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**SUBMISSION LETTER**

**HUD FORM 50075-ST**

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<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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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.

<b>A.</b>	<b>PHA Information.</b>								
A.1	<p>PHA Name: <u>THE HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH</u></p> <p>PHA Code: <u>FL007</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2019</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>779</u> Number of Housing Choice Vouchers (HCVs) <u>1337</u> Total Combined</p> <p>Units/Vouchers <u>2116</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p>								
Participating PHAs		PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program				
Lead PHA:					<table border="1"> <tr> <td data-bbox="1211 1730 1354 1829">PH</td> <td data-bbox="1354 1730 1474 1829">HCV</td> </tr> <tr> <td data-bbox="1211 1829 1354 1919"></td> <td data-bbox="1354 1829 1474 1919"></td> </tr> </table>	PH	HCV		
PH	HCV								
<b>B.</b>	<b>Annual Plan Elements</b>								

This PHA Plan Update contains the information that the Housing Authority of the City of Daytona Beach (HACDB) is submitting as our Annual / Five Year Public Housing Agency Plan (PHA Plan) for FY2020, and relates the Annual PHA Plan programs and activities to the mission and goals as described herein.

HUD has implemented an abbreviated template for the PHA Plan, which only requires the presentation of information that has changed from the previous year's (2019) PHA Plan. In addition to the changes and updates from 2019, this document will include a brief summary of HACDB's policies and plans that are part of the PHA Plan.

### **B.1 Revision of PHA Plan Elements.**

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

Y N

Statement of Housing Needs and Strategy for Addressing Housing Needs

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

Daytona Beach, a city of about 68,000 on Florida's Space Coast, is widely known as a vibrant tourist destination. Both the City and its surrounding region have a distinctive demographic profile, with a larger share of African-Americans and a smaller share of Hispanics and Latinos than the state as a whole. Daytona Beach also has a relatively low median income and a high poverty rate. High-quality housing in safe, opportunity-rich neighborhoods plays a central role in helping Daytona Beach families succeed. In Daytona Beach the White, Non-Hispanic population is a slight majority with 58.3%, this is significantly lower than the regional White, Non-Hispanic population of 75.53%. The Black, Non-Hispanic population is the second largest in Daytona Beach with 33.7% of the population. The regional Black, Non-Hispanic population rate is considerably smaller at 10.17%. The Hispanic population only makes up 7.7% of Daytona's population, but makes up 10.75% of the regional population. Asian or Pacific Islanders, Native Americans, and individuals who identify as other, all make up very small segments of the population in both the city and the region.

HACDB's Annual Plan is in alignment with the City of Daytona Beach's Consolidated Plan. HACDB has a coordinated relationship between the City of Daytona Beach; which has been an effective and primary means to maintaining housing, creating additional housing opportunities, assisting households in overcoming financial barriers to purchasing a home, and expanding fair housing choices. The **Consolidated Plan** of the City of Daytona Beach, Florida describes the conditions, goals, priorities, strategies, and expected outcomes relative to housing and community development needs over a five year period. The City's Plan was updated on 6/30/18 and a summary of proposed programs and activities using anticipated CDBG and HOME funds from HUD to address affordable housing for the period of 2016-2020 is as follows:

- CDBG funds for housing services such as all cost associated with implementing affordable housing programs. Entail acquisition, clearance, demolition, construction, rehabilitation, homeownership assistance, code enforcement, historic preservation.

**These specific funds allocation is purposed to address** decent single family and affordable rental housing for persons having low to moderate income.

- 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.
- Utilization of CDBG Public Service funds to assist with addressing homeless issues.

The City of Daytona Beach has the highest homeless population within Volusia County and a primary hub for shelter and services. The primary causes of homelessness include unemployment, insufficient income or other financial reasons. In Volusia County, as in the rest of Florida, low wages are seen as a more substantive issue than unemployment. In general, homeless persons do not present job skills that command good wages. Housing related issues such as eviction, foreclosure, or the end of a temporary living arrangement are also contributing factors that lead to homelessness. The deficiency is particularly acute respective to the availability of affordable rental units for this segment of the population.

#### Homelessness Need Assessment

The City of Daytona Beach does not receive private or public funds to address homelessness directly. However, there is an established Continuum of Care (CoC) for the Volusia and Flagler County areas. The data hereafter was obtained using "Point-In-Time" data collected on January 26, 2016 by the local Continuums of Care, Volusia/Flagler Coalition for the Homeless. The City of Daytona Beach has the highest homeless population within Volusia County and a primary hub for shelter and services. See the below data on homelessness within Volusia County:

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	259	171	400	30	30	180
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	0	0	0	0	0	0
Chronically Homeless Individuals	0	0	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

**Table 1. - Homeless Needs Assessment**  
 2018 City of Daytona Beach Consolidated Plan  
*(Point-in-Time data from 2016 homeless count)*

Analysis of housing needs indicate additional units of Affordable Housing will be required for the next five (5) years to meet the growing housing demands of this locality. HACDB as a permanent and supportive housing provider and member of the Commission on Homelessness (COH) recognizes our responsibility to network and coordinate services with other representatives in our geographic area.

<b>0%-30% of Area Median Income Housing Problems</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	4,015	455	999
White	2,020	104	364
Black / African American	1,779	325	545
Asian	80	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	20	0	0
Hispanic	100	8	80

<b>30%-50% of Area Median Income Housing Problems</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	2,670	845	0
White	1,600	560	0
Black / African American	860	245	0
Asian	35	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	125	39	0

<b>50%-80% of Area Median Income Housing Problems</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	3,089	1,805	0
White	1,835	1,240	0
Black / African American	1,050	480	0
Asian	74	25	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	89	40	0

*\*The four housing problems are:*

- 1. Lacks complete kitchen facilities*
- 2. Lacks complete plumbing facilities*
- 3. More than one person per room*
- 4. Cost Burden greater than 30%*

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In 2016, HACDB established local preferences in the Housing Choice Voucher (HCV) and the Affordable Housing Programs. One of the preferences established a homeless preference to provide housing assistance to homeless or chronically homeless individuals or families. The HACDB created in 2016 its **Move Up** Initiative focused in the reduction of homelessness in the City of Daytona Beach by the inclusion of a Homeless Preference on both the Affordable Housing and HCV Program Waiting lists. Today, in partnership with the Volusia / Flagler Continuum of Care and agency partners, HACDB is assisting homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

To qualify for the homeless preference, applicants must be certified as homeless by a social service agency partner and be referred to HACDB under the terms and conditions of HACDB's Memorandum of Understanding (MOU) agreement. The service provider submits a 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 provide and verify during the referral the number of types of supportive and/or case management referral services to be provided, and the duration of services.

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

	Number of Families	Percent of Total Families	Annual Terminations
Waiting list total	10,061		146
Extremely low income <=30% AMI	8,763	87%	
Very low income (>30% but <=50% AMI)	1,078	10%	
Low income (>50% but <80% AMI)	645	6%	
Over	115	1%	
Families with children	6,340	63%	
Elderly families	208	2%	
Near Elderly	1,036	10%	
Families with Disabilities	706	7%	
Race/ethnicity White	1287	12%	
Race/ethnicity Black	4,975	49%	
Race/ethnicity Hispanic	1266	13%	
Race/ethnicity Asian	6	Less than 0%	
Race/ethnicity Other	13	Less than 0%	
<b>Characteristics by Bedroom Size</b>			
<b># Bedroom Size</b>			<b>% Percentage</b>
0 Bedroom	163		2%

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1 Bedroom		4,031			40%	
2 Bedroom		4,714			47%	
3 Bedroom		1,435			14%	
4 Bedroom		287			4%	

### Local Preferences

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

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

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

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

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

### Removed Preference(s): Working Preference

HACDB has removed its Working preference effective September 2018.

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

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



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

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

Previous residents of the Affordable Housing Program, and/or the Housing Choice Voucher Program, may not be certified eligible for a preference, within 36 months of the date of any qualifying termination from any housing program. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. In all cases a final determination of eligibility and qualification for preference will be made when the family is selected from the waiting list.

### ***Residency Preference***

The residency preference would provide 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.

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- Applicants who have been notified that they are hired to work in Daytona Beach, Florida and/or Volusia County.
- One adult member of the applicant household is currently enrolled in a Daytona Beach, Florida and/or Volusia County institution of higher education.

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

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

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

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

### **I. Housing Choice Voucher Program (HCV) Waiting List**

The Waiting List closed on February 1, 2016, 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 publications and the agency's website. HACDB is currently in the process of purging its waitlist. When the waitlist reopens, Applicants may apply by completing an on-line application at [www.dbhافل.org](http://www.dbhافل.org).

HACDB has added, clarified and removed various local preferences for the upcoming fiscal year. A PHA's system of local preferences must be included in its Annual Plan (24 CFR

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§903.7(b) and in the Admissions and Continue Occupancy Policy (ACOP and Administrative Plan). All preferences adopted are in accordance with the non-discrimination and equal opportunity requirements listed in 24 CFR 5.105(a).

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

- Homeless Preference
- Local Residency Preference
- Involuntary Displacement

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

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

**Removed Preference(s):** Working Preference

HACDB has removed its Working preference effective September 2018.

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

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

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

	Number of Families	Percent of Total Families	Fiscal year Terminations
Waiting list total	4371		187
Extremely low income <=30% AMI	3,567	82%	
Very low income (>30% but <=50% AMI)	458	10%	
Low income (>50% but <80%	286	7%	

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AMI)			
Families with children	2,826	65%	
Elderly families	257	7%	
Near Elderly	522	12%	
Disabled	11	Less than 0%	
Race/ethnicity White	1,089	25%	
Race/ethnicity Black	3,211	73%	
Race/ethnicity Hispanic	611	14%	
Race/ethnicity Asian	7	Less than 0%	
Race/ethnicity Other	7	Less than 0%	
<b>Characteristics by Bedroom Size</b>			
<b># Bedroom Size</b>		<b>% Percentage</b>	
0 Bedroom	13		Less than 0%
1 Bedroom	1,520		35%
2 Bedroom	1,597		37%
3 Bedroom	942		22%
4 Bedroom	253		6%

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

In FY 2019, the housing authority plans to update its general requirements in the management of Project Based Vouchers (PBV). These updates incorporate changes in federal regulations within the past 24 months and provides HUD programmatic updates for Project Based Vouchers statutory requirements for the Housing authority of the City of Daytona Beach. The update of HACDB's policies and applicability to the administrative plan is necessary for the project implementation of the Rental Assistance Demonstration (RAD) Program and project based voucher initiatives within fiscal year 2019. The changes to the Administrative Plan for project based vouchers represent a forty (40%) percent or more change in HACDB's policy.

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

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

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

The location of our Affordable Housing units ensures service delivery in areas that facilitate access by low income households and minorities based on policy. Program entry is based

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on a first come/ready first served basis; however, homeless households, and chronically homeless certified homeless, will be eligible for housing on a priority basis. The agency Deconcentration Policy for Eligibility is attached (see Attachment 1).

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

(a) HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met; HACDB may skip non-ELI families on the waiting 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 FMRs 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 October 1, 2014. 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 each public housing unit complies with the requirement that all flat rents be set at no less than 80

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percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utility costs.

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).

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

Description of change: This provision offers PHAs the discretion to adopt a bi-annual recertification process for all households with a fixed source of income. During the FY 2019, the HACDB will phase in this change in rent determination policy for the HCV program and for residents at HACDB Affordable Properties starting with designated elderly and disabled properties, and family properties. An implementation plan and schedule will be developed to ensure notification to all residents regarding the change in policy, and to allow for a successful transition. Note that a family member within a fixed income household may also have non-fixed sources of income, which remain subject to third-party verification. The authority will verify the income using EIV as its primary verification method supported by previous 3<sup>rd</sup> party verification that the authority currently has. If the authority has no previous 3<sup>rd</sup> party verification, the authority must perform third party verification on the sources of income.

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, veteran benefits and other similar types of periodic payments.

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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 and residents only and will be implemented at the family's annual or bi-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 reexaminations, a PHA has the discretion under this provision to accept a family's declaration that it has total net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration.

### *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.

Operation and Management.

### *Utility reimbursements Regulation: 24 CFR §§960.253, 982.514*

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

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

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

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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. The demonstration program ended effective March 2018, and the Test Tablets are still in the possession of the housing authority. HACDB will comply with all HQS Inspections using the HUD-52580-a standard Inspection Form. The authority is in the process of transitioning to a 3<sup>rd</sup> party qualified vendor for the completion of all HQS inspections within FY 2019.

Description of change: HACDB will implement process to complete bi-annual inspection on all LIHTC properties that currently are landlords within the HCV Program. Any new LIHTC vendor will also be placed on a bi-annual inspection cycle. HACDB will inform landlords and HCV participants regarding this new process via written communication and complete an internal implementation process for roll out.

**HACDB is not administering incentive transfers during this reporting period.**

- Grievance Procedures.
- Homeownership Programs.

### I. HCV Homeownership Program Administrative Plan Revisions

In FY 2020, the housing authority must update its selection procedures for the management of the Housing Choice Voucher Homeownership Program. Currently, the Administrative plan targets FSS Participants, elderly and disabled families in the Public Housing program as eligible for the HCV Homeownership program upon purchasing a home. The updated Admin plan and policy will remove this language. Additionally, the housing authority may incorporate model policies such as development of a down payment assistance program with internal procedures to incorporate into its current HCV Homeownership Program.

- Community Service and Self-Sufficiency Programs.

- Safety and Crime Prevention.

#### Safety and Crime Prevention

HACDB, through the RFP process, entered into contract with a new vendor to provide part time security services at the Windsor and Maley property. Surveys were sent to the



## Daytona Beach FY 2020 Annual Plan

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residents regarding the former security vendor in their community. DBHA adheres to all HUD VAWA regulations.

- Pet Policy.  
  Asset Management.

### **Pet Policy**

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

### **Asset Management**

HACDB staff are engaged in staff development that will permit the agency to manage its portfolio in accordance with HUD Asset Management requirements. A Director of Housing Operations well-versed in Asset Management and LIHTC is leading the transition to portfolio management. Additionally, a Director of Development has been hired to assess the portfolio's PNA, submit RAD applications, and determine the best positioning of the authority's assets.

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

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

- Changes to rent or admissions policies or organization of the waiting list
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan)
- Change in use of replacement reserve funds under the Capital Fund
- Additions of new activities not included in the current Annual Plan
- 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 included in the current Annual Statement or 5-Year Action Plan)
- change in use of replacement reserve funds under the Capital Fund
- Additions of new activities not included in the current Annual Plan
- Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

### **DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"**

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In accordance with HUD regulations in 24 CFR 903.7 and 24 CFR 905.3, HACDB has defined below the basic criteria that will be used for determining substantial deviation from its five year plan; significant amendment or modification to the 5 year and Annual Plan; and significant amendment or modification to the Capital Fund Program 5 year Action Plan. Prior to implementing changes that meet such criteria, HACDB will submit for HUD approval, a revised Plan(s) that meets full public process requirements and consultation.

HACDB's criteria, as defined below, is applicable to all CFP components including Capital Fund grants; Replacement Housing Factor (RHF) grants; Disaster grants; Capital Fund Financing Program (CFFP) allocations; as well as any new or future formula components such as Demolition and Disposition Transitional Funding (DDTF).

Criteria for defining "Substantial Deviation" from the 5-year plan:

- A major change in the direction of HACDB's pertaining to its mission and goals would constitute a "substantial deviation" from the agency's 5-year plan.

Criteria for defining "Significant Amendment or Modification" to the 5 year and Annual Plan:

- Changes to rent, admission policies, or organizational of the waiting list(s) in the Public Housing Program that will impact more than 20% of applicants and/or households assisted under the program.
- Changes to rent, admission policies, or organizational of the waiting list(s) in the Housing Choice Voucher Program that will impact more than 20% of applicants and/or households assisted under the program.
- Substantial changes to demolition, disposition, designated housing, homeownership, or conversion activities identified in the current HUD-approved Annual or 5-year Plans.

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

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

Exceptions

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

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(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): let's determine if the 2<sup>nd</sup> bullet is required.

(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**

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. A revised RHF Housing Program Plan was developed and approved by HUD. The plan will be implemented in the upcoming year for the development of properties into single-family homes. HACDB will continue to seek funding from FHA, HOME, or Private Development investments to develop the now vacant lots to afford homeownership opportunities for eligible clients.

- Demolition and/or Disposition.

At the direction of the U.S. Department of Housing and Urban Development during the last quarter of CYE 2016, the Housing Authority of the Daytona Beach (HACDB) entered into a professional agreement for Lead-Based Testing Services for developments that were constructed before 1978, and to address units within HACDB's Elderly and/or Elderly / Disabled development's that accommodated minor children. The two (2) remaining developments within HACDB's inventory that met these criteria are as follows:

Property Name	Year(s) of Construction	No. of Units
Palmetto Park	1959 & 1960	130
Caroline Village	1965	100

Lead-Based Testing was completed on twenty-three (23) residential units (10%) from PbO3 Environmental Testing & Service Co., Inc. Testing was conducted during the first two weeks of March 2017. Test results indicated the presence of Lead-Based Paint (as defined in Title X of the 1992 Housing and Community Development Act – equal to or greater than 1.0 mg/cm<sup>2</sup>) was detected in twenty-one (21) of the inspected units.

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The finding above will have major impact on the agencies already strained resources to determine the necessary capital to fund relocation, remediation, and abatement of Lead Based Paint at Palmetto Park and Caroline Village. The agency applied for the HUD Lead Paint NOFA in 2018 will explore all grant opportunities available to address the associated identification and remediation expense needs of ensuring healthy homes, to include RAD, Preservation Tax Credits, RHF, and HUD NOFA's.

In March 2018, HACDB completed and submitted a grant application for Lead Based Paint Inspections and Risk Assessments to HUD for approval in the amount of \$435,000. In the interim period HACDB will continue to provide:

1. Education programs for lead based paint hazards to applicants and recipients of housing assistance.
2. Distributing lead-based Paint Notification Pamphlets to households applying for assistance through housing programs, especially those living in pre-1978 homes.
3. Provide written notification of the potential presence and hazards of lead-based paint to purchasers of assisted properties.
4. Require appropriate inspections for lead hazards of all housing built before 1978 participating in Community Development housing programs.
5. Partner with the Volusia County Health Department in their efforts of addressing lead base paint.

HACDB was not notified of an award. HACDB will submit a second application for Palmetto Park on February 19, 2019.

HACDB issued an RFP for a vendor to conduct RPCA in preparation for its proposed RAD activities.

The information collected as part of the RPCNA will allow HACDB to examine various financing scenarios that will allow us to reposition our current portfolio through the leveraging of private resources such as low income housing tax credits, bond-financing, and conventional debt.

<b>Community</b>	<b>No Rehabilitation Required</b>	<b>No Debt RAD Conversion</b>
Northwood II	TBD	TBD
Windsor Apartments	TBD	TBD
Maley Apartments	TBD	TBD
Northwood Village / Walnut Oak	TBD	TBD
Palmetto Park	TBD	TBD
Caroline Village	TBD	TBD

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RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HACDB with access to private sources of capital to repair and preserve its affordable housing assets. Upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing properties converted as part of the Demonstration, and HACDB may also borrow funds to address the capital needs of these properties. Depending on the extent of the capital expenditure required, HACDB may also be contributing Operating Reserves, Capital Funds, and/or Replacement Housing Factor (RHF) Funds towards the conversion.

Currently, HACDB is reviewing its options under the conversion process. HACDB intends to submit RAD applications after public meetings and board approval have been completed. HACDB has entered into an agreement with TAG to provide RAD consulting services as needed. An experienced Director of Development has been hired to manage the redevelopment process. The Capital Plan may require the HACDB to acquire land for site acquisition and may involve the demolition or disposition of some or all the developments listed below. Currently, HACDB has had an appraisal completed on Walnut Oak apartments; which will assist in the valuation of the property. An RFP for appraisal of all assets has been issued. It is anticipated that a contract will be awarded by June 2019.

The information compiled through the third party reports (appraisal and physical condition and needs assessment) and advice from our consultant will guide HACDB to the proper course of action to reposition its current inventory through either RAD or another alternative that allows us to attract private capital such as tax-exempt bond financing, low income housing tax credits, opportunity zone funds, and conventional debt. For that reason, HACDB has noted the timeline for the courses of action as "To Be Determined or (TBD)"

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

HACDB is preparing to expand development opportunities beyond its current public housing inventory. HACDB will be exploring opportunities to create affordable housing targeting working individuals and families, senior and disabled persons, and first-time home buyers. This would be achieved through joint venture partnerships with a procured developer (for profit, non-profit, or Community Housing Development Organization (CHDO) to create rental or homeownership units using land HACDB owns and financed with private capital. Additional HACDB resources such as Replacement Housing Factor Funds (RHF) have been

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identified to be a source in the mix-financing. HACDB sent a letter to HUD on October 29, 2018, requesting an extension of expiring RHF funds. We are still awaiting a response to that letter. If approved, the RHF funds would be used in the construction financing of units slated for first time homebuyers using multiple vacant parcels and lots located in the midtown area of the city.

The Housing Authority for the City of Daytona Beach (HACDB), upon authorization from the U.S. Department of Housing and Urban Development (HUD), plans to develop and construct 5 to 7 rental housing units to support affordable housing needs in the City of Daytona Beach. The constructed units will be located in the Midtown area of the City, which is located near transit, a university, and retail. HACDB has site control and development could be completed under the current zoning requirements. Funding for this development will be provided through Replacement Housing Factor Funds in the amount of \$629,133.07, provided by HUD, and \$207,613.91, which is the required match under the grant by HACDB.

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

HACDB will consider submitting a disposition application for 118 Cedar, to the HACDB Instrumentality. If approved, the property will be converted to a Bed and Breakfast. Its proximity to the marina makes this an attractive possibility. The property formerly served as an administrative office for the HACDB. It has been vacant for several years. Recently, it was listed for rent; the realtor does not see immediate prospects. The property sits at the back of the two high-rises. Its location makes it challenging to attract a renter. The building also flooded severely during a hurricane, which caused the HACDB to relocate. Use of the property for this purpose would create a stream of income in a manner that would permit immediate evacuation in the event of a weather storm, without damage to property or displacement of permanent residents. There is an existing Bed and Breakfast within an eighth of a mile of the property.

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

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

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

HACDB may make an offer on a 20 acre parcel of property in the City of Daytona for purposes of constructing 200-300 units of elderly and family housing and commercial parcels on the perimeter. The current price of the property is \$1.9 million. HACDB may seek to use Capital Funds for a portion of the purchase. HACDB may also seek to clear property it owns at 729 Loomis Avenue. The property requires the removal of debris, trees, and waste to position it for future construction.

HACDB will utilize Capital Funds for costs associated with consultants for RAD. This may include PNA studies, A & E, attorneys, market studies, appraisals, land use, and other related needs.

Designated Housing for Elderly and/or Disabled Families.

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

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

The HACDB will apply for HUD and other grants as well as funding from all available sources for development and/or redevelopment of its communities. The HACDB may also use any such grants along with other agency funds for the construction/acquisition of new Affordable Housing for the Daytona Beach Community. HACDB will submit applications for funding under the HUD NOFAs related to FSS, and ROSS Service Coordinators, and Jobs Plus. HACDB may seek DOL funding for Youthbuild and other job training programs. Additionally, HACDB will apply for CDBG Disaster Relief with the Florida State Finance Corporation for workforce housing.

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

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Improvement. Funds will be used to support NCCER, Coding, and a Boat/Fiberglass project.

HACDB will adhere to HUD RAD regulations regarding unit size in the planning of revitalization or demolition. Additionally, transfer of assistance during the RAD process may be a necessary election. All of HA's RAD conversions will be to Project Based Voucher (PBV). Upon RAD conversion, adopt the resident rights, participation, waiting list, and grievance procedures listed in Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17).

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

(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 (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



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### **Audit Report Finding:**

Audit period: July 1, 2017 – June 30, 2018

The audit report will be available at the end of March and file maintenance in relation to the current HCV Administration Plan to increase operational efficiency, and adherence to policy.

In Fiscal Year 2019, HACDB initiated numerous staffing and organizational changes designed to improve program performance. We incorporated extensive internal, external, and web-based curriculum for training of all staff within its business process. Each program area, including maintenance, completed regular training on all aspects of maintenance operations, rental calculation, fair housing/reasonable accommodation, and program procedures to increase work competencies for the management of the agency's assets and affordable housing programs.

### 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.

#### Goal #1

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

HACDB has implemented Isolve, a software to improve payroll and human resource activities. In 2019 the HACDB will transition to Yardi as our system of record. The software provides modules that will streamline requisitions and purchase orders, rent payment, reports and regulatory tracking and other enhancements not available in the current system of record. A new web site is to be launched by June 2019. Facilities have been improved by the introduction of pest control procured using the HUD, Integrated Pest Management model. Substantial progress is reported by residents in the area of pest reduction. Career Source has agreed to provide scholarships to residents to attend Fiberglass training in 2019. Jobs in boating and vehicle arenas are available in Daytona Beach.

### **Management's Discussion and Analysis**

As management of the Housing Authority of the City of Daytona Beach, Florida (the "Authority"), we offer the readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements.

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

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### Financial Highlights

- The assets of the Authority exceeded its liabilities as of June 30, 2018 by \$54,889,293 (net position).
- The Authority's cash balances as of June 30, 2018 were \$12,572,158 representing an increase of \$1,427,820.
- The Authority had revenue from the U.S. Department of Housing and Urban Development ("HUD") of \$12,493,570 which includes funds for capital asset activities and pass-through activity.
- Public housing has maintained occupancy of 98% and 96% for the Elderly and Family AMPs respectively for the fiscal year. In addition, the Low Income Housing Tax Credit developments have 97% of the subsidized units occupied.
- The Authority's lease-up rate for the Housing Choice Voucher program is 97%. There was a \$857,429 decrease in housing assistance payments made to owners in comparison to the 2017 fiscal year. The local HUD Field Office is closely monitoring the unit months leased and net restricted position. The Authority has initiated maximizing its budget authority and HCV issuance. The Housing Authority submits a monthly recap of its activities in addition to submitting monthly projections and comments on shortfalls.

### Overview of Financial Statements

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

- Statement of Net Position - reports the Authority's assets, liabilities and net position at the end of the fiscal year. You can think of the Authority's net position as the difference between the Authority's rights (assets and deferred outflows of resources) and the Authority's obligations (liabilities and deferred inflows of resources).
- Statement of Revenue, Expenses, and Changes in Net Position - this statement presents information showing how the Authority's net position increased or decreased during the current fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of when cash is

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received or paid. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows and cash outflows in the future periods.

- Statement of Cash Flows - this statement presents information showing the total cash receipts and cash disbursements of the Authority during the current fiscal year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt service, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Authority in prior periods and subsequently received during the current fiscal year (i.e. accounts receivable, notes receivable etc.).
- Notes to the Basic Financial Statements - the notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided. These notes give greater understanding on the overall activity of the Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, the notes reflect the impact (if any) of any uncertainties the Authority may face.

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

## II. FINANCIAL ANALYSIS

The following table summarizes the changes in assets, liabilities, and net position between June 30, 2018, and 2017:

## Daytona Beach FY 2020 Annual Plan

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	<u>Net Position</u>		
	<u>2018</u>	<u>2017</u>	<u>Total Change</u>
Current assets	\$ 13,731,902	\$ 12,902,894	\$ 829,008
Capital assets, net	18,062,602	19,604,308	(1,541,706)
Notes receivable	23,768,064	22,659,499	1,108,565
Other noncurrent assets	78,057	93,470	(15,413)
<b>Total Assets</b>	<u>55,640,625</u>	<u>55,260,171</u>	<u>380,454</u>
Current liabilities	588,909	575,589	13,320
Noncurrent liabilities	162,423	194,277	(31,854)
<b>Total Liabilities</b>	<u>751,332</u>	<u>769,866</u>	<u>(18,534)</u>
Net investment in capital assets	18,062,602	19,604,308	(1,541,706)
Restricted net position	29,057,216	27,596,309	1,460,907
Unrestricted net position	7,769,475	7,289,688	479,787
<b>Total Net Position</b>	<u>\$ 54,889,293</u>	<u>\$ 54,490,305</u>	<u>\$ 398,988</u>

**Current Assets** increased by \$829,008 primarily due to an increase of funds transferred from the Capital Fund program in to operations, an increase of receivables from HUD, and tenant receivables outstanding.

**Capital Assets** decreased by \$1,541,706 primarily due to depreciation and there were no significant disposals in this fiscal year.

**Notes Receivable** increased by \$1,108,565 due to unpaid interest being capitalized into the balance of note. We received no payment on interest this fiscal year.

**Other Noncurrent Assets** decreased by \$15,413 due to forfeitures of FSS deposits and participants graduating from the program.

**Current and Total Liabilities** decreased primarily due to the pay out of compensated absences accrued to former Executive Director, Anthony E. Woods. The other significant changes in current liabilities are off-set by said amount.

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

1. **Net investment in capital assets** - capital assets, net of accumulated depreciation and related debt is the capital asset balance offset by long-term debt;
2. **Restricted** - the Authority's net position whose use is subject to constraints imposed by law or agreement;

## Daytona Beach FY 2020 Annual Plan

3. **Unrestricted** - the Authority's net position that is neither invested in capital assets nor restricted which change principally due to operations. These resources are available to meet the Authority's ongoing obligations to its residents and creditors.

The Authority's restricted net position increased by \$398,988. The increase is mainly due to the increase in Notes Receivable on HOPE VI loan and transfer of funds from the Capital Fund program from prior years in to operations.

	<u>Changes in Net Position</u>		
	<u>2018</u>	<u>2017</u>	<u>Total Change</u>
Operating Revenues			
HUD grant funding	\$ 12,358,224	\$ 12,921,499	\$ (563,275)
Tenant revenue, net	1,766,383	1,802,738	(36,355)
Other operating revenue	372,188	1,062,929	(690,741)
<b>Total Operating Revenues</b>	<u>14,496,795</u>	<u>15,787,166</u>	<u>(1,290,371)</u>
Operating Expenses			
Administrative	2,192,755	2,038,077	154,678
Tenant Services	4,602	4,011	591
Utilities	990,193	917,090	73,103
Maintenance	1,300,362	1,330,227	(29,865)
Protective Services	181,806	178,099	3,707
General	1,458,524	1,578,074	(119,550)
Depreciation	1,695,675	1,786,857	(91,182)
Housing assistance payments	7,622,122	8,473,066	(850,944)
<b>Total Operating Expenses</b>	<u>15,446,039</u>	<u>16,305,501</u>	<u>(859,462)</u>
Operating Income (Loss)	<u>(949,244)</u>	<u>(518,335)</u>	<u>(430,909)</u>
Nonoperating Revenues (Expenses)	<u>1,212,915</u>	<u>1,091,761</u>	<u>121,154</u>
Capital contributions			
HUD capital grants	135,346	936,493	(801,147)
Change in net position	399,017	1,509,919	(1,110,902)
<b>Total net position - beginning</b>	<u>54,490,305</u>	<u>52,980,386</u>	<u>1,509,919</u>
<b>Total net position - ending</b>	<u>\$ 54,889,322</u>	<u>\$ 54,490,305</u>	<u>\$ 399,017</u>

**Total Operating Revenue** decreased by \$1,290,371 in 2018 primarily due to an decrease in the Budget Authority from the previous year for the Housing Choice Voucher program followed by decrease in developer fees earned.

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

## Daytona Beach FY 2020 Annual Plan

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**Total Operating Expenses** decreased by \$859,462 in 2018 primarily due to a decrease in housing assistance payments to landlords and general expenses.

**Non-Operating Revenues** increased by \$121,154 from the previous year primarily due to the higher rate of return on investments and interest on mortgage.

**Total Capital Contributions** decreased by \$801,147 due to primarily no capital improvement activities in the fiscal year.

### **Capital Asset and Debt Activity**

At the end of fiscal year 2018, the Authority's capital assets had decreased primarily due to the depreciation expense exceeding the net of additions and disposals of fixed assets.

At the end of the fiscal year 2018 the Authority had no long term debt.

### **Factors Affecting Next Year's Budget**

The Authority is primarily dependent upon HUD for the funding of its Low Rent Public Housing, Housing Choice Voucher, FSS and Capital Fund programs; therefore, the Authority is affected more by the federal budget than by local economic conditions. The funding of programs could be significantly affected by the 2018 federal budget.

### **Economic Factors**

Significant economic factors affecting the Authority are as follows:

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

### **ACCOMPLISHMENTS 7/1/2018 - Present:**

- The assets of the Authority exceeded its liabilities as of June 30, 2018 by 54,889,293.
- The Authority's cash balances as of June 30, 2018 were \$12,572,158 representing an increase of \$1,427,820.
- The Authority had revenue from the U.S. Department of Housing and Urban Development ("HUD") of \$13,857,992 which includes funds for capital asset activities and pass-through activity.
- Public housing has maintained occupancy of 99% and 97% for the Elderly and Family AMPs respectively for the fiscal year. In addition, the Low Income Housing Tax Credit developments have 99% of the subsidized units occupied.

## Daytona Beach FY 2020 Annual Plan

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- The Authority's lease-up rate for the Housing Choice Voucher program is 97%.
- There was a \$1,441, 548 increases in housing assistance payments made to owners in comparison to the 2016 fiscal year. The local HUD Field Office is closely monitoring the unit month's leased and net restricted position.
- No findings for audited finances.

### **Capital Asset and Debt Activity**

- At the end of fiscal year 2017, the Authority's capital assets had decreased primarily due to the depreciation expense exceeding the net of additions and disposals of fixed assets.
- At the end of the fiscal year 2017 the Authority had no long term debt.

### **Public Housing program**

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

### **Housing Choice Voucher (Section 8) program**

- Extensive Internal and External Training for all HCV staff
- Standard performer rating with SEMAP score of 90% in 2018. Completed HUD CAP Performance Plan and SEMAP tracking monthly within department.
- Maintained an 88% utilization rate in FY 2018. Completing various partnerships to increase voucher count thru Move Up initiative for FY 2019 to expend 98% of CML
- Incorporated Landlord fairs for increase lease ups and marketing to local owners
- Maintained VASH vouchers at 218 with an 84% utilization rate.
- Performed review of Administrative Plan policies and utilization of bi-annual inspections and bi-annual recertification to reduce caseloads.
- Purge HCV waitlist for quicker turnaround of lease up.
- 1 Monthly quality control review of annuals.

### **Community Partnerships**

- 22 FSS participants completed the Financial Education class through the United Way Campaign for Working Families
- Reached the number of 39 FSS participants with escrow (1st time)
- MOU with Head Start Program and Early Learning Training provided
- Partnered with MidFlorida Partnership for a FSS and First Time Homeownership training
- DBHA hosted a Job Fair for DBHA residents and the community at Palmetto Park Neighborhood Networks
- 40 Participants received Money Smart Training
- 45 Elderly/Disabled DBHA residents received Healthcare information

## Daytona Beach FY 2020 Annual Plan

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- 80 Elderly/Disabled DBHA residents received hot meals once a week from GODS TABLE
- Cobb & Cole Attorneys-At-Law provided 349 DBHA families throughout all of the Housing Authority's communities Christmas Food Boxes. The boxes were delivered by the Daytona Beach City workers on December 15, 2018
- Nine new Community Partners:
  1. Daytona Dream Center
  2. Halifax Urban Ministries (HUM)
  3. United Healthcare
  4. F.A.I.T.H Chaplaincy and Pastoral Care Services LLC
  5. Family Practice On The Go of Florida
  6. Rolling Thunder Chapter 8
  7. Salvation Army Thrift Store
  8. The Mind Of Christ Ministries
  9. Disability Solutions

### **ROSS COMMUNITY PARTNERS (TABLE BELOW)**



# Daytona Beach FY 2020 Annual Plan

Name of Agency	Address	City, State	Zip	phone #	Contact person	Title	Email Address	Hours of operation	Provider Services
Disability Solutions	119 S. Palmetto Avenue	Daytona Beach, FL	32114	850-631-0734	Ann Meres	Case Manager	<a href="mailto:ann@dsil.org">ann@dsil.org</a>	Monday - Friday 8:30am-5:00pm	Various services for disabled individuals
Stewart Marchman Act	1220 Willis Avenue	Daytona Beach, FL	32114	386-236-1710	Heather Haroldson	Behavioral Senior Director of case management	<a href="mailto:hharolds@smabehavioral.org">hharolds@smabehavioral.org</a>	SMA's Access Center is available 24/7 at 1-800-539-4228	Services to individuals living with addiction, mental illness or both.
Island Doctor	2460 Old Moultrie Road Suite 4	St. Augustine	32086	386-225-8442	Reina Williams	Marketing Manager & Community	<a href="mailto:rwilliams@islanddocs.com">rwilliams@islanddocs.com</a>	Monday-Friday 8:00am-4:30pm	Promote health improvement to each and every patient
VITAS	2381 Mason Ave, Ste. 100	Daytona Beach, FL	32117	386-235-5592	Arndrea Alexander	Community Liaison	<a href="mailto:arndrea.alexander@vitas.com">arndrea.alexander@vitas.com</a>	24 hours a day	Hospice services, grief counseling
Holly Hill Pharmacy	1702 Ridgewood Ave # C,	Daytona Beach, FL	32117	386-677-7377	Eric Gick, RN	Clinical Care Coordinator	<a href="mailto:egick@hollyhillpharmacy.com">egick@hollyhillpharmacy.com</a>	9:00am-5:30pm Closed Sundays	Pharmacy; home delivery
Doctors Choice	1801 South Nova Road, Suite 110	South Daytona, FL	32119	386-882-3183				Monday-Friday 8:00am-4:30pm	Home health services
Home Docs	135 East Minnesota Ave.	Orange City, FL	32763	386-316-5439/1-407-492-3883	John Croker/Elaine Lawless	ARNP	<a href="mailto:homedocs@cfl.rr.com">homedocs@cfl.rr.com</a>	Monday-Friday 8:00am-4:30pm	Primary & Urgent health care in your home
Helping Seniors	2287 S. Ridgewood Avenue	Daytona Beach, FL	32119	386-675-1229	Marie Guillory	Marketing Director	<a href="mailto:marieguillory420@yahoo.com">marieguillory420@yahoo.com</a>	24 hours a day	Home health services
Oaktree Healthcare	650 Reed Canal Road	South Daytona, FL	32119	386-767-4831	Donna Vargas	Care Liaison	<a href="mailto:donna.p.vargas@con-sulatehc.com">donna.p.vargas@con-sulatehc.com</a>	Monday-Friday 8:00am-4:30pm	Nursing home and rehabilitation center
Division of Blind Services	1185 Dunn Avenue	Daytona Beach, FL	32114	386-254-3800	Phyllis Heath	District Administrator	<a href="mailto:phyllis.heath@dfs.fl.gov">phyllis.heath@dfs.fl.gov</a>	Monday-Friday 8:00am-4:30pm	Service to individuals that are blind or have other vision impairments
GODS TABLE	1340 Wright St.	Daytona Beach, FL	32117	386-299-1705	Michael Haze	Lead staff		24 hours a day	Hot Meals
SIWYAN Insurance	240 N. Fredrick Avenue	Daytona Beach, FL	32114	407-953-1472	Rico Williams	Benefit Consultant	<a href="mailto:SIWYANInc@gmail.com">SIWYANInc@gmail.com</a>	By appointment	Insurance/SNAP benefits
University of Florida	3100 East New York Avenue	Deland, FL	32724	386-822-5778	Patrick Zayas	Supervisor	<a href="mailto:pazayas@ufl.edu">pazayas@ufl.edu</a>	Monday-Friday 8:00am-4:30pm	Nutrition Classes
The Mind of Christ Ministries	1202 S. Ridgewood Avenue	Daytona Beach, FL	32114	386-518-9021	Various staff	Mobile Food Pantry	<a href="http://www.mindofchristministries.org">www.mindofchristministries.org</a>	Every 4th Wednesday 6 months out of the year	Mobile Food Pantry
Salvation Army	1415 Ridgewood Avenue	Holly Hill, FL	32117	386-673-6778	Betty Garcia	Thrift Store		Monday-Saturday 9:30am-5:00pm	Thrift Store
Community Senior Advocates	Volusia County			410-320-3124	Jennifer Harris	Placement Specialist		By appointment	Senior Resident Placement Specialist
Halifax Urban Ministries (HUM)	340 North Street	Daytona Beach, FL	32114	386-252-0156	Various staff	Pantry/Homeless Prevention and	<a href="mailto:halifaxurbanministries.org">halifaxurbanministries.org</a>	Monday-Friday 8:30am-4:00pm	Food Pantry/Homeless Prevention and Intervention
Quanita Dance Studio	115 Magnolia Ave	Daytona Beach, FL	32114	(386) 255-0606	Quanita May	Fitness Instructor	<a href="http://www.quanita.com">http://www.quanita.com</a>	7:00pm Sat. 8:00 am-	Fitness for older people
Dickerson Center	308 S. Dr Martin Luther King Jr	Daytona Beach, FL	32114	386-671-5820	Gloria Jean	Crochet Instructor		Wednesday 3:30pm-4:30pm	Crochet classes
Daytona Outreach Center	610 Ridgewood Avenue	Daytona Beach, FL	32117	386-310-4913	Pastor Ray	Thrift Store	<a href="http://www.daytonaoutreachcenter.com">www.daytonaoutreachcenter.com</a>	Monday-Saturday 9:00am-5:00pm	Low cost clothing and household items
Rolling Thunder Chapter 8		Daytona Beach, FL		917-660-7463	Rich Malfitano	Exe. Board Chairman	<a href="mailto:rollingthunderpr@aol.com">rollingthunderpr@aol.com</a>	As needed	Provides support to veterans
Kinder Home Health	1717 N. Clyde Morris Blvd. Ste. 140	Daytona Beach, FL	32117	386-299-5913	Debbie Long	Home Health Specialist	<a href="mailto:debbie.long@gentiva.com">debbie.long@gentiva.com</a>	Monday-Friday 8:00am-4:30pm	Hospice services, grief counseling, home health
Reverend John Long		Daytona Beach, FL	32114	386-383-4177	Reverend John Long	Pastoral Care Services	<a href="mailto:chaplaincyandpastoralcare@gmail.com">chaplaincyandpastoralcare@gmail.com</a>	As needed	Faith based service
United Healthcare	3500 N Keller Road	Maitland, FL	34751	407-421-1890	Sean Ferreira	Community Outreach Rep.	<a href="mailto:sean.p.ferreira@uhc.com">sean.p.ferreira@uhc.com</a>	Monday-Friday 9:00am-5:00pm	Medicare Insurance
Humana	1500 Beville Road	Daytona Beach, FL	32114	407-865-3339	Haley Renton	Insurance Broker	<a href="mailto:hrenton@humana.com">hrenton@humana.com</a>	Monday-Friday 9:00am-5:00pm	Medicare Insurance
Daytona Dream Center	1687 W Granada Blvd,	Ormond Beach, FL	32174	386-672-5571	Pastor Jaime	Short Term Missions	<a href="http://daytonadreamcenter.com">daytonadreamcenter.com</a>	Monday-Friday 9:00am-5:00pm	Delivery of food, household items as needed
Family Practice On the Go of Florida	3930 S. Nova Road Ste 100	Port Orange, FL	32127	386-681-8857	Linda Bogosian	Chief Marketing Officer	<a href="mailto:linda@fpotg.site">linda@fpotg.site</a>	Monday-Friday 9:00am-5:00pm	Medical Service in the home
Neighborhood Outreach Center		Jacksonville, FL		888-600-5769	Dennis Scarbrough	Senior Director	<a href="mailto:info@nopcard.com">info@nopcard.com</a>	Monday-Friday 9:00am-5:00pm	Prescription savings cards
Daytona Beach Housing Development Corporation	211 N. Ridgewood Avenue	Daytona Beach, FL	32114	386-238-4930	Pierre Lewis	Director, NNC	<a href="mailto:louis@dbhaf.org">louis@dbhaf.org</a>	Monday-Friday 9:00am-6:00pm	Computer classes, community outreach
Central Florida CDC	P.O. Box 15065	Daytona Beach, FL	32115	386-253-3232	Gerald Chester	President/CEO		Monday-Friday 9:00am-5:00pm	Housing Services
Career Source	359 Bill France Blvd.	Daytona Beach, FL	32114	386-323-7077	Robin King	President/CEO		Monday-Friday 8:00am-4:00pm	Employment Services
Halifax Health	P.O. Box 2830	Daytona Beach, FL	32120	386-254-4000	Robert Williams	Executive Director	<a href="http://halifaxhealth.org">halifaxhealth.org</a>	Monday-Friday 9:00am-5:00pm	Health Services
Health Planning Council of Northeast Florida	101 South Palmetto Avenue Ste. 5	Daytona Beach, FL	32114	386-323-2046	Joyce Case	Program Director	<a href="http://www.hpcnef.org">www.hpcnef.org</a>	Monday-Friday 8:00am-4:00pm	Health Insurance Marketplace Navigator
Midtown Heat		Daytona Beach, FL	32114	386-252-1866	Johnnie Ponder	Chair Person			Empower Residents
Healthy Start Coalition of Volusia/Flagler	109 Executice Circle	Daytona Beach, FL	32114	386-252-4277	Dixie Morgese	Executive Director	<a href="http://www.healthystartfv.org">www.healthystartfv.org</a>	Monday-Friday 8:00am-4:00pm	Parenting Classes
Bethune-Cookman University	640 Dr. Mary McLeod Bethune Blvd.	Daytona Beach, FL	32114	386-481-2831	Dr. Diane Lee	Director	<a href="mailto:an@cookman.edu">an@cookman.edu</a>	Monday-Friday 9:00am-5:00pm	Center for Health Equity
Florida Health Volusia County	1845 Holsonback Drive	Daytona Beach, FL	32117	386-275-0500 ext. 0817	Ron Rondeau	Interim Director	<a href="http://www.volusiahealth.com">www.volusiahealth.com</a>	Monday-Friday 8:00am-4:00pm	Health related
VOTRAN	950 Big Tree Road	South Daytona, FL	32119	386) 756-7496 EXT. 4146	Cornell Mack	Operations Manager	<a href="mailto:cmack@volusia.org">cmack@volusia.org</a>	Monday-Saturday from 6 a.m. to 7:30 p.m. GOLD-Limited service is available in Daytona during evening hours 6 p.m. to 11:30 pm	Volusia Counties public bus system
Daytona State College	1200 West International Speedway Blvd.	Daytona Beach, FL	32114	386-506-3222	Veronica Oxford	Associate Director	<a href="http://daytonastate.edu">daytonastate.edu</a>	Monday-Friday 9:00am-5:00pm	Financial Literacy
United Way	3747 W. International Speedway Blvd.	Daytona Beach, FL	32124	386-253-0563	Ray Salazar	President	<a href="http://www.unitedway.org">www.unitedway.org</a>	Monday-Friday 9:00am-5:00pm	Financial Literacy
The Links Incorporated	P.O. Box 10702	Daytona Beach, FL	32120		Lucy Bell	President			Soft-Skills Workshops

## Daytona Beach FY 2020 Annual Plan

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### **Goal #2**

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

HACDB will host a developer/funder forum in April 2019.

### **Goal #3**

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

### **Goal #4**

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

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

### **Goal #5**

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

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

Through DBHA's Resident Opportunities and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) programs, residents are provided education, job training and other self-sufficiency services. DBHA also maintains three Neighborhood Network Centers that provide computer technology, computer literacy, education, and job skills training to youth, adults, and seniors.

Neighborhood Network Centers have been developed NNC's at three our family sites. Soft skills, GED and computer literacy classes are offered and recreational programs, such as the Best Summer Ever Program, and Summer Lunch Programs. A review of the NNC's outcomes is under way. It is anticipated that HACDB will become more active with Daytona State College, Bethune Cookman and Career Source during the fiscal year.

# Daytona Beach FY 2020 Annual Plan

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**Previously the HACDB Mission Statement Read:**

**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.*

As part of the strategic planning process, DBHA developed new mission and vision statements to clearly identify its current role and vision for the communities' future.

<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></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><b>The RAB Meeting was called to order on March 22, 2018 and a Public Hearing on March 29, 2018.</b></p> <p><b>No comments were submitted regarding changes for the Annual Plan, ACOP or Admin Plan Policies.</b></p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Attached.</b></p>
<b>B.8</b>	<p><b>Troubled PHA.</b></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>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>C.1</b>	<p><b>Capital Improvements.</b> 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><b>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.</b></p>

# Daytona Beach FY 2020 Annual Plan

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## HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

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### Attachments

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

# Daytona Beach FY 2020 Annual Plan

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## Attachment 1

### HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

#### DECONCENTRATION POLICY

*Adopted April 15, 2016*

#### I. INTRODUCTION

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

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

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

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

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

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

#### 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:

## Daytona Beach FY 2020 Annual Plan

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

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

#### IV. ACTION PLAN

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

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

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

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

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

## Daytona Beach FY 2020 Annual Plan

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### Glossary of Terms

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

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

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

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

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

# Daytona Beach FY 2020 Annual Plan

## Attachment 2

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

PHA Name: HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

PHA Code: FLO07

Statement of Financial Resources

06/30/2018

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2016 grants)</b>		
a) Public Housing Operating Fund	2,668,751	2,668,751
b) Public Housing Capital Fund	1,418,563	1,418,563
c) Housing Choice Vouchers Funds	7,873,698	7,873,698
d) Resident Opportunity and Self-Sufficiency Grant	0	0
e) Community Development Block Grant	0	0
f) HOME	0	0
g) Choice Neighborhood	0	0
h) Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants – (unobligated funds only listed)</b>		
2015 CFP	875,509	871,816
2016 CFP	865,973	839,395
2017 CFP	916,947	109,336
RHF	629,133	629,133
<b>3. Public Housing Dwelling Rental Income</b>		
a) AMP 1 – Elderly	884,765	884,765
b) AMP 2 – Family	1,464,468	1,464,468
c) AMP 20 – Northwood II	107,996	107,996
<b>4. Other Income; i.e Late Charges, Excess Utilities . . .</b>	<b>148,891</b>	<b>148,891</b>
<b>5. ROSS</b>	<b>228,279</b>	<b>74,083</b>
<b>6. Non-federal sources</b>	<b>61,695</b>	<b>61,695</b>
<b>Total Resources</b>	<b>18,144,668</b>	<b>17,152,590</b>



# Daytona Beach FY 2020 Annual Plan

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

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

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

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

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

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

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

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

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

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

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

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

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

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**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](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

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

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

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

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income

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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\(r\)\(1\)\)](#)
- 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.

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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.”

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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