion.

Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

**Working Preference**—a preference will be assigned to applicants that work or have a verified offer of employment in Daytona Beach or Volusia County. To qualify for a Working Preference verification of the following is required:

1. Six (6) months of full-time continuous employment (Continuous employment is defined as:
  - An average of thirty (30) hours or more per week.
  - An interruption of four (4) weeks or less is not considered a break in continuity.
  - For a break in employment of four (4) weeks or longer; the HOH or spouse claiming the preference must be working an average of twenty (20) hours per week and attending school or job training for ten (10) or more hours per week during the break.
2. An applicant must be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities (24 CFR §960.206(b)(2)).
3. Applicants not currently employed must have a verifiable offer of employment in Volusia County, in conjunction with verification of having continuous full-time employment in the previous six (6) months.

A family will be eligible for the working preference, if the head of household or spouse has been employed full time, at the minimum wage for the last consecutive six month period, to include the time of application. If a family qualifies for the preference the working member must maintain the full time status for an initial consecutive twelve month period after they are accepted for the rental program and rental assistance begins.

If the working member loses employment for any reason other than layoff due to lack of work or closure of the business during the initial twelve month period the HACDB will terminate rental assistance after a thirty day notice of termination in writing to the family and/or the landlord.

For purposes of this preference full time employment is a minimum of thirty hours per week. ANY NUMBER OF HOURS LESS THAN THIRTY IS CONSIDERED PART TIME.

All adults in the household must sign an agreement verifying they understand these conditions and agree to comply with them in order to obtain the Working Preference.

Eligibility for Local Employment Preference must be demonstrated by third party employment verification.

**Involuntary Displacement** – Residents of Affordable Housing, Section 8, VASH, or other HACDB Housing programs who are in good standing; as of the date the property was HUD approved for demolition/disposition, and due to no fault of their own are displaced.

1. Residents due to modernization, rehabilitation, or demolition/disposition, or loss of funding, are displaced from a HACDB housing program.
2. Victims of federally-declared natural disasters who are displaced and HACDB receives verification from a 3<sup>rd</sup> party city, state, or federal agency of displacement.

**Homeless Preference** - A local preference will be established in the Affordable (Public) Housing Program to annually assist up to 50 homeless or chronically homeless individuals or families. The preference will give priority to:

1. homeless individuals and families,
2. chronically homeless,
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 (pending)

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.

#### **Units Designated for Elderly or Disabled Families [24 CFR 945].**

The Daytona Beach Housing Authority does have designated elderly and disabled housing at Windsor and Maley Housing Developments. These preferences are to allow Elderly and Disabled Families preference to occupy these units.

**Maley Apartments**—designated **elderly/disabled**, applicants must be 62 years of age or older or disabled. (150 efficiency units).

**Windsor Apartments** \_ designated as **Elderly only, applicants must be 62 years of age or older.**

**DOES NOT APPLY TO THE HCV ADMIN. PLAN.**

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.

**Proposed Additional Preference:**

**In addition to the current Preferences, we are proposing to add an additional Residency Preference to allow residents of Daytona Beach/Volusia County Preference on our waiting lists. Currently approximately 50% or more of the applicants on the waiting list for both the HCV Program and Affordable Housing Program are from applicants that are out of the City and State. Making contact with these applicants, and the applicants ability to respond to correspondence creates both a timely and costly burden to the agency and applicants, who in most cases do not have the physical and financial means to relocate to out of State. We believe that the provision of a residency preference will help facilitate the agency in reaching its current occupancy and utilization goals.**

**Residency Preference**

This preference would give 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.



# NOTICE OF PUBLIC HEARING

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

## **Resident Advisory Board Meeting**

Thursday, August 16, 2018: 2:00 P.M.

Windsor Apartments

524 Beach Street

Daytona Beach, Florida

## **Public Hearing**

Tuesday, August 21, 2018

2:00 P.M.

Daytona Beach Housing Authority

211 N. Ridgewood Avenue

Daytona Beach, Florida 32114

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

The Agency Plan will be available for review for a 45 day comment period – July 10, 2018 - August 24, 2018, at the office addresses listed above, and on our website at [www.dbhافل.org](http://www.dbhافل.org). Persons requiring special accommodations, regarding this notice may call 253-5653, ext. 306.

Any person wishing to comment on the Authority's Agency Plan may file his or her written comments with the Deputy Executive Director no later than 5:00 p.m. August 24, 2018.

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