

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <b>Deerfield Beach Housing Authority</b> PHA Code: <b>FL081</b> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <b>10/2014</b>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <b>196</b> Number of HCV units: <b>482</b>					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <b>Deerfield Beach Housing Authority advocates for and provides quality affordable housing and self-sufficiency programs that improve the quality of life for individuals and families in Deerfield Beach.</b>					
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>DBHA is a high performer and not required to submit.</b>					
<b>6.0</b>	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <b>Changes to the DBHA Administrative Plan for the Housing Choice Voucher program – Attachment A.</b>  <b>Changes to the DBHA Admission and Continued Occupancy Policy for the Public Housing program – Attachment B.</b> (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  The PHA Plan may be obtained by the public at the following locations:  DBHA Administrative Office – 533 S. Dixie Highway, Suite 201, Deerfield Beach, FL 33441 HCV Programs Office – 533 S. Dixie Highway, Suite 101, Deerfield Beach, FL 33441 Stanley Terrace Administrative Office – 412 SW 2 <sup>nd</sup> Street, Deerfield Beach, FL 33441 The Palms of Deerfield Beach Administrative Office – 425 NW 1 <sup>st</sup> Terrace, Deerfield Beach, FL 33441					
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  In 2002, DBHA established and continues to implement a HCV Homeownership Program option for its HCV participants. DBHA currently has eight families in this program.  In 2012, DBHA was awarded the Rental Assistance Demonstration (RAD) conversion for Stanley Terrace Apartments. More specifically, DBHA is in the process of closing one public housing development (Stanley Terrace Apartments) totaling 96 units to project based rental assistance (PBRA) under the RAD conversion process. Resident meetings were held in October, November, and July to advise residents of the impending changes. DBHA is in the process of submitting additional applications for RAD. If these applications are approved, we hope to close in January 2015.					
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.					

8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>CFP 2014 Annual Statement – Attachment C</b> No longer required to submit P &amp; E Reports with the Agency Plan Process</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>Attachment C</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>DBHA is a high performer and not required to submit.</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>DBHA is a high performer and not required to submit.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. <b>DBHA is a high performer and not required to submit.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>Attachment D</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p><b>Attachment E</b></p>

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained 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 its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements. (24 CFR 903.7)**

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **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.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall 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.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (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; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (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.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of 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.

13. **Violence Against Women Act (VAWA).** 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.

## 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or 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 HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, 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>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (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. 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)  
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter 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>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

## 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.*
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.*

# **Attachment A**



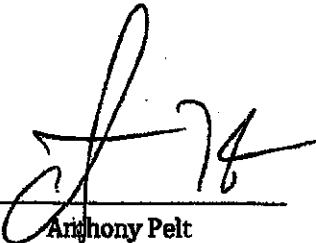
**Deerfield Beach Housing Authority**


**Resolution 2013-17**

**Resolution 2013-17:** A Resolution of the Deerfield Beach Housing Authority Board of Commissioners adopting changes to the Housing Choice Voucher (HCV) Administrative Plan.

**WHEREAS**, the Deerfield Beach Housing Authority Board of Commissioners has reviewed the changes to the HCV Administrative Plan.

**BE IT RESOLVED**, that the Deerfield Beach Housing Authority Board of Commissioners has adopted the changes to the HCV Administrative Plan, on this 23rd day of October, 2013.

  
\_\_\_\_\_  
Anthony Pelt  
DBHA Chairman

  
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Nadine Jarmou, PhD  
Executive Director

**Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - October 23, 2013 ✓**

Title		Chapter		Page		Section		Current Policy	Proposed Policy
Waiting List and Tenant Selection		4		3		4.1.B.		Applying for Assistance: There is no policy for families to request that an application be sent via email during the second phase of the application process. There is also no policy stated to allow staff to mail application forms via regular mail.	Families may obtain application forms from the PHA's office during normal business hours. Families may also request, by telephone, e-mail, or by mail that a form be sent to the family via <u>regular</u> mail.
Waiting List and Tenant Selection		4		3		4.1.B.		Applying for Assistance: There is no policy stating the number of business days a family has to submit required documents during the full-application phase before the family's name is removed from the waiting list.	PHA will give the family no more than 10 business days to return the required information. Failure to return the required information may result in family's name being removed from the waiting list.



Waiting List and Tenant Selection	4	7	4.II.B.	
			<p><b>Organizing the Waiting List:</b> The PHA's waiting list is organized in a manner to allow the PHA to accurately identify and select families for assistance in the proper order. The PHA's software includes the applicant's information; however, the current policy does not include the family's annual income or household type.</p>	<p>The PHA's HCV waiting list will be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.</p> <p>The waiting list must contain the following information for each applicant listed:</p> <ul style="list-style-type: none"> <li>• Applicant name;</li> <li>• Family size;</li> <li>• Date and time of application;</li> <li>• Amount of annual income;</li> <li>• Household type (e.g. family, elderly, or both);</li> <li>• Qualification for any local preference; if applicable</li> <li>• Racial or ethnic designation of the head of household.</li> </ul>

Waiting List and Tenant Selection	4	11	4.II.F.	Updating and Purging the Waiting List: There is no policy in place as to how a family should respond if they receive a notice to update their information.	The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely. To update the waiting list, the PHA will send an update request via mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. The family's response must be in writing and may be delivered in person, by e-mail, by fax or by mail. Responses should be postmarked or received by the PHA not later than 10 business days from the date of the PHA letter.
Waiting List and Tenant Selection	4	19	4.III.D	Notification of Selection: The PHA will notify the family by <u>first class mail</u> ...	The PHA will notify the family by mail...
Reexaminations	11	8	8.II.B	New Family and Household Members Requiring Approval: There is no policy regarding the addition of families to an assisted unit.	The PHA will only add individuals to the household. Families will be denied.

Special Housing Types	15	25	15.VII.K	Homeownership Assistance Payments and Homeownership Expenses: The PHA allowance for routine maintenance expenses; <u>PHA Policy</u> PHA will set its routine maintenance allowance cost at .5% of the appraisal value at initial move-in and .5% of the property's market value every year thereafter based on Broward or Palm Beach County Property Appraiser's networks.	The PHA allowance for routine maintenance expenses; <u>PHA Policy</u> PHA will set its annual routine maintenance allowance cost at 2% of the appraisal value at initial move-in and 2% of the property's market value thereafter based on Broward or Palm Beach County Property Appraiser's networks.
Special Housing Types	15	25	15.VII.K	Homeownership Assistance Payments and Homeownership Expenses: The PHA allowance for costs of major repairs and replacements; <u>PHA Policy</u> PHA will set its major repairs and replacement cost at .5% of the appraisal value at initial move-in and .5% of the property's market value every year thereafter based on Broward or Palm Beach County Property Appraiser's networks.	The PHA allowance for costs of major repairs and replacements; <u>PHA Policy</u> PHA will set its annual major repairs and replacement cost at 1% of the appraisal value at initial move-in and 1% of the property's market value thereafter based on Broward or Palm Beach County Property Appraiser's networks.

**Deerfield Beach Housing Authority**

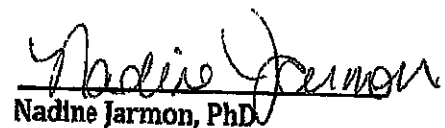
**Resolution 2014-03**

**Resolution 2014-03:** A Resolution of the Deerfield Beach Housing Authority Board of Commissioners adopting changes to the Housing Choice Voucher (HCV) Administrative Plan.

**WHEREAS**, the Deerfield Beach Housing Authority Board of Commissioners has reviewed the changes to the HCV Administrative Plan.

**BE IT RESOLVED**, that the Deerfield Beach Housing Authority Board of Commissioners has adopted the changes to the HCV Administrative Plan, on this 19<sup>th</sup> day of March, 2014.

  
\_\_\_\_\_  
Anthony Pelt  
DBHA Chairman

  
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Nadine Jarmon, PhD  
Executive Director

**Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - March 19, 2014 ✓**

Title	Chapter	Page	Section	Current Policy	Proposed Policy
Reexaminations	11	3	11.1.B.	<b>Streamlined Annual Recertifications for Elderly &amp; Disabled Families on Fixed Income:</b> There is no policy currently in place.	The PHA will conduct a streamlined annual reexamination of income for elderly families and disabled families when 100% of the family's incomes by applying any published cost of living adjustments to the previously verified income by applying any published cost of living adjustments to the previously verified income amount: Fixed income includes income from: (1) Social Security payments to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI); (2) Federal, State, Local, and private pension plans; (3) Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amounts from year to year.  [Notice PIH 2013-03]

**Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - March 19, 2014**

Reexaminations	11	10	11,11.C.	Families are required to report all changes in annual income, including increases in earned income, within 10 business days of the date the change takes effect. The PHA will conduct interim reexamination in accordance with the HUD Guidebook.	Families are required to report all changes in annual income, including increases in earned income, within 10 business days of the date the change takes effect. If a family reports a change in income that does not increase the household's cumulative income by \$200 or more a month, the PHA will not process an interim reexamination to increase the family's rent. If a family reports any other change addressed above along with an increase in income that does not increase the household's cumulative income by \$200 or more a month, the PHA will not include the increase in income when processing the interim recertification. Example: The participant reports that a family member has gone to work part-time. The PHA verifies the employment income and learns that the household's cumulative income will only increase by \$150 per month. The PHA will not process an interim reexamination. Example: The participant reports they have a new baby and also that a family member has gone to work part-time.

Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - March 19, 2014					
					The PHA verifies the employment income and learns that the household's cumulative income will only increase by \$100 per month. The PHA will process an interim reexamination to include the new baby as a dependent but will not include the increase in income.

**Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - March 19, 2014**

Program Administration	16	7	16.11.B	Unit-By-Unit Exceptions: When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 110 percent of the applicable FMR for the unit size [HCV GB 7-9]. The PHA may request HUD approval for an exception to the payment standard for a particular family if the required amount falls between 110 and 120 percent of the FMR.	When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size [Notice PIH 2013-3].



**Deerfield Beach Housing Authority**

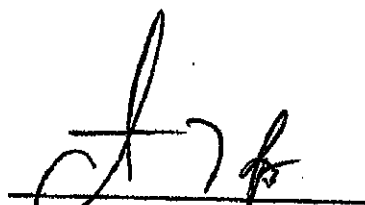
**Resolution 2014-12**


**Resolution 2014-12:** A Resolution of the Deerfield Beach Housing Authority Board of Commissioners adopting the change to the Housing Choice Voucher (HCV) Administrative Plan regarding "Allowable Moves Under Portability for Applicant Families".

**WHEREAS,** the Deerfield Beach Housing Authority Board of Commissioners has reviewed the attached recommended change to the HCV Administrative Plan (Exhibit A);

**WHEREAS,** it is recommended that the change shown in Exhibit A be retroactive as of March 21, 2012; therefore

**BE IT RESOLVED,** that the Deerfield Beach Housing Authority Board of Commissioners has adopted the change and to the HCV Administrative Plan, on this 18<sup>th</sup> day of June, 2014.

  
Anthony Pelt  
DBHA Chairman

  
Nadine Jarmon, PhD  
Executive Director

Proposed Changes to HCV (Housing Choice Voucher) Administrative Plan - June 18, 2014 ✓

Title	Chapter	Page	Section	Current Policy	Proposed Policy
Moving & Portability	10	8	10.11.B	<p><b>Allowable Moves Under Portability for Applicant Families:</b> If neither the head of household nor the spouse/cohead of an applicant family had a domicile (legal residence) in the PHA's jurisdiction at the time the family's application for assistance was submitted, the family must live in the PHA's jurisdiction with voucher assistance for at least 12 months before requesting portability.</p>	<p><b>Allowable Moves Under Portability for Applicant Families:</b> The family is not required to live in the PHA's jurisdiction at the time of voucher issuance.</p>

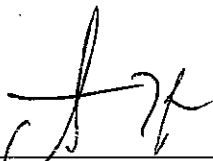
# **Attachment B**

**Deerfield Beach Housing Authority  
Resolution 2014- 04**

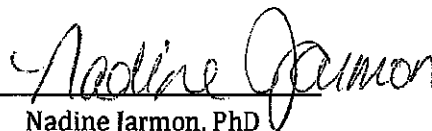
**Resolution 2014-04:** A Resolution of the Deerfield Beach Housing Authority Board of Commissioners approval of the Public Housing Program and Admissions and Continued Occupancy(ACOP) revisions of chapters One through Sixteen

**WHEREAS,** the Deerfield Beach Housing Authority Board of Commissioners has reviewed the Deerfield Beach Housing Authority overview of the Public Housing Program and ACOP revisions chapters One through Sixteen.

**BE IT RESOLVED,** that the Deerfield Beach Housing Authority Board of Commissioners have approved the Deerfield Beach Housing Authority of the Public Housing Program and ACOP revisions chapters One through Sixteen, on this 19<sup>th</sup> day of March, 2014.



Anthony Pelt  
DBHA Chairman



Nadine Jarmon, PhD  
Executive Director

# Fair Housing and Equal Opportunity

## CH 1 Statement of Policies and Objectives

Title	CH/SEC/Pg	Current
Reasonable Accommodation	1, E, 1-7	Reasonable Accommodation is vague.
Service Accommodation Policy	1, E, 1-5	States request for accommodations will be made know via PHA forms and letters.
Approval/Denial of a Requested Accommodation		N/A

## CH 2 Fair Housing and Equal Opportunity

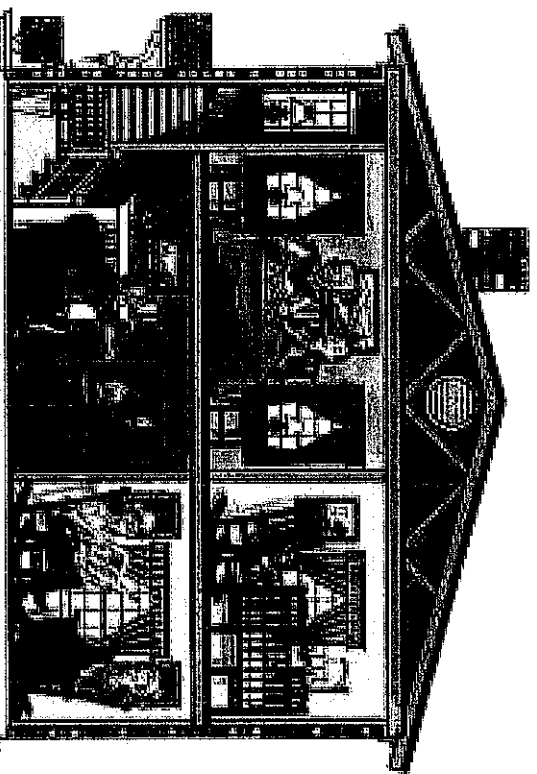
Title	CH/SEC/Pg	Proposed
Definition of Reasonable Accommodation	2, 2-II B, 2-8	Reasonable Accommodations is fully defined per HUD's Fair Housing Act.
Request for an Accommodation	2, 2-II C, 2-9	PHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.
Approval/Denial of a Requested Accommodation	2, 2-II E, 2-11	PHA will respond in writing in 10 days.
Exhibit 2-1	2, Exhibit 2-1, 2-19	Added definition of a Person with a Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3 and 100.201]



# Public Housing Admission and Continued Occupancy Plan changes

## CH 2 Eligibility for Admission

Title	CH/SEC/PG	Current
Family Composition	2, B, 2-3	Defines Family but not Household



## CH 3 Eligibility

Title	CH/SEC/PG	Proposed
Family and Household [24 CFR 5.403 and HUD-50058 IB, p.13, FR Notice 2/3/12]	3, 3-1.B., 3-3	Definition of family and Household. Household is a broader term that includes addition people who with the PHA's permission live in a public housing unit, such as live-in aids, foster children and foster adults.

Family Breakup and Remaining Member of Tenant Family [24 CFR 5.403] 3, 3-1.C., 3-4

If family breaks up into two while applicants on W/L, one family will retain place on W/L, other family will need to reapply separately. If break up when living in PH only one family will remain assisted.

# Eligibility continued

Title	CH/SEC/Pg	Current
Spouse of Head	2, B, 2-4	The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads
Other Adult	N/A	Not defined
Domestic partners	N/A	Not defined
Dependent	N/A	Not defined
Full Time Student	N/A	Not defined



Title	CH/SEC/Pg	Proposed
Spouse, Co-head, and Other Adult	3, 3-1.E., 3-5	The term "spouse" does not apply to friends, roommates, or significant others who are not marriage partners. A minor who is emancipated under state law may be designated as spouse.

Other Adult	3, 3-1.E., 3-5	<i>Other adult</i> means family member, other than head, spouse, or co-head, who is 18 or older. [HUD-50058 1B, p. 14]
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Domestic Partners	3, 3-1.E., 3-5	Those who meet the definition of Broward County Ordinance 1999-18.
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Dependent	3, 3-1.E., 3-6	[24 CFR 5.603] + Dependents who subject to joint custody will be considered a member of the family if they live with the applicant or resident 50% or more of the time.
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Full Time Student	3, 3-1.E., 3-6	[24 CFR 5.603]
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# Eligibility continued

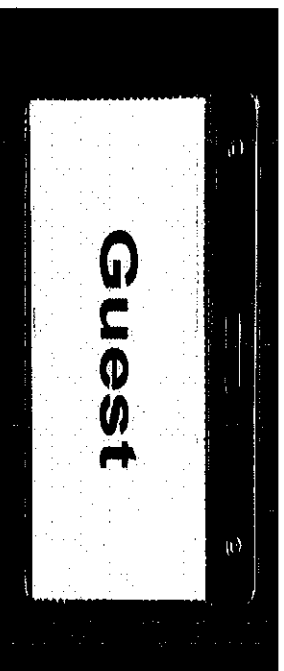
Title	CH/SEC/PG	Current
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Guests

9, D, 9-7

Visitor are not allowed to:

- Stay overnight 14 days in 12 month period
- Stay overnight 5 consecutive nights



Title	CH/SEC/PG	Proposed
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Guests

3, 3-I.J., 3-8

- [24 CFR 5.100]
- Residents must notify PHA of overnight guest for more than 3 days
- Guest are not allowed to: stay longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12 month period.

Title	CH/SEC/PG	Current
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Denial of Admission for Drug-Related and/or Criminal Activity

2, F, pgs. 2-11-2-18

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied admission.

- Drug –related, Violent Criminal activity, Criminal activity that may threatens health and safety & Criminal Sexual conduct.



Title	CH/SEC/PG	Proposed
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Other Permitted Reasons for Denial of Admission

3, 3-III.C., pg 3-26

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past seven years, the family will be denied admission.

- Drug –related, Violent Criminal activity, Criminal activity that may threatens health and safety & Criminal Sexual conduct.



# Occupancy Standards and Unit Offers

Title	CH/SEC/PG	Current
Determining Unit Size	5, 5.2	PHA will not consider the living room as a bedroom except for purposes of reasonable accommodation.
Exceptions to Occupancy Standards	5, B, 5.3	Applicants may request to be placed in a smaller unit as long as the unit is not overcrowded. Family must agree not to request a transfer until their family composition changes and or they have occupied the unit for 3 years.

Title	CH/SEC/PG	Proposed
Determining Unit Size	5, I.B., 5-3	The PHA will consider the living room as a sleeping area if designated by the tenant when determining maximum occupancy.
Exceptions to Occupancy Standards		Applicants may request to be placed in a smaller unit as long as the unit is not overcrowded. Family must agree not to request a transfer until their family composition changes.

Bedroom Unit Size	Minimum No. of Persons in Household	Maximum No. of Persons in Household
0-BR	1	1
1-BR	2	2
2-BR	2	4
3-BR	4	6

Maximum Occupancy Assuming a Living Room Is Used as a Living/Sleeping Area
1
4
6
8

# Leasing and Inspections

Title	CH/SEC/PG	Current
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Security Deposits 9, G, 9.9

The PHA may permit installment payments of security deposit when a new tenant demonstrates a financial hardship, however no less than one-half of required deposit must be paid before occupancy. The remainder must be paid within **30 days**.

Fees and Nonpayment Penalties 9, I, 9.11

Fees and Nonpayment Penalties

If tenant fails to make payment by the 5<sup>th</sup> day of the month, a late fee of **\$25.00** will be charged and accumulate at **\$1.00** until rent is paid not to exceed \$50 per month.

Once resident becomes delinquent in rent, DBHA will not accept partial rent.

Fees and Nonpayment Penalties 9, I, 9.11  
(REMOVED)

Title	CH/SEC/PG	Proposed
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Security Deposits 8, 8.1.F, 8-8

The PHA may permit installment payments of security deposit when a new tenant demonstrates a financial hardship, however no less than one-half of required deposit must be paid before occupancy. The remainder must be paid within **60 days**.


Late Fees and Nonpayment 8, 8.1.G, 8-10

If resident fails to make payment by the end of office hours on the fifth day of the month, a late fee of **\$50.00** will be charged. Charges are due 14 days after billing.

**PAST DUE**

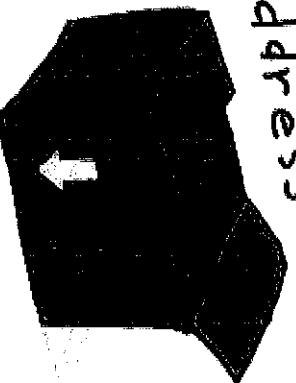
# Transfer Policy

Title	CH/SEC/PG	Current
Eligibility for Transfer	8, B, 8-3	In order to be determined eligible to receive a transfer, resident must submit the requisite documentation to the PHA and must be in good standing with PHA. – Except in emergency situations.

Title	CH/SEC/PG	Proposed
Eligibility for Transfers	12, 12-III.C., 12-8	Except emergencies and where reasonable accommodations is being requested, the PHA will only consider transfer request from residents that meet the following requirements: 

- Have not engaged in criminal activity that threatens the health and safety of residents and staff.
- Owe no back rent or other charges, or have a pattern of late payment.
- Have no housekeeping lease violations or history of damaging property.
- Can get utilities turned on in the name of the head of household

New Address!



# Lease Terminations

Title	CH/SEC/PG	Current
Termination by Tenant	13, A., 13-1	The tenant may terminate the lease by providing the PHA with a written 15 days (plus one day) advance notice as defined in the lease agreement.

*New*

Title	CH/SEC/PG	Proposed
Tenant Chooses to Terminate the Lease	13, 13-I.A., 13-2	If a family desires to move and terminate their tenancy with the PHA, they must give at least 30 calendar days advance written notice to the PHA of their intent to vacate. When a family must give less than 30 days notice due to circumstances beyond their control the PHA, at its discretion, may waive the 30 day requirement.

Terminating or Evicting a Perpetrator of Domestic Violence  
13, 13-III.F., 13-20

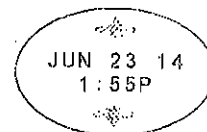
The PHA will bifurcate a family's lease and terminate the tenancy of a family member if the PHA determines that the family member has committed criminal acts of physical violence against other family members or others.

# **Attachment C**



U.S. Department of Housing and Urban Development

Region IV, Miami Field Office  
Brickell Plaza Federal Building  
909 SE First Avenue, Rm. 500  
Miami, FL 33131-3042



June 9, 2014

Ms. Nadine Jarmon  
Executive Director  
Housing Authority of the  
City of Deerfield Beach  
533 South Dixie Highway, Suite 201  
Deerfield Beach, FL 33441

Dear Ms. Jarmon:

We are pleased to inform you that the Deerfield Beach Housing Authority's Capital Fund Program (CFP) Grant for Fiscal Year (FY) 2014 have been approved in the amount of \$207,572.00 for grant number FL14P081501-14.

In accordance with the timetable transmitted electronically by Headquarters on March 18, 2014, funds awarded are available for obligation and expenditure starting May 13, 2014. Section 9(j) of the Housing Act and 24 CFR 905.120 of the regulations require Housing Authorities to obligate 90 percent of the funds within 2 years and expend 100 percent of the funds within 4 years of the date such funds become available. As a result of this approval, the electronic Line of Credit Control System (eLOCCS) database will show an obligation end date of March 12, 2016, and a disbursement end date of March 12, 2018.

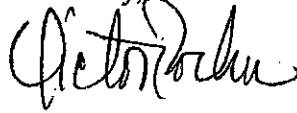
Once again we remind you that Housing Authorities must obligate and expend the funds provided within the above noted timeframes. Only the Secretary or the Deputy Secretary of HUD can approve time extensions of the obligation deadline. The current regulations do not provide an extension of the expenditure deadline, except where an extension of the obligation deadline has been approved. Furthermore, funds budgeted for Account 1406, Operations, are obligated only when the funds have been drawdown by the PHA, before the obligation deadline, as indicated in 24 CFR §905.314(l).

Enclosed for your records is the executed Amendment to the Consolidated Annual Contributions Contracts, Form HUD-52840A, for the funded grants. The thirteen-digit modernization number assigned to these grants, as shown in the form, must be used on all future correspondence and related documents submitted to this Office.

*HUD's mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.*

Should you have any questions or require technical assistance, please contact Victor B. Atkins at (305) 520-5068.

Sincerely,

A handwritten signature in black ink, appearing to read "Victor Rocher". The signature is fluid and cursive, with the first name "Victor" being more prominent than the last name "Rocher".

Victor Rocher  
Acting Director  
Office of Public Housing

Enclosure

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

Part I: Summary

PHA Name: <b>Deerfield Beach Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: FL4P08150114	Replacement Housing Factor Grant No:	FFY of Grant: <b>2015</b>
	Date of CRFP:		FFY of Grant Approval: <b>2014</b>

Type of Grant		Revised Annual Statement (revision no: )		Total Actual Cost <sup>1</sup>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement and Evaluation Report		Original	Revised <sup>2</sup>
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	207,572			
3	1406 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Asset				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465 1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495 1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (sum of lines 2 - 19)	207,572			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHP funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>	
PHA Name: <b>Deerfield Beach Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: FL14P08150114 Replacement Housing Factor Grant No: Date of CFPP: _____
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account
Signature of Executive Director for <i>D. Bruce M. Gorman</i>	Date <i>4/2/14</i>
Original	Total Estimated Cost
Revised	Signature of Public Housing Director <i>[Signature]</i>
Obligated	Total Actual Cost
Date <i>5/13/14</i>	Expend

## 2014 Capital Fund

**Capital Fund Program  
(CFP) Amendment  
To The Consolidated Annual Contributions  
Contract (form HUD-53012)**

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

Whereas, (Public Housing Authority) Housing Authority of the City of Dearfield  
Beach FL081 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Number(s) A-4212 dated 3/12/1986

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$207,572.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number FL14P08150114  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 21

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project.

However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one): ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By <u>[Signature]</u> Date: <u>5/13/14</u> Title <u>Director OPH Miami</u>	PHA (Executive Director or authorized agent) By <u>[Signature]</u> Date: <u>4/2/14</u> Title <u>Executive Director</u>
---	--

Previous versions obsolete form HUD-52840-A 03/04/2003

# **Attachment D**



Deerfield Beach  
Housing Authority  
533 S. Dixie Hwy, Suite 201  
Deerfield Beach, FL 33441  
Phone: (954) 428-0678  
Fax: (954) 426-8665

### **Significant Amendment and Substantial Deviation to the 2014 Annual Plan**

According to 24 CFR 903.21, the Housing Authority must define significant amendment and substantial deviation to the Annual Plan. To qualify as a significant amendment or substantial deviation, a proposed change to the Agency Plan must meet the following criteria: consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed change can be reviewed, and approval by the DBHA Board of Commissioners.

DBHA has defined the following actions to be significant amendments:

- Changes to the organization of the waiting lists for the HCV program
- Changes to the notification of selection from the PHA waiting lists
- Changes to the addition of families to an assisted unit
- Changes to Annual Reexaminations for Elderly & Disabled Families on Fixed Income
- Changes to the Eligibility for Public Housing Admission
- Changes to allowable moves under portability for HCV applicants
- Changes to Occupancy Standards and Unit Offers
- Changes to Security Deposits, Late fees and Nonpayment penalties
- Changes to Public Housing's transfer policy
- Changes to Public Housing's termination policy

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. HUD will not consider such changes as significant amendments.

DBHA is still in the process of converting 96 public housing units to project based rental assistance (PBRA) under the RAD conversion process. The whole conversion process meets the definition of a significant amendment to our 2014 Annual Plan.



**Deerfield Beach  
Housing Authority**

**ANTHONY PELT**  
CHAIRMAN

**JAMIE MARLOWE**  
VICE CHAIRMAN

**NAOMI GAYLE**  
COMMISSIONER

**TONY GUADAGNINO**  
COMMISSIONER

**DAVID REYNOLDS**  
COMMISSIONER

**MARTA RIVERA**  
COMMISSIONER

**ANNETTE SCOTT WOODS**  
COMMISSIONER

**NADINE M. JARMON, Ph.D.**  
EXECUTIVE DIRECTOR

**June 16, 2014**

**30-DAY MILESTONE CERTIFICATION**

I certify that the Deerfield Beach Housing Authority of Deerfield Beach, FL has completed its 30-day milestone. This milestone included an Engagement letter from Love Funding (debt) and a Letter of Intent from Great Lakes Capital Funding (equity). In addition, we have provided the Development Team and the Development Team Qualifications.

To the best of my knowledge, these materials are adequate for this milestone. I agree to notify HUD if any new or conflicting information comes to my attention moving forward.

Sincerely,

**Nadine M. Jarmon, Phd**  
Executive Director



Deerfield Beach  
Housing Authority

**ANTHONY PELT**  
CHAIRMAN

**JAMIE MARLOWE**  
VICE CHAIRMAN

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**MARTA RIVERA**  
COMMISSIONER

**ANNETTE SCOTT WOODS**  
COMMISSIONER

**NADINE M. JARMON, PhD.**  
EXECUTIVE DIRECTOR

**June 16, 2014**

**60-DAY MILESTONE CERTIFICATION**

I certify that the Deerfield Beach Housing Authority of Deerfield Beach, FL has completed its 60-day milestone. This milestone includes a Significant Amendment and a Letter of Statement on Decision to Convert to PBRA. To the best of my knowledge, these materials are adequate for this milestone. I agree to notify HUD if any new or conflicting information comes to my attention after this date.

Sincerely,

Nadine M. Jarmon, PhD  
Executive Director



**Deerfield Beach  
Housing Authority**

**ANTHONY PELT**  
CHAIRMAN

**JAMIE MARLOWE**  
VICE CHAIRMAN

**NAOMI GAYLE**  
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**DAVID REYNOLDS**  
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**MARTA RIVERA**  
COMMISSIONER

**ANNETTE SCOTT WOODS**  
COMMISSIONER

**NADINE M. JARMON, Ph.D.**  
EXECUTIVE DIRECTOR

**June 16, 2014**

**90-DAY MILESTONE CERTIFICATION**

I certify that the Deerfield Beach Housing Authority of Deerfield Beach, FL has completed its 90-day milestone. This milestone includes evidence that the Housing Authority has completed its RAD PCA Report, Phase I Environmental reports and is working with a MAP FHA 221(d)(4) lender to complete all the Third Party Reports needed and necessary to comply with Firm Financial requirements by the FHA lenders for the RAD project.

Sincerely,

**Nadine M. Jarmon, PhD**  
Executive Director



**U. S. Department of Housing and Urban Development**

**Rental Assistance Demonstration (RAD) Program**

**CERTIFICATION OF RECEIPT OF ALL DUE DILIGENCE MATERIALS**

**Project Name:** Stanley Terrace

**Applicant Name:** Deerfield Beach Housing Authority

Warning: HUD will prosecute false claims and statements. Convictions may result in criminal or civil penalties. 18 USC Sections 1001, 1010; 31 USC Sections 3729, 3802.

I certify that, Love Funding Corporation has received all of the due diligence materials that they will require in process our loan/financing application for Stanley Terrace. To the best of my knowledge, these materials are adequate for their approval process and no other due diligence materials will be required in order for them to complete their evaluation of our application. I agree to notify HUD if any new or conflicting information comes to my attention after this date.

Nadine M. Jarmon

**Applicant Primary Point of Contact**

**Printed Name:** Nadine M. Jarmon, Executive Director

6/16/2014

**Date**





Deerfield Beach  
Housing Authority

**ANTHONY FELT**  
CHAIRMAN

**JAMIE MARLOWE**  
VICE CHAIRMAN

**NAOMI GAYLE**  
COMMISSIONER

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COMMISSIONER

**NADINE M. JARMON, PhD.**  
EXECUTIVE DIRECTOR

June 16, 2014

Kathryn Brewer  
Senior Underwriter  
U.S. Department of Housing & Urban Development  
Multifamily Development  
Five Points Plaza  
40 Marietta Street, 12<sup>th</sup> Floor  
Atlanta, GA 30303

**Re: PBRA Confirmation**

Dear Ms. Brewer,

The purpose of this letter is to submit the Deerfield Beach Housing Authority's decision to convert to Project Based Rental Assistance.

If you have any questions, please contact me at 954-425-8449, ext. 110.

Sincerely,

Nadine M. Jarmon, PhD  
Executive Director



**Nadine Jarmon**  
(MMX564)  
**PIC Main**

Housing Agency

Development

Inventory Removals

**Logoff**

Get Help

Logoff / Return to Secure Systems

[Application Index](#)

[Application Review](#)

[Remove from Inventory](#)

[Reports](#)

**List Form HUD-52860 Supporting Documents Quality Checklist Submission**

Field Office HA: **FL081 DEERFIELD BCH**

Application: **DDA0005598**

**Demolition / Disposition Application**

Application Type: **RAD Conversion  
PBRA**

Processor: **SAC-Chicago**

Application Status: **Draft**

Status  
Date: **06/20/2014**

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Modified	06/20/2014
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Not Started	06/20/2014
<a href="#">Section 3: Board Resolution, Environmental Review, and Local Government Consultation</a>	Required	Not Started	06/20/2014
<a href="#">Section 4: Description of Property FL081081001 PALMS OF DEERFIELD</a>	Required	Modified	06/20/2014
<a href="#">Section 5: Description of Proposed Removal Action FL081081001 PALMS OF DEERFIELD</a>	Required	Modified	06/20/2014
<a href="#">Section 6: Relocation FL081081001 PALMS OF DEERFIELD</a>	Required	Not Started	06/20/2014
<a href="#">Section 7: Resident Consultation FL081081001 PALMS OF DEERFIELD</a>	Required	Not Started	06/20/2014
<a href="#">Section 8: Offer of Sale FL081081001 PALMS OF DEERFIELD</a>	Required	Not Started	06/20/2014
<a href="#">Section 9: Certification of Compliance FL081081001 PALMS OF DEERFIELD</a>	Required	Not Started	06/20/2014



**Nadine  
Jarmon  
(MMX564)**

**PIC Main**

Housing  
Agency

Development

Inventory  
Removals

**Logoff**

Get Help

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**Application Index**

**Application Review**

**Remove from Inventory**

**Reports**

**List Form HUD-52860 Supporting Documents Quality Checklist Submission**

Field Office HA: **FL081 DEERFIELD BCH**

Application: **DDA0005598**

Development: **FL081081001 PALMS OF DEERFIELD**

**Application Status**

Application Type: **RAD Conversion  
PBRA**

Processor: **SAC-Chicago**

Application Status: **Draft**

Status Date: **06/20/2014**

**Section 4: Description of Property**

[Modify Section 4](#)

1. Development Name: **PALMS OF DEERFIELD**
2. Development Number: **FL081081001**
3. Date of Full Availability: **5/30/1981**
4. No. of Residential Buildings: **8**
5. No. of Non-Residential Buildings: **0**
6. Date Constructed:
7. Scattered Site: **N**
8. Single Family Houses:
  - 3-Plexes:
  - 4-Plexes:
  - Other:
9. Row House: **0** Walk-Up: **96**
- High Rise: **100**
10. Total Acres of the Development: **4.00**

[Return to Application Index](#)

**11. Existing Unit Distribution**

	<b>General Occupancy</b>	<b>Elderly/Disabled Units</b>	<b>Total Units Being Used for Non- Dwelling Purposes</b>	<b>Merged Units</b>	<b>Total Existing Units</b>	<b>Approved Units yet to be Removed</b>	<b>Total Adjusted Units</b>
<b>0 Bdrm</b>	49	0	0	0	49	0	49
<b>1 Bdrm</b>	51	0	0	0	51	0	51
<b>2 Bdrms</b>	48	0	0	0	48	0	48
<b>3 Bdrms</b>	48	0	0	0	48	0	48
<b>4 or more Bdrms</b>	0	0	0	0	0	0	0
<b>Total</b>	196	0	0	0	196	0	196



Nadine  
Jarmen  
(MMX564)  
PIC Main

Housing  
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Application Review Remove from Inventory Reports

List Form HUD-52860 Supporting Documents Quality Checklist Submission

Field Office HA: FL081 DEERFIELD BCH  
Application: DDA0005598  
Development: FL081081001 PALMS OF DEERFIELD  
Application Status  
Application Type: RAD Conversion PBRA Processor: SAC-Chicago  
Application Status: Draft Status Date: 06/20/2014

Section 5: Description of Proposed Removal Action

[Modify Section 5](#)

### 1. Proposed Action By Building Type

Calendar Year:

Available Buildings :

(Building Number\Building Number  
Entrance\Address Line1 Text)

425\1425 NW 1ST TERRACE

Proposed Buildings :

(Building Number\Building Number  
Entrance\Address Line1 Text)

400\16\400 SW 2ND ST. / 2014  
402\16\402 SW 2ND ST. / 2014  
404\16\404 SW 2ND ST. / 2014  
406\12\406 SW 2ND ST. / 2014

# indicates Non Dwelling Building Structures

### 2. Proposed Action By Unit Designation

Select the building number(s): 425\1425 NW 1ST TERRACE Select

\* - indicates the building has units that are assigned in this application.

@ - indicates the building is proposed in this application.

Available Units :

(Unit Number\Unit Designation\Bedroom Count)

104\General Occupancy\Bedroom1  
105\General Occupancy\Bedroom1  
106\General Occupancy\Bedroom1  
107\General Occupancy\Bedroom1

Proposed Units :

(Unit Number\Unit Designation\Bedroom Count)

### 3. Proposed Action for Non Residential Inventory

A. Acres included in Proposed Disposition

Calendar Year:

Number of Acres :

B. Buildings included in Proposed Disposition

Calendar Year : Number of Non-Dwelling Buildings without PIC building numbers :

4.

*Intentionally deleted to conform to HUD-52860*

5. If the proposed action involves a partial removal of a Development, a site map is required

*Attach a copy of the site map and reference it as Section 5, line 5*

6. If the proposed action involves a partial removal of a development, attach a description of the property to be removed along with a narrative explaining why the PHA is proposing to remove

# **Attachment E**

# **Attachment F**



# **NOTICE TO RESIDENTS**

July 11, 2014

## **RE: REVIEW OF DBHA's ANNUAL/5 YEAR PLAN**

Management will hold two resident meeting to review DBHA's, 2014-2015 Annual Plan on Tuesday, July 15, 2014. The first meeting will be held at **10am in the Palms Community Room** and the second meeting will be held at **6pm in the Stanley Terrace Leasing office**.

The following will be address:

- Flat Rent changes
- RAD update
- Etc.

Thank you,  
Management

*Staff members*  
Dr. Simon, Nadine  
Jasmine Livott  
Rene Rince  
Kionara Coker  
Betty Ferguson  
Rochelle Robbs  
Therlie Marenz  
Delta Hofmeister  
Jan Hrusch

**Palms - Sign In Log**  
**Review of DBHA's Annual / 5 Year Plan**  
**July 15, 2014 - 10am - Palms Community Room**

Apt #	Tenant's Name	Signature
104	Dezeme, Francois	
104	Dezeme, Yvonne	
105	Rosa, Maria	
106	Francois, Alice	
107	Martin, Jonathan	
108	Marshall, Herbert	
108	James, Cora	
109	Padilla, Iris	<i>Iris Padilla</i>
110	Desamours, Therese	
111	Jean, Marie	
112	Ruise, Linda	
113	Hall, Freddie	<i>Freddie Hall</i>
116	Johnson, William III	<i>William Johnson</i>
118	Alston, Curtis	<i>Curtis Alston</i>
119	Caraballo, Maria	
120	Moye, Otis	
121	Beasley, James	
122	Garland, Charles	
123	Marquez, Raynaldo	
124	Nieves, Blanca	
125	Walker, Leona	
126	Rask, Ragnvald	
128	Lawson, Charles	

Unit #92 @ Stanley Terrace *Vegene Nemoren*  
 Vegene Nemoren



**Palms - Sign In Log**  
**Review of DBHA's Annual / 5 Year Plan**  
**July 15, 2014 - 10am - Palms Community Room**

Apt #	Tenant's Name	Signature
201	Hanrahan, Olive	
202	Escobar, Maria	
203	Morris, Rosetta	
204	Patterson, Yvonne	Y. Patterson
205	Aziz, Islah	Islah A. Aziz
<del>205</del>	<del>Hardy, John</del>	
206	Mann, Janice	
207	Basallo, Nivaldo	
208	Gillins, Pamela	
209	Saintil, Jacques	
209	Saintil, Marie	
210	Quinones, Zoraida	
210	Pagan, Raul	
211	Bertrand, Jean Claude	
211	Bertrand, Madone	
212	Rodriguez, Sullivan	
213	Copeland-Crew, Johnnie Mae	
213	Crew, Frank	
214	Rivera, Aida	
215	Fulton, Louise	Louise Fulton
216	Camilo, Gustavo	
217	Blank, Michael	
218	Schaff, Barbara	B. Schaff
219	Chiles, Brian	Brian C. Chiles
220	Kilgore, Lowell	
221	Copeland, Beverly	
222	Brome, Celestra	Beverly Copeland
223	Reid, Elias	
224	Noyan, Lenora	
225	Silcox, Margie	
226	Johnson, David	David Johnson
228	Moore, Sammie	Sammie Moore

**Palms - Sign In Log**  
**Review of DBHA's Annual / 5 Year Plan**  
**July 15, 2014 - 10am - Palms Community Room**

Apt #	Tenant's Name	Signature
301	Scott, Lillie	Lillie Scott
301	Scott, Zacharie	
302	Gray, Ernestine	Ernestine Gray
303	Perez, Caridad	
304	-	
305	Garcia, Roque	
305	Vazques, Maria	
306	Colon, Carmen	
307	Turner, Ulyses	ULYSES TURNER
307	Turner, Hazel	
308	Wright, Mary	Mary Wright 308
309	Oatts, Carol	
310	Carrington, Jane	
311	Davis, John	
312	Lee, Joe	
312	Lee, Ernestine	
313	Tabb, Beulah	
314	Grant, Sean	Sean Grant
315	Thomas, Beulah	Beulah Thomas
316	Perry, Hattie	
317	Calloway, Joseph	
318	Rosa, Ramon	
319	Dean, Larry	Larry Dean
320	Howard, Robert	
321	Jaimes, Jose	
322	Hillsman, Robert	
323	Butts, Ellis	Ellis Butts Patricia Wynn
324	Cooper, James	
325	Morgan, Cora	
326	Fagundes, Marta	
328	Goni, Omar	

**Palms - Sign In Log**  
**Review of DBHA's Annual / 5 Year Plan**  
**July 15, 2014 - 10am - Palms Community Room**

Apt #	Tenant's Name	Signature
401	-	
402	Hinson, Fred	
402	Hinson, Antoinette	
403	Chandler, Ernest	Ernest Chandler
404	Linen, Linda	
405	Arteaga, Jose Luis	
406	Miller, Dorothy	Dorothy Miller
407	Reyes, Carmen	Carmen Reyes
408	Shepard, Andrew	
409	Oatts, Gloria	
410	Brown, Sidney	Sidney Brown
412	Florence, Charlie	
412	Vanderhee, Sherry	Charlie Florence
414	Bradley, James	James Bradley
415	Camacho Ali, Khalilah	
416	Fornaro, Luigi	
417	McCall, Arlena	
418	Vaughan, Robert	
419	Warren, Rose	Rose WARREN
420	Padilla, Ramiro	
421	Williams, John	
422	Toomer, Jerry	
423	Burton, James	John Butts
424	Butts, John	
425	James, Gail	
426	Gregory, Dorothy	
428	Rodriguez, Ernesto	