

## **PHA ANNUAL PLAN 2023**

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<b>Streamlined Annual PHA Plan (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</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, including changes to these policies, 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

**MISSION STATEMENT**  
The mission of the Housing Authority of the City of Fort Lauderdale is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer 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 the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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>														
<b>A.1</b>	<p><b>PHA Name:</b> <u>Housing Authority of the City of Fort Lauderdale</u> <b>PHA Code:</b> <u>FL010</u> <b>PHA Type:</b> <input checked="" type="checkbox"/> Small <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2023</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Public Housing (PH) Units</b> <u>29</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>3427</u> <b>Total Combined</b> <u>3456</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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>Robert P. Kelley Building 500 W. Sunrise Blvd., Ft. Lauderdale, FL 33311 Sailboat Bend II 437 SW 4 Avenue, Ft. Lauderdale, FL 33315 The plan will also be posted on the HACFL website: <a href="http://www.hacfl.com">www.hacfl.com</a></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:					
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		PH	HCV												
Lead PHA:															

<b>B.</b>	<p><b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Five-Year PHA Plan</b> submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(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.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p>

<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(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.</p> <ul style="list-style-type: none"> <li>The Housing Authority of the City of Fort Lauderdale (HACFL) has been redeveloping challenged neighborhoods that had been neglected for some time and plans to continue by seeking all available development opportunities. The HACFL will explore all the various financing opportunities such as Low-Income Housing Tax Credit (LIHTC) bonds and mixed financing for development of affordable housing.</li> <li>HACFL plans to construct 24 new Public Housing ACC units under the Faircloth Limits. These units will be built on available land owned by HACFL.</li> <li>The HACFL will actively seek to increase affordable housing opportunities in our community by applying for vouchers such as PBV, TPV, VASH, Mainstream and for any other vouchers or housing subsidy funds made available through HUD and Community Development sources.</li> </ul> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><u>HACFL Policy</u>  If subject to de-concentration requirements, the HACFL will consider its de-concentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve the HACFL's de-concentration goals. A de-concentration offer will be considered a "bonus" offer; that is, if a resident refuses a de-concentration offer, the resident will receive one additional transfer offer.</p>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>The most recent HUD-approved 5-Year Action Plan in EPIC was approved on 06/08/2021</p>

C	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" 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>
C.2	<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>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>The HACFL has amended/revised the Administrative Plan for the HCV Program (<b>see attachment 1</b>)</p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" data-bbox="196 483 1458 1864"> <tr> <td data-bbox="196 483 1458 525"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="196 525 1458 945"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL will determine who lacks access to opportunity and address any inequity among protected class groups based on applicants and participants served in our jurisdiction. The HACFL will do this by ensuring that the applicants and participants know their rights under fair housing. The HACFL will provide the Fair Housing Pamphlet and ensure that families have access to our Tenant Outreach Coordinator who will assist them with any questions or concerns they may have as well as provide them with resources when they need a service that the Housing Authority cannot provide.</p> </td></tr> <tr> <td data-bbox="196 945 1458 987"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="196 987 1458 1386"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL will continue to open its waiting list with the statement that we do not discriminate against "Race, Color, National origin, Religion, Sex (including sexual orientation and gender identity), Familial status or Disability" to promote integration and reduce segregation. The HACFL will continue to take seriously any claims by an applicant or participant of discrimination providing the families with the resources for the agencies like HUD and HOPE Inc. who assist with fair housing claims.</p> </td></tr> <tr> <td data-bbox="196 1386 1458 1428"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="196 1428 1458 1864"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL has built and will continue to build where possible; safe, sanitary and affordable housing in an effort to assist in transforming racially ethnically concentrated areas of poverty into areas of opportunity in the jurisdiction that we service and our surrounding areas where possible.</p> </td></tr> </table>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL will determine who lacks access to opportunity and address any inequity among protected class groups based on applicants and participants served in our jurisdiction. The HACFL will do this by ensuring that the applicants and participants know their rights under fair housing. The HACFL will provide the Fair Housing Pamphlet and ensure that families have access to our Tenant Outreach Coordinator who will assist them with any questions or concerns they may have as well as provide them with resources when they need a service that the Housing Authority cannot provide.</p>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL will continue to open its waiting list with the statement that we do not discriminate against "Race, Color, National origin, Religion, Sex (including sexual orientation and gender identity), Familial status or Disability" to promote integration and reduce segregation. The HACFL will continue to take seriously any claims by an applicant or participant of discrimination providing the families with the resources for the agencies like HUD and HOPE Inc. who assist with fair housing claims.</p>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The HACFL has built and will continue to build where possible; safe, sanitary and affordable housing in an effort to assist in transforming racially ethnically concentrated areas of poverty into areas of opportunity in the jurisdiction that we service and our surrounding areas where possible.</p>
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**Attachment 1**  
**HACFL Administrative Plan – 2022 Revisions**

**The Admin Plan for Section 8 has been revised and has been formatted to match the format of Nan McKay's Admin Plan. Formatting the HACFL's Admin Plan to that of Nan McKay will make future updates easier and will ensure that HUD regulations are incorporated into the HACFL's Admin timely and accurately.**

Chapter	Suggested New Policy	Current Policy
1-2	<p><b>1-I.C. HACFL MISSION</b>  The mission of the Housing Authority of the City of Fort Lauderdale is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to improve their lives and achieve self-sufficiency. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>	<p><b>1-I.C. HACFL MISSION</b>  The HACFL's mission is to provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. The PHA is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.</p>
3-18	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Independent Student  The HACFL will consider a student "independent" from their parents and the parents' income will not be considered when determining the student's eligibility if the following four criteria are all met:  The individual is of legal contract age under state law.  The individual has established a household separate from their parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education's definition of independent student.  To be considered an independent student according to the Department of Education, a student must meet one or more of the following criteria:  The individual is at least 24 years old by December 31 of the award year for which aid is sought  The individual is an orphan, in foster care, or a ward of the court, or was an orphan, in foster care, or ward of the court at any time when the individual was 13 years of age or older  The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence  The individual is a veteran of the U.S. Armed Forces or is currently serving on active duty in the Armed Forces for other than training purposes  The individual is a graduate or professional student  The individual is married  The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent)  The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:  A local educational agency homeless liaison  The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director  A financial aid administrator  The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances</p>	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Independent Student  The HACFL will consider a student "independent" from his or her parents and the parents' income will not be considered when determining the student's eligibility if the following four criteria are all met:  The individual is of legal contract age under state law.  The individual has established a household separate from his/her parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of Education's definition of independent student.  To be considered an independent student according to the Department of Education, a student must meet one or more of the following criteria:  The individual is at least 24 years old by December 31 of the award year for which aid is sought  The individual is an orphan, in foster care, or a ward of the court, or was an orphan, in foster care, or ward of the court at any time when the individual was 13 years of age or older  The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence  The individual is a veteran of the U.S. Armed Forces or is currently serving on active duty in the Armed Forces for other than training purposes  The individual is a graduate or professional student  The individual is married  The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent)  The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:  A local educational agency homeless liaison  The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director  A financial aid administrator  The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances</p>

	<p>The individual was not claimed as a dependent by their parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms. The individual provides a certification of the amount of financial assistance that will be provided by their parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.</p> <p>If the HACFL determines that an individual meets the definition of a vulnerable youth such a determination is all that is necessary to determine that the person is an independent student for the purposes of using only the student's income for determining eligibility for assistance.</p> <p>The HACFL will verify that a student meets the above criteria in accordance with the policies in Section 7-II.E.</p>	<p>The individual was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms. The individual provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.</p> <p>If the HACFL determines that an individual meets the definition of a vulnerable youth such a determination is all that is necessary to determine that the person is an independent student for the purposes of using only the student's income for determining eligibility for assistance.</p> <p>The HACFL will verify that a student meets the above criteria in accordance with the policies in Section 7-II.E.</p>
3-21	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Determining Student Eligibility  For any student who is subject to the 5.612 restrictions, the PHA will:  Follow its usual policies in determining whether the student individually and the student's "family" collectively are eligible for the program  Determine whether the student is independent from his/her parents in accordance with the definition of independent student in this section  Follow the policies below, if applicable, in determining whether the student's parents are income eligible for the program</p>	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Determining Student Eligibility  For any student who is subject to the 5.612 restrictions, the PHA will:  Follow its usual policies in determining whether the student individually and the student's "family" collectively are eligible for the program  Determine whether the student is independent from their parents in accordance with the definition of independent student in this section  Follow the policies below, if applicable, in determining whether the student's parents are income eligible for the program</p>
3-22	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Determining Parental Income Eligibility  For any student who is subject to the 5.612 restrictions and who does not satisfy the definition of independent student in this section, the PHA will determine the income eligibility of the student's parents as follows:  If the student's parents are married and living together, the PHA will obtain a joint income declaration and certification of joint income from the parents.  If the student's parent is widowed or single, the PHA will obtain an income declaration and certification of income from that parent.  If the student's parents are divorced or separated, the PHA will obtain an income declaration and certification of income from each parent.  If the student has been living with one of their parents and has not had contact with or does not know where to contact their other parent, the PHA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. The PHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.</p>	<p><b>3-II.E. STUDENTS ENROLLED IN INSTITUTIONS OF HIGHER EDUCATION</b>  [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16]  Determining Parental Income Eligibility  For any student who is subject to the 5.612 restrictions and who does not satisfy the definition of independent student in this section, the PHA will determine the income eligibility of the student's parents as follows:  If the student's parents are married and living together, the PHA will obtain a joint income declaration and certification of joint income from the parents.  If the student's parent is widowed or single, the PHA will obtain an income declaration and certification of income from that parent.  If the student's parents are divorced or separated, the PHA will obtain an income declaration and certification of income from each parent.  If the student has been living with one of his/her parents and has not had contact with or does not know where to contact his/her other parent, the PHA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. The PHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.</p>
3-26	<p><b>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]</b>  In determining reasonable cause, the HACFL will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A record or records of arrest will not be used as the sole basis of determining reasonable cause. The HACFL will also consider evidence from treatment providers or community-</p>	<p><b>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]</b>  In determining reasonable cause, the HACFL will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. The HACFL will also consider evidence from treatment providers or</p>



	<p>based organizations providing services to household members.</p>	<p>community-based organizations providing services to household members.</p>
3-27	<p>3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE Criminal Activity [24 CFR 982.553] 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 assistance. Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100]. Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100]. a. HACFL shall deny assistance if any household member has been at least ten (10) years from date of arrest for first or second degree murder, arson, kidnapping, or violent sex related offenses, including but not limited to sexual assault, sexual battery and child molestation whether disposition of the charge was either guilty, guilty/convicted, nolo contendere / convicted, adjudicated and/or adjudicated withheld. The HACFL will deny the family if any household member is subject to a lifetime registration requirement under a state sex offender registration program regardless of how much time has lapsed since the offense as per 3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]. b. Where the family has no pattern of repeated engagement in criminal activity and the disposition of the offense is dropped, nolle prosequere, no action, not guilty, acquitted, dismissed or not prosecuted by the court or State Attorney's Office the family shall not be denied assistance if otherwise qualified. Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or Criminal activity that may threaten the health or safety of property owners, management staff, and persons performing contract administration functions or other responsibilities on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor, or agent). Immediate vicinity means within a three-block radius of the premises.</p> <p>Evidence of such criminal activity includes, but is not limited to: Any conviction for drug-related or violent criminal activity within the past 5 years. Records of arrests for drug-related or violent criminal activity within the past 5 years, although a record of arrest(s) will not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity. Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.</p>	<p>3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE Criminal Activity [24 CFR 982.553] 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 assistance. Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100]. Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100]. a. HACFL shall deny assistance if any household member has been at least ten (10) years from date of arrest for first or second degree murder, arson, kidnapping, or violent sex related offenses, including but not limited to sexual assault, sexual battery and child molestation whether disposition of the charge was either guilty, guilty/convicted, nolo contendere / convicted, adjudicated and/or adjudicated withheld. The HACFL will deny the family if any household member is subject to a lifetime registration requirement under a state sex offender registration program regardless of how much time has lapsed since the offense as per 3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]. b. Where the family has no pattern of repeated engagement in criminal activity and the disposition of the offense is dropped, nolle prosequere, no action, not guilty, acquitted, dismissed or not prosecuted by the court or State Attorney's Office the family shall not be denied assistance if otherwise qualified. Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or Criminal activity that may threaten the health or safety of property owners, management staff, and persons performing contract administration functions or other responsibilities on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor, or agent). Immediate vicinity means within a three-block radius of the premises.</p> <p>Evidence of such criminal activity includes, but is not limited to: Any conviction for drug-related or violent criminal activity within the past 5 years. Records of arrests for drug-related or violent criminal activity within the past 5 years, although a record of arrest(s) will not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity. Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years. A conviction for drug-related or violent criminal activity will be given more weight than an arrest for such activity.</p>

3-28	<p>3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE</p> <p>Previous Behavior in Assisted Housing [24 CFR 982.552(c)]</p> <p>The HACFL will not deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.</p> <p>The HACFL will deny assistance to an applicant family if:</p> <p>The family does not provide information that the PHA or HUD determines is necessary in the administration of the program.</p> <p>The family does not provide complete and true information to the PHA.</p> <p>Any family member has been evicted from federally-assisted housing in the last five years.</p> <p>Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.</p> <p>The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under the 1937 Act, unless the family repays the full amount of the debt prior to being selected from the waiting list.</p> <p>If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.</p> <p>The family has breached the terms of a repayment agreement entered into with the HACFL, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.</p> <p>When denying admission due to family debts as shown in HUD's EIV system, the HACFL will provide the family with a copy of the EIV Debt Owed to HACFL and Termination report.</p> <p>If the family wishes to dispute the information in the report, the family must contact the HACFL that entered the information in EIV in writing, explaining why EIV information is disputed. The family must also provide a copy of the letter and all applicable verification to the HACFL to support the family's claim. The HACFL will consider the information provided by the family prior to issuing a notice of denial.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HACFL personnel.</p> <p>Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence.</p> <p>Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.</p> <p>Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p>	<p>3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE</p> <p>Previous Behavior in Assisted Housing [24 CFR 982.552(c)]</p> <p>The HACFL will not deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.</p> <p>The HACFL will deny assistance to an applicant family if:</p> <p>The family does not provide information that the PHA or HUD determines is necessary in the administration of the program.</p> <p>The family does not provide complete and true information to the PHA.</p> <p>Any family member has been evicted from federally-assisted housing in the last five years.</p> <p>Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.</p> <p>The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under the 1937 Act, unless the family repays the full amount of the debt prior to being selected from the waiting list.</p> <p>If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.</p> <p>The family has breached the terms of a repayment agreement entered into with the HACFL, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HACFL personnel.</p> <p>Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence.</p> <p>Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.</p> <p>Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p>
3-33	<p>3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE Consideration of Circumstances [24 CFR 982.552(c)(2)]</p> <p>The HACFL will consider the following facts and circumstances prior to making its decision:</p> <p>The seriousness of the case, especially with respect to how it would affect other residents' safety or property</p> <p>The effects that denial of assistance may have on other members of the family who were not involved in the action or failure to act</p>	<p>3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE Consideration of Circumstances [24 CFR 982.552(c)(2)]</p> <p>The HACFL will consider the following facts and circumstances prior to making its decision:</p> <p>The seriousness of the case, especially with respect to how it would affect other residents' safety or property</p> <p>The effects that denial of assistance may have on other members of the family who were not involved in the action or failure to act</p>

	<p>The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, sexual assault, or stalking</p> <p>The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future</p> <p>While a record of arrest(s) will not be used as the basis for denial, an arrest may, trigger an investigation to determine whether the applicant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:</p> <p>Any statements made by witnesses or the applicant not included in the police report</p> <p>Whether criminal charges were filed</p> <p>Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal</p> <p>Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity</p> <p>Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property</p> <p>In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully</p> <p>The PHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.</p>	<p>The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, sexual assault, or stalking</p> <p>The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future</p> <p>While a record of arrest(s) will not be used as the basis for denial, an arrest may, however, trigger an investigation to determine whether the applicant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:</p> <p>Any statements made by witnesses or the applicant not included in the police report</p> <p>Whether criminal charges were filed</p> <p>Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal</p> <p>Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity</p> <p>Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property</p> <p>In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully</p> <p>The PHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.</p>
	<p>3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING Perpetrator Documentation</p> <p>If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following:</p> <p>A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the assisted unit</p> <p>Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to their belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.</p>	<p>3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING Perpetrator Documentation</p> <p>If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following:</p> <p>A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the assisted unit</p> <p>Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.</p>
5-7	<p>5-I.B. BRIEFING [24 CFR 982.301] Additional Items to Be Included in the Briefing Packet</p> <p>The PHA will provide the following additional materials in the briefing packet:</p>	<p>5-I.B. BRIEFING [24 CFR 982.301] Additional Items to Be Included in the Briefing Packet</p> <p>The PHA will provide the following additional materials in the briefing packet:</p>

	<p>Information on how to fill out and file a housing discrimination complaint form</p> <p>Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking (see section 16-IX.C)</p> <p>"Is Fraud Worth It?" (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse</p> <p>"What You Should Know about EIV," a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12</p>	<p>The HUD pamphlet on lead-based paint entitled Protect Your Family from Lead in Your Home</p> <p>Information on how to fill out and file a housing discrimination complaint form</p> <p>Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking (see section 16-IX.C)</p> <p>"Is Fraud Worth It?" (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse</p> <p>"What You Should Know about EIV," a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12</p>
6-20	<p>6-I.G. ASSETS [24 CFR 5.609(b)(3); 24 CFR 5.603(b)]</p> <p>Jointly Owned Assets</p> <p>If an asset is owned by more than one person and any family member has unrestricted access to the asset, the HACFL will count the full value of the asset. A family member has unrestricted access to an asset when they can legally dispose of the asset without the consent of any of the other owners.</p> <p>If an asset is owned by more than one person, including a family member, but the family member does not have unrestricted access to the asset, the HACFL will prorate the asset according to the percentage of ownership. If no percentage is specified or provided for by state or local law, the HACFL will prorate the asset evenly among all owners.</p>	<p>6-I.G. ASSETS [24 CFR 5.609(b)(3); 24 CFR 5.603(b)]</p> <p>Jointly Owned Assets</p> <p>If an asset is owned by more than one person and any family member has unrestricted access to the asset, the HACFL will count the full value of the asset. A family member has unrestricted access to an asset when he or she can legally dispose of the asset without the consent of any of the other owners.</p> <p>If an asset is owned by more than one person, including a family member, but the family member does not have unrestricted access to the asset, the HACFL will prorate the asset according to the percentage of ownership. If no percentage is specified or provided for by state or local law, the HACFL will prorate the asset evenly among all owners.</p>
6-42	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION</p> <p>Furthering Education</p> <p>If the child care expense being claimed is to enable a family member to further their education, the member must be enrolled in school (academic or vocational) or participating in a formal training program. The family member is not required to be a full-time student, but the time spent in educational activities must be commensurate with the child care claimed.</p>	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION</p> <p>Furthering Education</p> <p>If the child care expense being claimed is to enable a family member to further his or her education, the member must be enrolled in school (academic or vocational) or participating in a formal training program. The family member is not required to be a full-time student, but the time spent in educational activities must be commensurate with the child care claimed</p>
7-2	<p>7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS - Requirements for Acceptable Documents</p> <p>Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 calendar days of the date they are provided to the HACFL. The documents must not be damaged, altered or in any way illegible. The HACFL may reject documents that in any way appear to be damaged, altered and/or illegible.</p> <p>The HACFL will accept documents dated up to 6 months before the effective date of the family's reexamination if the document represents the most recent scheduled report from a source. Otherwise they must have been generated no more than 60 days from the time at which they are being presented. For example, if the holder of a pension annuity provides semi-annual reports, the HACFL would accept the most recent report.</p> <p>Printouts from web pages are considered original documents and therefore written third party verification.</p> <p>The HACFL staff member who views the original document must make a photocopy.</p> <p>Any family self-certifications must be made in a format acceptable to the HACFL and must be signed by the family member whose information or status is being verified. The Personal Declaration or Application for</p>	<p>7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS - Requirements for Acceptable Documents</p> <p>Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 calendar days of the date they are provided to the HACFL. The documents must not be damaged, altered or in any way illegible. The HACFL may reject documents that in any way appear to be damaged, altered and/or illegible.</p> <p>The HACFL will accept documents dated up to 6 months before the effective date of the family's reexamination if the document represents the most recent scheduled report from a source. Otherwise they must have been generated no more than 60 days from the time at which they are being presented. For example, if the holder of a pension annuity provides semi-annual reports, the HACFL would accept the most recent report.</p> <p>Printouts from web pages are considered original documents and therefore written third party verification.</p> <p>The HACFL staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed, and sign the copy.</p> <p>Any family self-certifications must be made in a format acceptable to the HACFL and must be signed in the</p>

	benefits may be considered an acceptable format for Self-Certification.	presence of a HACFL representative or HACFL notary public. The Personal Declaration or Application for benefits may be considered an acceptable format for Self-Certification.
7-10	<p><b>7-I.E. SELF-CERTIFICATION</b></p> <p>When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the HACFL.</p> <p>The HACFL may require a family to certify that a family member does not receive a particular type of income or benefit.</p> <p>The self-certification must be made in a format acceptable to the HACFL and must be signed by the family member whose information or status is being verified. The HACFL Personal Declaration or Application can serve as Self- Certification.</p>	<p><b>7-I.E. SELF-CERTIFICATION</b></p> <p>When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the HACFL.</p> <p>The HACFL may require a family to certify that a family member does not receive a particular type of income or benefit.</p> <p>The self-certification must be made in a format acceptable to the HACFL and must be signed by the family member whose information or status is being verified. All self- certifications must be signed in the presence of a HACFL representative or HACFL notary public. The HACFL Personal Declaration or Application can serve as Self- Certification.</p>
7-13	<p><b>7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH 2018-24]</b></p> <p>Once an individual's status is classified as "verified" in HUD's EIV system, the PHA will not remove and destroy copies of documentation accepted as evidence of social security numbers.</p>	<p><b>7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH 2018-24]</b></p> <p>Once an individual's status is classified as "verified" in HUD's EIV system, the PHA will remove and destroy copies of documentation accepted as evidence of social security numbers.</p>
7-15	<p><b>7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH 2018-24]</b></p> <p><b>Absence of Adult Member</b></p> <p>If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill), if the PHA so requests.</p>	<p><b>7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH 2018-24]</b></p> <p><b>Absence of Adult Member</b></p> <p>If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill).</p>
7-16	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b></p> <p><b>General Requirements</b></p> <p>The HACFL requires families to provide information about the student status of all students who are 18 years of age or older. This information will be verified only if:</p> <p>The family reports full-time student status for an adult other than the head, spouse, or cohead.</p> <p>The family reports child care expenses to enable a family member to further their education.</p> <p>The family includes a student enrolled in an institution of higher education.</p>	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b></p> <p><b>General Requirements</b></p> <p>The HACFL requires families to provide information about the student status of all students who are 18 years of age or older. This information will be verified only if:</p> <p>The family reports full-time student status for an adult other than the head, spouse, or cohead.</p> <p>The family reports child care expenses to enable a family member to further his or her education.</p> <p>The family includes a student enrolled in an institution of higher education.</p>
7-16	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b></p> <p><b>Restrictions on Assistance to Students Enrolled in Institutions of Higher Education</b></p> <p>In accordance with the verification hierarchy described in section 7-1.B, the HACFL will determine whether the student is exempt from the restrictions in 24 CFR 5.612 by verifying any one of the following exemption criteria:</p> <p>The student is enrolled at an educational institution that does not meet the definition of institution of higher education in the Higher Education Act of 1965 (see section Exhibit 3-2).</p> <p>The student is at least 24 years old.</p> <p>The student is a veteran, as defined in section 3-II.E.</p> <p>The student is married.</p> <p>The student has at least one dependent child, as defined in section 3-II.E.</p> <p>The student is a person with disabilities, as defined in section 3-II.E, and was receiving assistance prior to November 30, 2005.</p>	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b></p> <p><b>Restrictions on Assistance to Students Enrolled in Institutions of Higher Education</b></p> <p>In accordance with the verification hierarchy described in section 7-1.B, the HACFL will determine whether the student is exempt from the restrictions in 24 CFR 5.612 by verifying any one of the following exemption criteria:</p> <p>The student is enrolled at an educational institution that does not meet the definition of institution of higher education in the Higher Education Act of 1965 (see section Exhibit 3-2).</p> <p>The student is at least 24 years old.</p> <p>The student is a veteran, as defined in section 3-II.E.</p> <p>The student is married.</p> <p>The student has at least one dependent child, as defined in section 3-II.E.</p> <p>The student is a person with disabilities, as defined in section 3-II.E, and was receiving assistance prior to November 30, 2005.</p>

	<p>If the HACFL cannot verify at least one of these exemption criteria, the HACFL will conclude that the student is subject to the restrictions on assistance at 24 CFR 5.612. In addition to verifying the student's income eligibility, the HACFL will then proceed to verify either the student's parents' income eligibility (see section 7-III.J) or the student's independence from their parents (see below).</p>	<p>If the HACFL cannot verify at least one of these exemption criteria, the HACFL will conclude that the student is subject to the restrictions on assistance at 24 CFR 5.612. In addition to verifying the student's income eligibility, the HACFL will then proceed to verify either the student's parents' income eligibility (see section 7-III.J) or the student's independence from his/her parents (see below).</p>
7-17	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b>  <b>Independent Student</b>  The HACFL will verify a student's independence from their parents to determine that the student's parents' income is not relevant for determining the student's eligibility by doing all of the following:  Both reviewing and verifying previous address information to determine whether the student has established a household separate from their parents for at least one year, or reviewing and verifying documentation relevant to determining whether the student meets the U.S. Department of Education's definition of independent student (see section 3-II.E)  Reviewing the student's prior year income tax returns to verify the student is independent or verifying the student meets the U.S. Department of Education's definition of independent student (see section 3-II.E)  Requesting and obtaining written certification directly from the student's parents identifying the amount of support they will be providing to the student, even if the amount of support is \$0, except in cases in which the PHA determines that the student is a vulnerable youth (see section 3-II.E)</p>	<p><b>7-II.E. VERIFICATION OF STUDENT STATUS</b>  <b>Independent Student</b>  The HACFL will verify a student's independence from his/her parents to determine that the student's parents' income is not relevant for determining the student's eligibility by doing all of the following:  Both reviewing and verifying previous address information to determine whether the student has established a household separate from his/her parents for at least one year, or reviewing and verifying documentation relevant to determining whether the student meets the U.S. Department of Education's definition of independent student (see section 3-II.E)  Reviewing the student's prior year income tax returns to verify the student is independent or verifying the student meets the U.S. Department of Education's definition of independent student (see section 3-II.E)  Requesting and obtaining written certification directly from the student's parents identifying the amount of support they will be providing to the student, even if the amount of support is \$0, except in cases in which the PHA determines that the student is a vulnerable youth (see section 3-II.E)</p>
7-27	<p><b>7-III.J. STUDENT FINANCIAL ASSISTANCE [Notice PIH 2015-21]</b>  For a student subject to having a portion of their student financial assistance included in annual income in accordance with 24 CFR 5.609(b)(9), the PHA will request written third-party verification of both the source and the amount. Family-provided documents from the educational institution attended by the student will be requested, as well as documents generated by any other person or entity providing such assistance, as reported by the student.  In addition, the HACFL will request written verification of the student's tuition amount.  If the HACFL is unable to obtain third-party written verification of the requested information, the HACFL will pursue other forms of verification following the verification hierarchy in section 7-I.B.</p>	<p><b>7-III.J. STUDENT FINANCIAL ASSISTANCE [Notice PIH 2015-21]</b>  For a student subject to having a portion of his/her student financial assistance included in annual income in accordance with 24 CFR 5.609(b)(9), the PHA will request written third-party verification of both the source and the amount. Family-provided documents from the educational institution attended by the student will be requested, as well as documents generated by any other person or entity providing such assistance, as reported by the student.  In addition, the HACFL will request written verification of the student's tuition amount.  If the HACFL is unable to obtain third-party written verification of the requested information, the HACFL will pursue other forms of verification following the verification hierarchy in section 7-I.B.</p>
7-35	<p><b>7-IV.D. CHILD CARE EXPENSES</b>  <b>Pursuing an Eligible Activity</b>  <b>Furthering Education</b>  The HACFL will ask that the academic or vocational educational institution verify that the person permitted to further their education by the childcare is enrolled and provide information about the timing of classes for which the person is registered.</p>	<p><b>7-IV.D. CHILD CARE EXPENSES</b>  <b>Pursuing an Eligible Activity</b>  <b>Furthering Education</b>  The HACFL will ask that the academic or vocational educational institution verify that the person permitted to further his or her education by the childcare is enrolled and provide information about the timing of classes for which the person is registered.</p>
10-8	<p><b>10-II.B. INITIAL PHA ROLE</b>  <b>Applicant Families</b>  If neither the head of household nor the spouse/cohead of an applicant family had a domicile (legal residence) in the initial PHA's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least 12 months before requesting portability.  The HACFL will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, or stalking. However, any</p>	<p><b>10-II.B. INITIAL PHA ROLE</b>  <b>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 that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least 12 months before requesting portability.  The HACFL will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, or stalking. However, any</p>

	exception to this policy is subject to the approval of the receiving PHA [24 CFR 982.353(c) (3)].	exception to this policy is subject to the approval of the receiving PHA [24 CFR 982.353(c) (3)].
10-10	<p>10-II.B. INITIAL PHA ROLE</p> <p>Briefing</p> <p>No formal briefing will be required for a participant family wishing to move outside the PHA's jurisdiction under portability. However, the HACFL will provide the family with the same oral and written explanation of portability that it provides to applicant families selected for admission to the program (see Chapter 5). The PHA will provide the name, address, and phone of the contact for the PHA in the jurisdiction to which they wish to move. The HACFL will advise the family that they will be under the receiving PHA's policies and procedures, including subsidy standards and voucher extension policies.</p>	<p>10-II.B. INITIAL PHA ROLE</p> <p>Briefing</p> <p>No formal briefing will be required for a participant family wishing to move outside the PHA's jurisdiction under portability. However, the HACFL will provide the family with the same oral and written explanation of portability that it provides to applicant families selected for admission to the program (see Chapter 5). The PHA will provide the name, address, and phone of the contact for the PHA in the jurisdiction to which they wish to move. The HACFL will advise the family that they will be under the RHA's policies and procedures, including subsidy standards and voucher extension policies.</p>
10-12	<p>10-II.B. INITIAL PHA ROLE</p> <p>Initial Billing Deadline [Notice PIH 2016-09]</p> <p>The initial PHA's decision as to whether to accept late billing will be based on internal PHA factors, including the initial PHA's leasing or funding status. If the PHA has not received an initial billing notice from the receiving PHA within the billing deadline and does not intend to honor the late billing, it will contact the receiving PHA to inform them that it will not honor a late billing submission and will return any subsequent billings that it receives on behalf of the family. In this case, the PHA will send the receiving PHA a written confirmation of its decision by mail.</p> <p>Among other considerations as to whether to accept late billing will be if the family includes a person with disabilities and the late billing is a result of a reasonable accommodation granted to the family by the receiving PHA.</p>	<p>10-II.B. INITIAL PHA ROLE</p> <p>Initial Billing Deadline [Notice PIH 2016-09]</p> <p>If the HACFL has not received an initial billing notice from the receiving PHA by the deadline specified on form HUD-52665, it will contact the receiving PHA by phone, fax, or e-mail on the next business day. If the PHA reports that the family is not yet under HAP contract, the HACFL will inform the receiving PHA that it will not honor a late billing submission and will return any subsequent billings that it receives on behalf of the family. The HACFL will send the receiving PHA a written confirmation of its decision by mail.</p> <p>The HACFL will allow an exception to this policy if the family includes a person with disabilities and prior to receiving the late billing the receiving PHA contacted the HACFL to explain that the delay is a result of a reasonable accommodation granted to the family by the receiving PHA and that the voucher had to be extended.</p>
11-7	<p>11-I.E. DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS [24 CFR 982.552(b)(5)]</p> <p>During the annual reexamination process, the HACFL will determine the ongoing eligibility of each student who is subject to the eligibility restrictions in 24 CFR 5.612 by reviewing the student's individual income as well as the income of the student's parents. If the student has been determined "independent" from their parents or is considered a vulnerable youth based on the policies in Sections 3-II.E and 7-II.E, the parents' income will not be reviewed.</p> <p>If the student is no longer income eligible based on their own income or the income of his/her parents, the student's assistance will be terminated in accordance with the policies in Section 12-I.D.</p> <p>If the student continues to be income eligible based on their own income and the income of their parents (if applicable), the HACFL will process a reexamination in accordance with the policies in this chapter.</p>	<p>11-I.E. DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS [24 CFR 982.552(b)(5)]</p> <p>During the annual reexamination process, the HACFL will determine the ongoing eligibility of each student who is subject to the eligibility restrictions in 24 CFR 5.612 by reviewing the student's individual income as well as the income of the student's parents. If the student has been determined "independent" from his/her parents or is considered a vulnerable youth based on the policies in Sections 3-II.E and 7-II.E, the parents' income will not be reviewed.</p> <p>If the student is no longer income eligible based on his/her own income or the income of his/her parents, the student's assistance will be terminated in accordance with the policies in Section 12-I.D.</p> <p>If the student continues to be income eligible based on his/her own income and the income of his/her parents (if applicable), the HACFL will process a reexamination in accordance with the policies in this chapter.</p>
12-5	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS</p> <p>Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]</p> <p>Use of Illegal Drugs and Alcohol Abuse</p> <p>The HACFL will terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>The HACFL will terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>Currently engaged in is defined as any use of illegal drugs during the previous three (3) months.</p>	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS</p> <p>Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]</p> <p>Use of Illegal Drugs and Alcohol Abuse</p> <p>The HACFL will terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>The HACFL will terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>Currently engaged in is defined as any use of illegal drugs during the previous twelve (12) months.</p>

	<p>The HACFL will consider all credible evidence, including but not limited to, any record of arrests, convictions, or eviction of household members related to the use of illegal drugs or abuse of alcohol.</p> <p>In making its decision to terminate assistance, the HACFL will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the HACFL may, on a case-by-case basis, choose not to terminate assistance.</p>	<p>The HACFL will consider all credible evidence, including but not limited to, any record of arrests, convictions, or eviction of household members related to the use of illegal drugs or abuse of alcohol.</p> <p>In making its decision to terminate assistance, the HACFL will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the HACFL may, on a case-by-case basis, choose not to terminate assistance.</p>
12-10	<p><b>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS</b> Insufficient Funding [24 CFR 982.454]</p> <p>The HACFL will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs.</p> <p>In the event that the HACFL decides to stop issuing vouchers as a result of a funding shortfall, and the HACFL is not assisting the required number of special purpose vouchers ( vouchers for which the HACFL has received separate funding such as HUD-Veterans Affairs Supportive Housing (VASH) families, Tenant Protection, and family unification program (FUP) families), when the HACFL resumes issuing vouchers, the HACFL will issue vouchers first to the special purpose vouchers for which it has received targeted funding to qualified families on its waiting list until it has reached the required number of special purpose vouchers, when applicable.</p> <p>If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort. Prior to terminating any HAP contracts, the PHA will inform the local HUD field office. The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority.</p> <p>If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions: Families who have been assisted in the HCV program the longest will be the first to be terminated, excluding families that include elderly or disabled family members. Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.</p>	<p><b>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS</b> Insufficient Funding [24 CFR 982.454]</p> <p>The HACFL will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs.</p> <p>In the event that the HACFL decides to stop issuing vouchers as a result of a funding shortfall, and the HACFL is not assisting the required number of special purpose vouchers ( vouchers for which the HACFL has received separate funding such as HUD-Veterans Affairs Supportive Housing (VASH) families, Tenant Protection, and family unification program (FUP) families), when the HACFL resumes issuing vouchers, the HACFL will issue vouchers first to the special purpose vouchers for which it has received targeted funding to qualified families on its waiting list until it has reached the required number of special purpose vouchers, when applicable.</p> <p>If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort. Prior to terminating any HAP contracts, the PHA will inform the local HUD field office. The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority.</p> <p>If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions: Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated. HACFL shall exempt as allowable by funding the following:</p> <ul style="list-style-type: none"> <li>o Elderly persons, sixty-two (62) years and older</li> <li>o Disabled families</li> <li>o Section 8 Homeownership Program participants</li> <li>o Families receiving voucher assistance as a result of relocation due to HOPE VI development and/or demolition disposition of a Public Housing Development.</li> </ul> <p>The PHA will terminate HAP contracts starting with Category 1 families. The PHA will only move to the next category when there are no families remaining in the current category and more HAP contract terminations are necessary. Within each group below, the PHA will terminate HAP contracts according to a random method.</p>



		<p>□ Category 1: Families who have committed program fraud or abuse and/or failed to comply with family obligations within the past 6 months. First, the HACFL will terminate families who owe the HACFL money but are not yet under repayment agreement. Second, the PHA will terminate families who owe the PHA money, are under repayment agreement, but have made at least one late payment.</p> <p>□ Category 2: Families who committed program fraud or abuse 6-12 months ago.</p> <p>□ Category 3: This category shall be based on income. Families currently paying seventy-five percent (75%) or more of contract rent will have the HAP contracts terminated. If after terminating families paying seventy-five percent (75%) or more of contract rent there continues to be insufficient funding, then families paying fifty percent (50%) to seventy-four percent (74%) of contract rent will be terminated. If there continues to be insufficient funding, then families paying twenty-five percent (25%) to forty-nine percent (49%) of contract rent will be terminated. The order of families being terminated in these payment groups shall be conducted on a first in, first out basis, i.e., those families who have participated the longest in the program by lease-up date will be the first HAP contracts terminated. Notice of the HAP contract termination will be provided to the tenant and owner. Families removed from the program shall be placed on a list in the same order in which they were terminated until funding is available for re-housing. This decision(s) if necessary will only be taken after it is approved by the Board of Directors of the Housing Authority of the City of Fort Lauderdale.</p>
12-17	<p>12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING</p> <p>Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]</p> <p>In determining whether a program participant who is a victim of domestic violence, dating violence, sexual assault or stalking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the HACFL will consider the following, and any other relevant, factors:</p> <p>Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault or stalking</p> <p>Whether the threat is a physical danger beyond a speculative threat</p> <p>Whether the threat is likely to happen within a short period of time</p> <p>Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location or seeking a legal remedy to prevent the perpetrator from acting on the threat</p> <p>If the participant wishes to contest the HACFL's determination that they are an actual and imminent threat to other tenants or employees, the participant may do so as part of the informal hearing.</p>	<p>12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING</p> <p>Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]</p> <p>In determining whether a program participant who is a victim of domestic violence, dating violence, sexual assault or stalking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the HACFL will consider the following, and any other relevant, factors:</p> <p>Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault or stalking</p> <p>Whether the threat is a physical danger beyond a speculative threat</p> <p>Whether the threat is likely to happen within a short period of time</p> <p>Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location or seeking a legal remedy to prevent the perpetrator from acting on the threat</p> <p>If the participant wishes to contest the HACFL's determination that he or she is an actual and imminent threat to other tenants or employees, the participant may do so as part of the informal hearing.</p>
12-19	<p>12-II.F. TERMINATION NOTICE</p> <p>Whenever a family's assistance will be terminated, the Confidentiality Requirements</p> <p>If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the HACFL will inform the victim before disclosure occurs so that safety risks can be identified and addressed. will send a written notice of termination to</p>	<p>12-II.F. TERMINATION NOTICE</p> <p>Whenever a family's assistance will be terminated, the Confidentiality Requirements</p> <p>If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the HACFL will inform the victim before disclosure occurs so that safety risks can be identified and addressed. will send a written notice of termination to</p>

	<p>the family and to the owner. The Confidentiality Requirements</p> <p>If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the HACFL will inform the victim before disclosure occurs so that safety risks can be identified and addressed. will also send a form HUD-5382 to the family with the termination notice. The notice will state the date on which the termination will become effective. This date generally will be at least 30 calendar days following the date of the termination notice, but exceptions will be made whenever HUD rules, other PHA policies, or the circumstances surrounding the termination require.</p> <p>When the PHA notifies an owner that a family's assistance will be terminated, the PHA will, if appropriate, advise the owner of their right to offer the family a separate, unassisted lease.</p>	<p>the family and to the owner. The Confidentiality Requirements</p> <p>If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the HACFL will inform the victim before disclosure occurs so that safety risks can be identified and addressed. will also send a form HUD-5382 to the family with the termination notice. The notice will state the date on which the termination will become effective. This date generally will be at least 30 calendar days following the date of the termination notice, but exceptions will be made whenever HUD rules, other PHA policies, or the circumstances surrounding the termination require.</p> <p>When the PHA notifies an owner that a family's assistance will be terminated, the PHA will, if appropriate, advise the owner of his/her right to offer the family a separate, unassisted lease.</p>
15-1	<p>SPECIAL HOUSING TYPES [24 CFR 982 Subpart M; New HCV GB, Special Housing Types] INTRODUCTION</p>	<p>SPECIAL HOUSING TYPES [24 CFR 982 Subpart M; New HCV GB, Special Housing Types] INTRODUCTION</p> <p>Families will not be permitted to use any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities with the exception of Homeownership which will be permitted. Special housing types include single room occupancy (SRO), congregate housing, group homes, shared housing, cooperative housing, manufactured homes where the family owns the home and leases the space, and homeownership [24 CFR 982.601].</p> <p>This chapter consists of the following seven parts. Each part contains a description of the housing type and any special requirements associated with it. Except as modified by this chapter, the general requirements of the HCV program apply to special housing types.</p>
15-29	<p>15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]</p> <ul style="list-style-type: none"> <li>•The family must provide the PHA with information on any satisfaction or payment of the mortgage debt.</li> </ul>	<p>15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]</p>
15-30	<p>15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]</p> <p>The PHA's housing assistance payment will be paid directly to the family. It will be the family's responsibility to make the entire payment to the lender. The HACFL may make an exception if the family requests the payment to go directly to the lender, and this arrangement is acceptable to the mortgage company. If the assistance payment exceeds the amount due to the lender, the HACFL must pay the excess directly to the family.</p>	<p>15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]</p> <p>The PHA's housing assistance payment will be paid directly to the family. It will be the family's responsibility to make the entire payment to the lender. The HACFL may make an exception if the family requests the payment to go directly to the lender, and this arrangement is acceptable to the mortgage company. If the assistance payment exceeds the amount due to the lender, the HACFL must pay the excess directly to the family.</p> <p>Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.</p>
15-31 15-32	<p>15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]</p> <ul style="list-style-type: none"> <li>• For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.</li> </ul>	<p>15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]</p> <ul style="list-style-type: none"> <li>• For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.</li> </ul>

	<p>The PHA does not have the discretion to exclude any of the listed homeownership expenses or to add any additional items.</p> <ul style="list-style-type: none"> <li>• Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.</li> </ul> <p>The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.</p>	<ul style="list-style-type: none"> <li>• Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.</li> </ul>
15-34	<p>15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]</p> <p>The HACFL must determine that all initial requirements have been satisfied if a family that has received homeownership assistance wants to move with continued homeownership assistance. However, the following do not apply:</p> <ul style="list-style-type: none"> <li>• The requirement that a family must be a first-time homeowner is not applicable.</li> <li>• The requirement for pre-assistance counseling is not applicable. However, the PHA may require that the family complete additional counseling (before or after moving to a new unit with continued homeownership assistance).</li> </ul> <p>Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home. However, when the family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault or stalking and the move is needed to protect the health or safety of the family or family member (or any family member has been the victim of a sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move), such family or family member may be assisted with continued tenant-based assistance even if they own any title or other interest in the prior home.</p> <p>The HACFL may deny permission to move to a new unit with continued voucher assistance:</p> <ul style="list-style-type: none"> <li>• If the PHA has insufficient funding to provide continued assistance.</li> <li>• In accordance with 24 CFR 982.638, regarding denial or termination of assistance.</li> <li>• In accordance with the PHA's policy regarding number of moves within a 12-month period.</li> </ul> <p>The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:</p> <ul style="list-style-type: none"> <li>• The family defaulted on an FHA-insured mortgage; and</li> <li>• The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and</li> <li>• The family has moved, or will move, from the home within the period established or approved by HUD.</li> </ul>	<p>15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]</p> <p>In general for families participating in the homeownership option requests to move will be approved and/or denied in accordance with the HACFL's policies in Chapter 10. Specifically the HACFL will deny permission to move to a new unit with continued voucher assistance as follows:</p> <ul style="list-style-type: none"> <li>• If the HACFL has insufficient funding to provide continued assistance.</li> <li>• In accordance with 24 CFR 982.638, regarding denial or termination of assistance.</li> <li>• In accordance with the HACFL's policy regarding number of moves within a 12-month period.</li> </ul> <p>The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:</p> <ul style="list-style-type: none"> <li>• The family defaulted on an FHA-insured mortgage; and</li> <li>• The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.</li> </ul>
16-11	<p>16-III.B. INFORMAL REVIEWS</p> <p>Informal Review Decision [24 CFR 982.554(b)]</p> <p>In rendering a decision, the HACFL will evaluate the following matters:</p> <p>Whether or not the grounds for denial were stated factually in the notice to the family.</p> <p>The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, and/or the HACFL Section 8 Administrative Manual then the decision to deny assistance will be overturned.</p>	<p>16-III.B. INFORMAL REVIEWS</p> <p>Informal Review Decision [24 CFR 982.554(b)]</p> <p>In rendering a decision, the HACFL will evaluate the following matters:</p> <p>Whether or not the grounds for denial were stated factually in the notice to the family.</p> <p>The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, and/or the HACFL Section 8 Administrative Manual then the decision to deny assistance will be overturned.</p>

	<p>The validity of the evidence. The HACFL will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the HACFL will uphold the decision to deny assistance.</p> <p>If the facts prove the grounds for denial, and the denial is discretionary, the HACFL may consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance if said recommendation is supported by the evidence presented at the review.</p> <p>The HACFL will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review, to the applicant and their representative, if any, along with proof of mailing.</p> <p>If the decision to deny is overturned as a result of the informal review, processing for admission will resume. If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.</p>	<p>The validity of the evidence. The HACFL will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the HACFL will uphold the decision to deny assistance.</p> <p>If the facts prove the grounds for denial, and the denial is discretionary, the HACFL may consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance if said recommendation is supported by the evidence presented at the review.</p> <p>The HACFL will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.</p> <p>If the decision to deny is overturned as a result of the informal review, processing for admission will resume. If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.</p>
16-30	<p><b>PART IV: OWNER OR FAMILY DEBTS TO THE PHA</b> <b>16-IV.A. OVERVIEW</b></p> <p>When an action or inaction of an owner or participant results in the overpayment of housing assistance, the HACFL holds the owner or participant liable to return any overpayments to the HACFL.</p> <p>The HACFL will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments.</p>	<p><b>PART IV: OWNER OR FAMILY DEBTS TO THE PHA</b> <b>16-IV.A. OVERVIEW</b></p> <p>When an action or inaction of an owner or participant results in the overpayment of housing assistance, the HACFL holds the owner or participant liable to return any overpayments to the HACFL.</p> <p>The HACFL will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments.</p> <p>When an owner or participant refuses to repay monies owed to the HACFL, the HACFL will utilize other available collection alternatives including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Collection agencies</li> <li>Small claims court</li> <li>Civil law suit</li> <li>State income tax set-off program</li> <li>Referral to the Department of Law Enforcement and/or Office of the Inspector General for further investigation and possible criminal prosecution and restitution and/or filing a civil claim under the False Claims Act if appropriate under 31 U.S.C. §§3729–3733</li> </ul>
16-30	<p><b>16-IV.B. REPAYMENT POLICY</b> <b>Owner Debts to the PHA</b></p> <p>Any amount due to the HACFL by an owner must be repaid by the owner within 30 days of the HACFL determination of the debt.</p> <p>If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, the HACFL will reduce any future HAP payments by the amount owed until the debt is paid in full.</p> <p>If the owner is not entitled to future HAP payments the HACFL may, in its sole discretion, offer to enter into a repayment agreement on terms prescribed by the HACFL</p> <p>If the owner refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, the HACFL will ban the owner from future participation in the program and pursue other modes of collection.</p> <p>When an owner refuses to repay monies owed to the HACFL, the HACFL will utilize other available collection alternatives including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Collection agencies</li> <li>Small claims court</li> </ul>	<p><b>16-IV.B. REPAYMENT POLICY</b> <b>Owner Debts to the PHA</b></p> <p>Any amount due to the HACFL by an owner must be repaid by the owner within 30 days of the HACFL determination of the debt.</p> <p>If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, the HACFL will reduce any future HAP payments by the amount owed until the debt is paid in full.</p> <p>If the owner is not entitled to future HAP payments the HACFL may offer to enter into a repayment agreement in accordance with the policies below.</p> <p>If the owner refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, the HACFL will ban the owner from future participation in the program and pursue other modes of collection up to and including referral to law enforcement agencies for possible criminal prosecution.</p>

	Civil lawsuit State income tax set-off program	
16-31	16-IV.B. REPAYMENT POLICY Refusal to Enter into an Agreement When a family refuses to repay monies owed to the HACFL, in addition to termination of program assistance, the HACFL will utilize other available collection alternatives including, but not limited to, the following: Collection agencies Small claims court Civil lawsuit State income tax set-off program	16-IV.B. REPAYMENT POLICY Refusal to Enter into an Agreement When a family refuses to repay monies owed to the HACFL, in addition to termination of program assistance, the HACFL will utilize other available collection alternatives including, but not limited to, the following: Collection agencies Small claims court Civil lawsuit State income tax set-off program
16-45	16-VIII.B. METHODOLOGY The HACFL will determine whether there is adequate funding to issue vouchers, approve moves to higher cost units and areas, and continue subsidizing all current participants by comparing the HACFL's annual budget authority to the annual total HAP needs on a monthly basis. The total HAP needs for the calendar year will be projected by establishing the actual HAP costs year to date. To that figure, the HACFL will add anticipated HAP expenditures for the remainder of the calendar year. Projected HAP expenditures will be calculated by multiplying the projected number of units leased per remaining months by the most current month's average HAP. The projected number of units leased per month will take into account the average monthly turnover of participant families. If the total annual HAP needs equal or exceed the annual budget authority and funding reserves, or if the HACFL cannot support the cost of the proposed subsidy commitment (voucher issuance or move) based on the funding analysis, the HACFL will be considered to have insufficient funding.	16-VIII.B. METHODOLOGY The HACFL will determine whether there is adequate funding to issue vouchers, approve moves to higher cost units and areas, and continue subsidizing all current participants by comparing the HACFL's annual budget authority to the annual total HAP needs on a monthly basis. The total HAP needs for the calendar year will be projected by establishing the actual HAP costs year to date. To that figure, the HACFL will add anticipated HAP expenditures for the remainder of the calendar year. Projected HAP expenditures will be calculated by multiplying the projected number of units leased per remaining months by the most current month's average HAP. The projected number of units leased per month will take into account the average monthly turnover of participant families. If the total annual HAP needs equal or exceed the annual budget authority, or if the HACFL cannot support the cost of the proposed subsidy commitment (voucher issuance or move) based on the funding analysis, the HACFL will be considered to have insufficient funding
18-2	18-I.B REFERRALS [FR Notice 9/27/21 and HUD-VASH Qs and As] In order to expedite the screening process, the HACFL will provide all forms and a list of documents required for the VASH application to the VAMC. Case managers will work with veterans to fill out the forms and compile all documents prior to meeting with the HACFL and submitting an application. When feasible, the VAMC case manager should email or fax copies of all documents to the HACFL prior to the meeting in order to allow the HACFL time to review them and start a file for the veteran. After the VAMC has given the HACFL a complete referral, the HACFL will perform an eligibility screening within five business days of receipt of a VAMC referral.	18-I.B REFERRALS [FR Notice 9/27/21 and HUD-VASH Qs and As] NONE
18-3	HCV PROGRAM ELIGIBILITY [FR Notice 9/27/21] – VASH Income Eligibility While income-targeting requirements will not be considered by the HACFL when families are referred by the partnering VAMC, the HACFL will include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.	HCV PROGRAM ELIGIBILITY [FR Notice 9/27/21] – VASH Income Eligibility NONE
18-6	18-I.G LEASING [FR Notice 9/27/21] Voucher Issuance All VASH vouchers will have an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the HACFL grants an extension based on its existing extension policy.	18-I.G LEASING [FR Notice 9/27/21] Voucher Issuance NONE
18-6	18-I.G LEASING [FR Notice 9/27/21] HQS Pre-Inspections	18-I.G LEASING [FR Notice 9/27/21] HQS Pre-Inspections

	<p>To expedite the leasing process, the HACFL may pre-inspect available units that veterans may be interested in leasing to maintain a pool of eligible units. If a VASH family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the RTA, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305. The veteran will be free to select their unit. When a pre-inspected unit is not selected, the HACFL will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for both initial and any required re-inspections.</p>	NONE
19-37	<p>19-VI.E. MOVES Choice Mobility [Notice PIH 2019-23; PRRAC Choice Family's Right to Choice Mobility To ensure that residents are fully aware of and understand their rights under choice mobility, the HACFL will inform families of their rights under the choice mobility option and the benefits to moving to lower poverty areas, and provide a summary of the steps necessary to exercise this option, at the time the family signs the lease for the RAD PBV unit and during their annual recertification. Information on choice mobility will be made be accessible to persons with disabilities, ensuring any information, electronic or otherwise, is accessible for persons with vision, hearing, and other disabilities. This information will also be made available in accordance with Limited English Proficiency (LEP) requirements, including document translation and user of interpretation services. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements.</p>	<p>19-VI.E. MOVES NONE</p>
19-37	<p>19-VI.E. MOVES Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20] Moving with Continued Assistance under Choice Mobility Prior to providing notice to the owner to terminate the lease, the family may submit a written request to the HACFL for a choice mobility voucher at any time after completing the 12-month occupancy requirement. The family will remain eligible to request a choice mobility voucher as long as they continue living at the same covered project. If a family moves from one covered project to another covered project prior to completing their 12-month occupancy requirement, their 12-month clock will reset. The family must wait 12 months from the date of move at the new property before they may request another choice mobility voucher. If a family transfers to a different unit within the same covered project, the 12-month clock does not reset. The HACFL will maintain a combined, agency-wide waiting list for all standard PBV and RAD PBV families wishing to exercise mobility after one year of tenancy. This list will be maintained separately from the tenant-based HCV list. Families on the choice mobility waiting list will be given priority over families on the tenant-based waiting list. The choice mobility waiting list will be organized by date and time of the family's written request to exercise choice mobility. The list will also identify whether families live in standard or RAD PBV units. The HACFL will not subject RAD PBV families applying for choice mobility vouchers to any additional</p>	<p>19-VI.E. MOVES Choice Mobility [Notice PIH 2019-23] Prior to providing notice to the owner to terminate the lease, the family may submit a written request to the HACFL for a choice mobility voucher at any time after completing the 12-month occupancy requirement. The family will remain eligible to request a choice mobility voucher as long as they continue living at the same covered project. If a family moves from one covered project to another covered project prior to completing their 12-month occupancy requirement, their 12-month clock will reset. The family must wait 12 months from the date of move at the new property before they may request another choice mobility voucher. If a family transfers to a different unit within the same covered project, the 12-month clock does not reset. The HACFL will maintain a combined, agency-wide waiting list for all standard PBV and RAD PBV families wishing to exercise mobility after one year of tenancy. This list will be maintained separately from the tenant-based HCV list. Families on the choice mobility waiting list will be given priority over families on the tenant-based waiting list. The choice mobility waiting list will be organized by date and time of the family's written request to exercise choice mobility. The list will also identify whether families live in standard or RAD PBV units.</p>

	<p>rescreening requirements in order to receive a tenant-based voucher.</p> <p>Families exercising choice mobility will not be required to vacate their units before a lease has been entered into using their tenant-based voucher. At the time the HACFL issues a choice mobility voucher, the HACFL will notify the family of their right to remain in their unit if they are unable find a rental unit using the tenant-based voucher.</p>	
19-44	<p>19-VII.B. ADJUSTING CONTRACT RENTS [Notice PIH 2019-23; RAD PBV Quick Reference Guide 6/20; PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar]</p> <p>The owner will request a contract rent adjustment from the HACFL who administers the contract within 120 days, but no less than 60 days, prior to the HAP contract anniversary date by submitting a completed OCAF rent adjustment worksheet (Form HUD-9624). The independent entity will validate the data on the form and determine whether the rent exceeds the reasonable rent charged for comparable unassisted units in the private market, in accordance with 24 CFR 983.303. If rents would be unreasonable following application of the requested OCAF, then the rent will only be increased up to the reasonable rent. The independent entity will notify the HACFL who administers the contract in writing of the results of its review of the rent adjustment request. The HACFL who administers the contract will retain a copy of the worksheet and any other records necessary to demonstrate how the OCAF was used to make rent adjustments for audit purposes. The approved rent adjustment will go into effect via written notice from the HACFL that administers the project to the owner. This notice will constitute an amendment to the rents specified on Exhibit A of the RAD PBV HAP contract. The new rents to owner will take effect on the date of the contract anniversary.</p>	<p>19-VII.B. ADJUSTING CONTRACT RENTS [Notice PIH 2019-23; RAD PBV Quick Reference Guide 6/20; PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar]</p> <p>NONE</p>
19-50	<p>19-VIII.D. PHASE-IN OF TENANT RENT INCREASES [Notice PIH 2019-23; PHA Asset Repositioning “Phase-in of Tenant Rents” Webinar]</p> <p>The HACFL will use the family’s public housing tenant rent (reflected on line 10f of the family’s most recent 50058) at the date of conversion to calculate the family’s tenant rent in PBV. The HACFL will implement a three-year phase-in for in-place families whose TTP increases by more than the greater of 10 percent or \$25 purely as a result of the conversion as follows:</p> <p>Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion: 33 percent of the difference between the most recently paid TTP and the currently calculated PBV TTP. (If the family was paying flat rent immediately prior to conversion, the PHA will use the flat rent amount to calculate the phase-in for Year 1.)</p> <p>Year 2: Year 2 annual recertification and any interim recertification: 50 percent of the difference between the most recently paid TTP and the currently calculated PBV TTP</p> <p>Year 3: Year 3 annual recertification and all subsequent recertifications: Full calculated TTP</p> <p>Once the standard TTP is equal to or less than the previous TTP, the phase-in ends, and tenants will pay full TTP from that point forward.</p> <p>If the family’s income falls during the phase-in period such that the currently calculated PBV TTP falls below the amount that would otherwise be the phased-in rent, the family pays the currently calculated PBV TTP and the phase-in ends.</p>	<p>19-VIII.D. PHASE-IN OF TENANT RENT INCREASES [Notice PIH 2019-23; PHA Asset Repositioning “Phase-in of Tenant Rents” Webinar]</p> <p>The HACFL will implement a three-year phase-in for in-place families whose rent increases by more than the greater of 10 percent or \$25 as a result of the conversion as follows:</p> <p>Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion: 33 percent of the difference between the most recently paid TTP and the calculated PBV TTP</p> <p>Year 2: Year 2 annual recertification (AR) and any interim recertification (IR): 50 percent of the difference between the most recently paid TTP and the calculated PBV TTP</p> <p>Year 3: Year 3 AR and all subsequent recertifications: Full calculated TTP</p> <p>Once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.</p>

	The HACFL will communicate the PHA's phase-in policy in writing to the family at the time the HACFL first determines that the family qualifies for a rent phase-in. Any non-RAD PBV units located in the same project are also subject to rent phase-in requirements.	
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<b>Attachment 2</b>		
<b>HACFL Admissions and Continued Occupancy Policy ACOP – 2022</b>		
<b>The ACOP for Public Housing has been revised and has been formatted to match the format of Nan McKay's</b>		
<b>ACOP. Formatting the HACFL's ACOP to that of Nan McKay will make future updates easier and will ensure</b>		
<b>that HUD regulations are incorporated into the HACFL's ACOP timely and accurately.</b>		
<b>Chapter</b>	<b>Suggested New Policy</b>	<b>Current Policy</b>
No changes have been made to the ACOP for the 2022 -2023 year as HUD has not put out any significant changes that would require policy updates.		

## Family Self Sufficiency Action Plan Review Checklist

The Family Self Sufficiency (FSS) Action Plan shall describe the policies and procedures of the Public Housing Authority (PHA) or Multifamily Property Owner for operation of a local FSS program. FSS Action Plan requirements, including procedures concerning the development and approval of the plan, are described in the Code of Federal Regulations at [24 CFR 984.201](#). The [FSS Guidebook may also be used as a helpful resource in the development of FSS Action Plan policies](#) (Section 1.3, *FSS Action Plan and Core Documents for the FSS Program* outlines the basic requirements). The Action Plan shall be developed by the PHA or owner in consultation with the chief executive officer of the applicable unit of general local government and the Program Coordinating Committee.

The table below lists the required information of an FSS Action Plan. It follows the same order and categories listed in the regulation (24 CFR 984.201(d)). Other FSS regulatory references that provide additional information concerning a particular topic are included below for convenience.

### HUD USE

Reviewer Name \_\_\_\_\_

Reviewer Email \_\_\_\_\_

Reviewer Office Location \_\_\_\_\_

☐ Approved ☐ Denied

Decision Date \_\_\_\_\_

**FOR PUBLIC HOUSING AUTHORITIES**

PHA Name Housing Authority of the City of Fort Lauderdale

PHA Code (e.g. IL006) FL010

Field Office Location Miami HUD – 909 SE 1<sup>st</sup> Ave , Miami FL - 33131

PHA Grant Manager Name Michael Tadros

PHA Grant Manager Email mtadros@hacfl.com

*(Only list more than one PHA if it is a joint FSS program or if there is a Cooperative Agreement between the entities. Otherwise, each PHA requires a separate Action Plan. You may add more lines, if needed.)*

**Primary Point of Contact for this FSS Action Plan**

Name Anita Flores

Title Director of Assisted Housing

Email aflores@hacfl.com

Phone Number 954-556-4100 Ext. 1107

**Please submit your completed FSS Action Plan Checklist and FSS Action Plan to [PHAFSSActionPlans@hud.gov](mailto:PHAFSSActionPlans@hud.gov). Include PHA Name and PHA Code in email subject line.**

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Family Demographics</b>	<p>A description of the characteristics of the families expected to be served by the FSS program (including ethnic and racial data, program size) and the supportive service needs of the expected population.</p> <p><i>Note:</i> New FSS programs may assume that FSS participants will be similar to the general population of the PHA or property.</p> <p><i>(see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program, FSS Action Plan)</i></p>	1-7 to 1-8	
<b>Estimate of participating families (program size/number of FSS slots)</b>	<p>An estimate of the number of eligible families who can reasonably be expected to receive supportive services based on available resources.</p> <ul style="list-style-type: none"> <li>• If families from another self-sufficiency program are expected to enroll in the FSS program, the number of those families must be also estimated.</li> <li>• Please note that this is different from the minimum number of families that a PHA is funded to serve.</li> <li>• PHAs ONLY - This number must be at least the minimum program size required for your agency, if applicable. (If you don't know if you still have a Mandatory Minimum Program or don't know how many slots you have, please consult your field office or include the best numbers you have.)</li> </ul> <p><i>(see 24 CFR 984.105 and FSS Guidebook Section 2.1 Overview of the FSS Program Coordinator Position, Caseload Size; Section and, Section 6.6 Minimum FSS Program Size)</i></p>	2-3	
<b>Eligible families from other self-sufficiency program</b>	<p>If applicable, the number of families, by program type, who are participating in other self-sufficiency programs that are expected to enroll in FSS.</p>	2-5	

<b>Required Information</b>	<b>Description</b>	<b>Page Number(s)</b>	<b>Notes (for PHA/owner and/or HUD)</b>
<b>FSS family selection procedures</b>	<p>Policies and procedures for selecting FSS participants, including whether the PHA or owner will offer a preference to prospective participants who are already enrolled in, or on the waiting list for, FSS-related service programs and whether the FSS program plans to screen prospective participants for motivation to participate (the only allowable screening criteria to include).</p> <p>And, a description of how the PHA's selection procedures ensure selection without regard to race, color, religion, sex, handicap, familial status, or national origin.</p> <p><i>(see 24 CFR 984.203 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	4-9	
<b>Incentives to encourage participation</b>	<p>A description of the incentives that the PHA or owner intends to offer eligible families to encourage participation in the FSS program, including FSS escrow accounts.</p> <p><i>(see 24 CFR 984.305 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	4-3 to 4-6	
<b>Outreach efforts</b>	<p>A description of the planned notification and outreach efforts by the PHA or owner to recruit FSS participants from among eligible families and to provide FSS information to minority and non-minority families.</p> <p><i>(see FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	4-7 to 4-8	
<b>FSS activities and supportive services</b>	<p>A description of the activities and supportive services to be provided to FSS families by both public and private providers and identification of the public and private resources which are expected to provide the supportive services.</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers)</i></p>	4-13 to 4-17	
<b>Method for identification of family support needs</b>	<p>A description of how the FSS program will identify the needs of participating families and deliver the appropriate support services.</p> <p><i>(see FSS Guidebook Section 2.4 Participant Assessments)</i></p>	4-13 to 4-14	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Program termination; withholding of services; and available grievance procedures</b>	<p>Policies for terminating or withholding supportive services or FSS participation for failure to comply with the Contract of Participation.</p> <p>And, the grievance and hearing procedures available to FSS families.</p> <p><i>(see FSS Guidebook Section 2.3 Contract of Participation and Individual Training and Services Plan)</i></p>	5-13	
<b>Assurances of non-interference with the rights of non-participating families</b>	<p>A statement that provides an assurance that a family's election not to participate in the FSS program will not affect the family's participation in the rental assistance program.</p> <p><i>(see FSS Guidebook Section 1.2 What is FSS and Why is it Important?)</i></p>	4-8	
<b>Timetable for program implementation</b>	<p>A schedule for program implementation and for filling all FSS slots with eligible FSS families.</p> <p><i>(see FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	2-7	
<b>Certification of coordination</b>	<p><b>PHAs only</b> - A certification by the PHA that the development of the services and activities scheduled to be provided under the FSS program has been coordinated with public and private providers, including self-sufficiency programs of the Departments of Labor and Health and Human Services, and other employment, childcare, transportation, training, and education programs. And, that implementation will continue to be coordinated with these local public and private providers to avoid duplication of services. (This provision does not apply to multifamily owners.)</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers, and Section 6.1 Building Partnerships)</i></p>	4-18	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Availability of a Program Coordinating Committee (PCC)</b>	<p><b>PBRA owners only:</b></p> <p>A statement indicating whether there is an existing PCC that serves the area where the property is located.</p> <p>If there is an existing PCC where the property is located, a statement indicating whether it is available for the owner to work with.</p> <ul style="list-style-type: none"> <li>Note: If the owner has made good-faith attempts to reach out to the existing PCC about joining and has received an unfavorable response/no response, then the existing PCC is not considered available.</li> </ul> <p>If there is a PCC that is available for the owner to work with, a statement indicating whether the owner will work with the existing PCC or start their own.</p> <p>If there is NO existing PCC that is available for the owner to join, a statement indicating whether the owner plans to start their own.</p> <ul style="list-style-type: none"> <li>If there is no available PCC, the owner is not required to start their own, but is encouraged to do so. If the owner chooses not to start a PCC, HUD encourages them to develop an alternative approach allowing them to get regular feedback from service providers and FSS participants.</li> </ul>	N/A	Not Applicable
<b>Other Required Policies (codified either in the Action Plan or separately)</b>	<p>Any other information that would help HUD determine the soundness of the PHA's FSS program.</p> <p>Examples of policies in list below. <i>(see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program)</i></p>		
	Policies related to the modification of goals in the ITSP, including limits on modifications as participants approach graduation;	5-2	
	The circumstances in which an extension of the Contract of Participation may be granted	5-7	
	Policies on the interim disbursement of escrow, including limitations on the use of the funds (if any);	6-4 to 6-5	

<b>Required Information</b>	<b>Description</b>	<b>Page Number(s)</b>	<b>Notes (for PHA/owner and/or HUD)</b>
	Policies regarding eligible uses of forfeited escrow funds by families in good standing;	3-5 to 3-6, 6-6 to 6-7	
	Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating;	5-6	
	Policies on requirements for documentation of goal completion;	6-6	
	Policies on documentation, designation, and change of the household's designation of the "Head of FSS family;"	4-12 5-8 6-6	
	Policies for providing an FSS selection preference for portable families (if the PHA elects to offer such a preference).	None	
	Other policies FSS program related policies over which PHA or owner has discretion (if applicable).  Please add rows and list.	None	



## **Attachment 4**

### **HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE - FL010**

#### **ANNUAL PLAN 2023**

#### **SIGNIFICANT AMENDMENT/SUBSTANTIAL DEVIATION**

The U. S. Department of Housing and Urban Development (HUD) mandates that HACFL must define substantial changes to the Agency Plan. A proposed change to the Agency Plan that qualifies as a substantial change must undergo a public process that includes: consultation with the residents, a public comment period, public notification of where and how the proposed change can be reviewed, local government review and approval by the HACFL Board of Commissioners.

The Housing Authority of the City of Fort Lauderdale (HACFL) is amending its current PHA Plan to add Special Admissions Preference.

**Significant Amendment and Substantial Deviation/Modification includes the following:**

- Changes to Family Self-Sufficiency Admission, selection and Eligibility;
- Changes to VASH, selection and Eligibility;
- Changes to Informal Hearing/Grievance Process

The HACFL certifies compliance with all applicable civil rights nondiscrimination and equal opportunity requirements, including, but not limited to, Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990 and will affirmatively further fair housing.

**Exceptions:**

- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local law/ordinances, or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification.

# Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

## PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 01/2023 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - 903.7a Housing Needs
  - X 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - 903.7c Financial Resources
  - X 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - X 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - X B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of

the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited

to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.

20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Fort Lauderdale  
PHA Name

FL010  
PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

X Annual PHA Plan for Fiscal Year 2023

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: **Tam A. English**

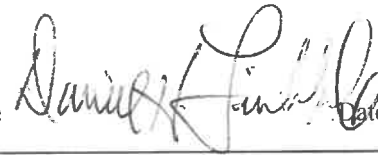
Name of Board Chairman: **Dan Lindblade**

Signature



Date 10/17/22

Signature



Date

10/17/22

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Greg Chavarria, the City Manager  
*Official's Name* *Official's Title*

Certify that the 5-Year PHA Plan for fiscal years \_\_\_\_\_ and/or Annual PHA Plan for fiscal year 2023 of the Housing Authority of the City of Fort Lauderdale is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Fort Lauderdale  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The City's Consolidated Plan is a comprehensive strategy used to address housing, economic and community development needs throughout the City. The Housing Authority (PHA) plans to create additional affordable housing using Section 8 vouchers, Low-Income Housing Tax Credits, Bonds, etc. Additionally, as part of the PHA's plan, they will convert the remaining housing units, improving the quality of their housing. Providing affordable housing (home ownership or rental) for very-low, low and moderate income individuals/families is a major component of the City's Consolidated Plan. Additionally, by improving the quality of their housing units, it enhances the area.

The PHA Plan is consistent with the City of Fort Lauderdale 2020-2024 HUD Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Tam A. English


Name of City Manager: Greg Chavarria

Signature



Date 09/22/22

Signature



Date

9.29.22

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

## ***NOTICE OF PUBLIC FORUM***

### **Annual Agency Plan - FY 2023**

**The Housing Authority of the City of Fort Lauderdale (HACFL) has scheduled a Public Forum to be held at 6:00 PM, Wednesday, November 9, 2022, at Sailboat Bend Apartments Community Room, 425 SW 4 Avenue, Fort Lauderdale, Florida 33315.**

The Public Forum is open to all residents of the Housing Authority of the City of Fort Lauderdale and the general public. This forum gives the opportunity to issue comments and/or recommendations on the Agency's Annual Plan for fiscal year 2023.

A copy of this plan is available for review at the Central Office located at 437 SW 4<sup>th</sup> Ave, Suite 101, Fort Lauderdale, FL 33315, the Robert P. Kelley Building located at 500 W Sunrise Blvd., Fort Lauderdale, FL 33311 and also at [www.hacfl.com](http://www.hacfl.com). The Plan will be posted for 45 days, beginning on September 23, 2022.

*NOTE: Persons with disabilities needing a reasonable accommodation to effectively participate in the Public Forum should contact the Housing Authority at (954) 556- 4100, ext. 2105 or via email at [hacfl-info@hacfl.com](mailto:hacfl-info@hacfl.com) at least 5 days prior to the meeting.*