

Annual PHA Plan
(Standard PHAs or
Troubled PHAs)

U.S. Department of Housing
and Urban Development
Office of Public and Indian
Housing

OMB No.
2577-0226
Expires:
02/29/2016



2017

Housing
Authority of the
City of Daytona
Beach (HACDB)

2017 Daytona Beach Annual Plan

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HUD FORM 50075-ST

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April 14, 2017

VIA FEDERAL EXPRESS

Vicki L. Abel
Office of Public Housing
Charles Bennett Federal Building
400 W. Bay Street, Suite 1015
Jacksonville, FL 32202-4410

RE: Annual Plan Submission

Dear Ms. Abel:

Enclosed for your review and consideration is The Housing Authority of the City of Daytona Beach's Annual Plan and required documentation for fiscal year beginning July 1, 2017.

Should you have any questions or require additional information, please advise.

Sincerely,

Anthony E. Woods
Executive Director / CEO



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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>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>: 07/01/2017</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>1337</u> Total Combined Units/Vouchers <u>2116</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission 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. <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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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

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.

The Daytona Beach Housing Authority 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. DBHA administers the city and county's largest voucher program exclusively serving homeless veterans.

We are pleased to announce the launch of an exciting strategic planning initiative at the Housing Authority of the City of Daytona Beach (HACDB). As a coordinated effort to assess and guide the direction, focus, and scope of services and housing development, the HACDB 20-year Strategic Plan will set organizational goals, and provide a framework for a comprehensive planning and implementation strategy to foster investment and growth in affordable housing communities throughout HACDB's jurisdiction. We further anticipate the plan will ensure the city's public housing authority, residents, and infrastructures are prepared to grow and succeed over the next two decades.

This multi-faceted approach will address the following key elements:

Organization Strategic Plan: Identify, update, and develop organizational goals, mission, vision, and values, setting actionable objectives, plans, and timelines for implementation.

Market Assessment: Conduct a full market assessment to determine the market potential, for each development and ascertain market feasibility.

Physical Needs Assessment: Prepare a comprehensive physical needs assessment for each development to evaluate the habitability and marketability of the property.

Capital Improvement Plan: Develop a revitalization and development strategy, including capital and development funding allocations to ensure the long-term viability of all developments. Through a nationally competitive process, HACDB has retained the services of a professional consultant to facilitate the development of the 20-year Strategic Plan. The consultant has 30 years of experience providing professional services exclusively to the public sector, and working extensively with public housing authorities of all sizes on engagements encompassing strategy, transformation, and accountability.

The Board, President and CEO, and Senior Team Members, look forward to this effort to building on the continued success of HACDB in providing quality affordable housing and services; that are well integrated

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into the fabric of neighborhoods and serves as a foundation to improve lives and advance resident independence.

HACDB's is a permanent housing provider for low to moderate income residents of the City of Daytona Beach through both the Affordable Housing and Housing Choice Voucher (HCV) programs. HACDB as a partner agency of the Homeless Commission supports initiatives to end homelessness, and continually works with the Veterans Administration through the VASH Program to maintain the "Functional Zero" status in ending homelessness for Veterans, in Daytona Beach, and Volusia County.

HACDB Annual Plan is in alignment the City of Daytona Beach's Consolidated Plan related to identifying community development and housing needs and specified both short-term and long-term community development objectives that provide decent housing, and expands economic opportunities for persons of low and moderate income. The City's Community Development Block Grant is a flexible program that provides communities with financial resources to address a wide range of community needs.

The statutory goals of Community Development Block Grant funding are to develop viable urban communities by providing the following:

- ✓ decent and affordable housing;
- ✓ a suitable living environment; and
- ✓ expand economic opportunities.

These statutory goals must meet one of three national objectives:

1. benefit persons having low to moderate income;
2. aid in the prevention or elimination of slums or blight; or
3. meet a need having a particular *urgency

*(*conditions considered serious and immediate threat to health and welfare that are recent in origin).*

HACDB provides affordable housing in the jurisdiction of Volusia County activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units to increase the availability of affordable housing and improve access to affordable owner housing through its Affordable Housing, Housing Choice Voucher, Tax Credit Properties, and its Homeownership Program.

During the upcoming year HACDB intends to continue the rehabilitation of its current housing stock, and where feasible reconstruct newly acquired properties, and/or develop and complete land platted for Homeownership opportunities, within the jurisdiction of HACDB in Volusia County, and specifically Daytona Beach. Eligibility will be based on household income (HUD published income guidelines).

Additionally, 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.

Over the course of the last FYE HACDB explored and maintained its Move Up Initiative to assist in reducing homelessness in and around the City of Daytona Beach. A "Point in Time" homeless count was conducted January 24, 2017 to give area agencies a snapshot of the number of homeless people in Volusia and other counties across the nation. The U.S. Department of Housing and Urban Development requires communities to complete the Point-in-Time count each year in order to receive adequate funding. HACDB successfully partnered with various Community service agencies and the Commission on Homeless (COH) to assist with fight against homelessness in Volusia County, and established local housing Preferences in the Housing Choice Voucher (HCV) and the Affordable (Public) Housing Programs to assist homeless or chronically homeless individuals or families, within the jurisdiction of this agency.

Analysis of housing needs indicate an additional 250 units of Affordable Housing is required annually for the next five (5) years to meet the growing housing demands of this locality. HACDB as a permanent housing

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provider and member of the Commission on Homelessness (COH) recognizes our responsibility to network and coordinate services with other representatives in our geographic area.

Estimates by the Volusia-Flagler Continuum of Care as of January 26, 2016*

	Sheltered			Unsheltered	Total
	Emergency	Traditional	Safe Haven		
Total Number of Households	191	88	0	439	718
Total Number of Persons	233	191	0	581	1005
Number of Children (under age 18)	43	96	0	24	163
Number of Persons (18 to 24)	12	10	0	34	56
Number of Persons (over age 24)	178	85	0	523	786

Housing Needs of Families in the Jurisdiction by Family Type
Family Type Overall Affordability Supply Quality Accessibility Size Location

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2,893	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,110	4	4	4	4	4	4
Income >50% but <80% of AMI	1,738	3	3	3	3	3	3
Elderly Families with Disabilities	1,281	4	3	3	4	3	3
Race/Ethnicity White	N/A	3	3	3	5	3	3
Race/Ethnicity Black	4,295	3	3	3	3	3	3
Race/Ethnicity Hispanic	2,353	3	3	3	3	3	3
	320	3	3	3	3	3	3

The following sources of information the HACDB used to conduct this analysis. (All materials are made available for public inspection.) 2011-2015 Consolidated Plan of the Jurisdiction U.S. Census data: the Comprehensive Housing Affordability Strategy

As a public agency it is imperative that we know our community, and the level of services needed in our immediate area. Since its inception HACDB has been engaged in achieving the goals providing housing, and to rehabilitate or redevelop its Affordable Housing Stock, to reintegrate low-income families and housing into the larger physical, social and economic fabric of the city; and provide opportunities and services to help residents improve their lives, while revitalizing the housing fabric of our City.

During the previous year HACDB implemented preferences to the waiting list for the HCV and Affordable Housing Program. Applicants on the waiting list for both programs were notified by mail of the change in the waiting list process and given an opportunity to update their waiting list application. *A preference on a HACDB waiting list does not constitute eligibility for housing. All applicants must attend an orientation, and be determined eligible for housing assistance: (based on results of screening of all family members).*

To qualify for the homeless preference applicants must be certified as homeless by a social service agency as

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homeless and referred to HACDB under the terms and conditions of a Memorandum of Agreement. The service provider will provide HACDB with signed certification that the applicant meets the 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

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.

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

The waiting list is open, and will remain open during the Plan Year. Applicants may apply to Program by completing an on-line application at www.dbhafl.org.

	Number of Families	Percent of Total Families	Annual Turnover
Waiting list total	5374		145
Extremely low income <=30% AMI	4,388	83.22	
Very low income (>30% but <=50% AMI)	483	9.16	
Low income (>50% but <80% AMI)	402	7.62	
Families with children	3,201	60	
Elderly families	261	5	
Near Elderly	345	6	
Families with Disabilities	792	15	
Race/ethnicity White	1,575	29	
Race/ethnicity Black	3736	70	
Race/ethnicity Hispanic	718	13	
Race/ethnicity Asian	9	.0017	
Race/ethnicity Other	8	.0015	
Characteristics by Bedroom Size			
	#	%	
0 Bedroom	159	3	
1 Bedroom	1,527	28	
2 Bedroom	2,669	50	
3 Bedroom	724	13	
4 Bedroom	282	5	

No changes are planned under Waiting List Administration for the upcoming fiscal year for either program.

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Housing Choice Voucher Program (HCV) Waiting List

The Waiting List closed on 2/1/16, at such time, as it is determined that the HCV waiting list is to be opened during the year, the opening and closing will be advertised per policy in the local newspapers and the agency's website. Applicants may apply to Program by completing an on-line application at www.dbhafl.org. HACDB accepts VASH applicants as referrals in the order received from the Veterans Affairs Administration.

Housing Needs of Families on the Housing Choice Voucher (Section 8) tenant-based assistance Waiting List

	Number of Families	Percent of Total Families	Annual Turnover
Waiting list total	2808		182
Extremely low income <=30% AMI	2266	82.28	
Very low income (>30% but <=50% AMI)	254	9.22	
Low income (>50% but <80% AMI)	234	8.50	
Families with children	191 0	68	
Elderly families	134	.04	
Families with Disabilities			
Race/ethnicity White	621	23	
Race/ethnicity Black	211 3	75	
Race/ethnicity Hispanic	421	14	
Race/ethnicity Asian	8		
Race/ethnicity Other	36	.01	

Characteristics by Bedroom Size			
	#		%
0 Bedroom			
1 Bedroom	933		33
2 Bedroom	1037		36
3 Bedroom	624		22
4 Bedroom	189		.06
5 Bedroom	21		
6 Bedroom	4		

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

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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 agencies 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 agencies Deconcentration Plan 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 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).

Rent Determination.

Flat rents, payment standards and FMR’s, are reviewed and updated annually as they relate to policy (24 CFR §903.7(d)). The HACDB initiated the process on the new flat rent policy per HUD guidelines, as of 10/1/14. Additionally HACDB amended its flat rent policies to comply with the statutory changes contained within, Public Law 113 – 76, the Fiscal Year 2014 Appropriation Act, to ensure that flat rental amounts for

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each public housing unit complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs.

To expedite the significant amendment process, HACDB is using HUD approved Significant Amendment language that PHAs may utilize for the purpose of conducting public hearings and submitting the significant amendment to HUD to update flat rent policies. PHAs that use the language should not expect a written approval from HUD, and may enact the new flat rents within 90 days of submission of the significant amendment to HUD.

PHAs must maintain records that document the method used to determine flat rents, and also show how flat rents are determined by the PHA in accordance with this method as required by 24 CFR 960.253(b)(5).

Streamlined Annual Reexamination for fixed Sources of Income

This provision offers PHAs the discretion to adopt a streamlined income determination for any family member with a fixed source of income. Note that the family member may also have non-fixed sources of income, which remain subject to third-party verification. Upon request of the family, the PHA must perform third-party verification of all income sources.

Description of change: This provision offers PHAs the discretion to adopt a streamlined income determination for any family member with a fixed source of income. Note that the family member may also have non-fixed sources of income, which remain subject to third-party verification. 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; PHAs must continue to conduct third-party verification of deductions.

“Fixed-income” includes income from:

- Social Security payments, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI);
- Federal, state, local, and private pension plans; and
- Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic payments.

The determination will be made by applying a verified cost of living adjustment (COLA) or current rate of interest to the previously verified or adjusted income amount. The COLA or current interest rate applicable to each source of fixed income must be obtained either from a public source or from tenant-provided, third-party generated documentation. In the absence of such verification for any source of fixed income, third-party verification of income amounts must be obtained.

This provision is available for program participants only and will be implemented at the family’s next annual reexamination. The provision is not available for program applicants; in the initial year in which a streamlined income determination is made, the COLA must be applied to a source of income that has been verified previously.

Verification of Assets Under \$5,000:

Description of change: 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 annual 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

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steps to verify the accuracy of the declaration. If a family submits such a declaration, then the PHA does not need to request supporting documentation (e.g., bank statements) to verify the assets or the amount of income expected to be received from those assets. The family's declaration of total assets must show each asset and the amount of income expected from that asset. The total amount of income expected from all assets must be less than or equal to \$5,000. The total amount of the expected income from assets will be the family's "final asset income," and must be entered in field 6j of Form HUD-50058.

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), public housing

Description of change: HACDB will implement process to submit Utility Reimbursements to all Affordable Housing and HCV Residents through electronic ACH deposits to either resident bank accounts or debit cards.

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 participate in the UPCS-V Test Plan. HACDB will be evaluating the potential burdens and barriers to implementation of UPCS-V for inspections to replace HQS Inspections during the upcoming FYE.

Grievance Procedures.

Homeownership Programs.

Community Service and Self-Sufficiency Programs.

The Admissions and Occupancy Policy (ACOP) and Administrative Plan for the Housing Choice Voucher Program have been reviewed to ensure compliance with the latest Housing and Urban Development rules and regulations. The HACDB ACOP and Administrative Plan are consistent with the Equal Access Rule (sexual orientation and gender identity and the term family). The updated 2017 versions of these documents are attached (attachment 3 & 4). Guidance for Maintenance Operations is completed under the HACDB Maintenance Policies (attachment 5); which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA. No changes have been made in the agencies Grievance Procedures, which provide all HACDB residents an opportunity to grieve any PHA actions or failure to act involving lease termination, or other actions that may adversely affect tenancy, welfare, and/or status.

Earned income disregard Regulation: 24 CFR §§5.617, 960.255

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

Description of change: The new regulatory provisions limit to 24 straight months the time period during which a family member is eligible to receive the benefit of the earned income disregard (EID), which streamline the administration of the EID by eliminating the requirement for PHAs to track family member changes in employment over a 4-year period. There are no changes to EID eligibility criteria, the benefit amount of the EID, the single lifetime eligibility requirement, or the ability of the applicable family member to stop and restart employment during the eligibility period.

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Safety and Crime Prevention.

Safety and Crime Prevention

No changes are being made in the PHA Safety and Crime Prevention Policies. Currently HACDB is working to maintain a good rapport with DBPD to ensure open channels of communication for maintaining safe neighborhood for our residents. We have implemented regulations regarding the provisions of VAWA.

VAWA

The Housing Authority of the City of Daytona Beach VAWA Policy has the following principal goals and objectives:

- Maintaining compliance with all applicable legal requirements imposed by VAWA;
- Insuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the Housing Authority of the City of Daytona Beach;
- Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;

Creating and maintaining collaborative arrangements between the Housing Authority of the City of Daytona Beach, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the Housing Authority of the City of Daytona Beach; and taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the Housing Authority of the City of Daytona Beach.

HACDB Policies are in compliance with all applicable legal requirements imposed by VAWA for insuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the Housing Authority of the City of Daytona Beach. These polices ensure that appropriate action is taken in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the Housing Authority of the City of Daytona Beach, in both the Affordable Housing and Housing Choice Voucher Programs.

Pet Policy.

Asset Management.

Pet Policy

No changes are being made in the PHA's Pet Policy.

Asset Management

HACDB is engaged in asset management of its public housing stock through development-based accounting and comprehensive stock assessment to plan for long-term operations, capital investments, rehabilitation, modernization, disposition, and other needs to sustain the current public housing inventory.

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 intended in the current 5-Year Action Plan); and

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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))

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 Annual Statement); and
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

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

B.2 New Activities.

(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

The HACDB plans to apply for a HOPE VI and/or Neighborhood Choice Grants, and seek mixed financing development activities for affordable housing during the plan year. 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.

In February, 2016, HACDB entered into a partnership agreement with Picerne Development Corporation for the development of Halifax II an 80 unit mixed finance property. Construction will begin 2016, with anticipated completion in 2017. Certificates of Occupancy were issued for the property in March 2017, and lease up of the property is in progress.

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. It is anticipated that RHF Housing programs funds, can be used in conjunction with FHA, HOME, or Private Development investments to develop the now vacant lots to afford homeownership opportunities for eligible clients.

Demolition and/or Disposition.

HACDB plans to have a Comprehensive Strategic Capital Plan completed during the fiscal year. This plan when complete will provide the agency with a comprehensive long range plan to re-invigorate and redevelop all of its public housing stock.

Palmetto Park, Windsor Apartments, Caroline Village, Maley Apartments, Northwood Village, Walnut and Oak Apartments.

The plan when developed may require the HACDB to acquire land for site acquisition and may or may not involve the demolition or disposition of some or all the developments listed below.

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Currently, HACDB has had an appraisal completed on Walnut Oak apartments, and the agency is vigorously looking at measures to proceed with the disposition/sale of this property.

Development name:	Development (project) number:	Number of Units	Activity Demo. Dispo	Date for Submission	TimeLine for Activity	
Palmetto Park	FL007-6	100	x x	7/1/2017	10/1/2017	6/30/2018
Palmetto Park	FL007-7	30	x x	7/1/2017	10/1/2017	6/30/2018
Windsor Apartments	FL007-8	150	x x	7/1/2017	10/1/2017	6/30/2018
Caroline Village	FL007-10	100	x x	7/1/2017	10/1/2017	6/30/2018
Maley Apartments	FL007-11	150	x x	7/1/2017	10/1/2017	6/30/2018
Northwood, Walnut Oak Apartments	FL007-15	77	x x	7/1/2017	10/1/2017	6/30/2018

Designated Housing for Elderly and/or Disabled Families.

Maley Mixed Designation will expire in May 30, 2018, the HACDB will apply to extend the designation for two additional years, prior to the expiration date. The Windsor Elderly only designation was updated November 2016, for an additional 2 year extension period.

- 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 may apply for a new HUD and other Grants during the next cycle to continue the redevelopment of its communities. 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 NOFA related to Emergency Safety and Security Grants, MTW Funding, FSS, and ROSS Service Coordinators, and Jobs Plus, and Neighborhood Choice Grants for Demonstration and/or Implementation. HACDB believes that funding allocations under these programs will greatly enhance the service delivery to clients currently, served, and will allow the agency to further leverage resources to increase the range and types of services being provided.

(b) 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

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(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 period: July 1, 2015 – June 30, 2016

Section 8 Housing Choice Voucher – CFDA No. 14.871 Significant Deficiency in Internal Control

Condition: Out of a total tenant population of approximately 750 vouchers, 43 tenant files were tested and (8) exceptions were noted regarding file compliance. Based on the Auditor's recommendation the Authority has and will affirm use of its procedures, and continue to implement procedures to ensure all tenant files are maintained in accordance to its policies and procedures. All noted deficiencies during this review, which could be corrected, were completed as of January 17, 2017, and reviewed by the HCV Supervisor, and the Deputy Executive Director.

The HCV Supervisor will develop internal controls to verify completion of quality control reviews of tenant files, and inspection reports to ensure files are reviewed on a monthly basis. Additionally, monthly compliance training will be scheduled for HCV team members regarding rent calculations, rent reasonableness, payment standards, and file maintenance in relation to the current HCV Administration Plan to increase operational efficiency, and adherence to policy.

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B.5 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

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.

The HACDB has been able to maintain its mission to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination through the utilization of previous Capital funds and the proper application of our public housing policies. We are continuing to address public housing vacancies very aggressively and our PHAS/SEMAP scores indicate that other operational issues are being positively addressed. Capital funds have been utilized to provide modernization of our properties and our FY 2017 application will continue this effort.

HACDB continues to improve living environment by addressing deconcentration, promoting income mixing, and improving security throughout our developments. HACDB created and continues to facilitate self-sufficiency programs to improve resident employability as well as solicit support services for the elderly and families with disabilities. The implementation of a family pet policy has provided the opportunity for residents to enjoy pets within a regulated environment. HACDB has implemented its Community Service program per HUD notification and each adult member of every household has been notified as to their status.

We are confident that the HACDB will be able to continue to meet and accommodate all our goals and objectives for FY 2017.

Goal #1

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

The Housing Authority of the City of Daytona Beach (HACDB) continues to meet its objective under this goal and the pursuit is an ongoing process. The Board of Commissioners and Executive Director continually implement improvements to the organization and update the preventative maintenance program for curb appeal. Over the last two years we have updated the plan and improved our services. During the next year we will strive to continue to increase efficiency.

Goal #2

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

During the past several years this agency has been successful in completing two Hope VI Grants for three of our oldest developments. We will continually pursue redevelopment opportunities. We have recently gone through the RFQ process, identified a developer and our legal teams that will assist us with these future development opportunities. Additionally, we shall continue meeting regularly with city, county and state organizations to continue partnerships.

Goal #3

The Housing Authority of the City of Daytona Beach has developed 5 scattered site housing units with the preference for homeownership.

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These five (5) homes have been built, and sold. The agency has additional property; it may convert to this program in the future.

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.

As a continuing process, HACDB reviews customer satisfaction through monitoring of complaints from residents and vendors. We continually train staff on ethics and customers relations. Each staff person is put through a yearly training on Fair Housing, Reasonable Accommodations, Sexual Harassment, and Ethics. This training is completed to improve our customer services, and ensure we have an informed staff.

Goal #5

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

Neighborhood Network Centers have been developed NNC's at three our family sites. sites. Soft skills, GED and computer literacy classes are offered and recreational programs, such as the Best Summer Ever Program, and Summer Lunch Programs.

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 Public hearing was called to order on March 30, 2016 at 10:10 a.m., and</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>
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 10/09/15. The approval letter is attached.</p>

HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

Attachments

- 1 STATEMENT OF FINANCIAL RESOURCES
- 2 DECONCENTRATION POLICY
- 3 2015 CAPITAL FUN 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 ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP)
- 11 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

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Attachment 1

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

PHA Code: FLOO7

Statement of Financial Resources

06/30/2016

Financial Resources:		
Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2016 grants)		
a) Public Housing Operating Fund	2,925,448	2,925,448
b) Public Housing Capital Fund	865,973	0
c) Housing Choice Vouchers Funds	7,777,347	7,777,347
d) Resident Opportunity and Self-Sufficiency Grant	86,563	86,563
e) Community Development Block Grant	0	0
f) HOME	0	0
g) Choice Neighborhood	0	0
h) Other Federal Grants (list below)		
1. Replacement Housing Factor – 2016	136,816	0
2. Resident Opportunity and Self-Sufficiency Grant	228,279	76,093
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2013 CFP	751,876	749,876
2015 CFP	875,509	290,570
2014 RHF	39,407	0
2015 RHF	452,910	0
3. Public Housing Dwelling Rental Income		
a) AMP 1 – Elderly	844,653	844,653
b) AMP 2 – Family	646,216	646,216
c) AMP 20 – Northwood II	51,031	51,031
4. Other Income	68,452	68,452
5. Non-federal sources (list below)		
Total Resources	15,750,480	13,516,249

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Attachment 2

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.

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.

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- 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.

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 shall 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.

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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.

DRAFT

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\(c\)](#))

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- 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 shall 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 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\(h\)](#))

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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 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\(r\)\(1\)](#))

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- 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 XX/XX/XXXX.”

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.

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