

PHA ANNUAL PLAN 2024 *(DRAFT)*

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Streamlined Annual PHA Plan (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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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.

A.	PHA Information.														
A.1	<p>PHA Name: <u>Housing Authority of the City of Fort Lauderdale</u> PHA Code: <u>FL010</u> PHA Type: <input checked="" type="checkbox"/> Small PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>29</u> Number of Housing Choice Vouchers (HCVs) <u>3449</u> Total Combined <u>3478</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. 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: www.hacfl.com</p> <p><input type="checkbox"/> PHA Consortia: (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.	<p>Plan Elements Submitted with 5-Year PHA Plans. 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.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan 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.2	<p>New Activities.</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.3	<p>Progress Report.</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.4	<p>Capital Improvements. 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.5	<p>Most Recent Fiscal Year Audit.</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>Plan Elements Submitted All Other Years (Years 1-4). 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.2	<p>New Activities</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"> 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. HACFL plans to construct 18 new Public Housing ACC units under the Faircloth Limits. These units will be built on available land owned by HACFL. 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. <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.4	<p>Capital Improvements. 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 05/02/2023</p>

C	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
C.1	<p>Resident Advisory Board (RAB) Comments.</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>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</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 (see attachment 1)</p>
C.4	<p>Challenged Elements. 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>Affirmatively Furthering Fair Housing.</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">Fair Housing Goal:</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">Fair Housing Goal:</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">Fair Housing Goal:</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>	Fair Housing Goal:	<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>	Fair Housing Goal:	<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>	Fair Housing Goal:	<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 – 2023 - Revisions

The Administrative Plan for Section 8 has been revised and has been formatted to match the format of Nan McKay's Administrative Plan. Formatting the HACFL's Administrative 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
2-5	<p>2-I.C. DISCRIMINATION COMPLAINTS General Housing Discrimination Complaints Applicants or participants who believe that they have been subject to unlawful discrimination may notify the HACFL either orally or in writing. Within 10 business days of receiving the complaint, the HACFL will investigate and attempt to remedy discrimination complaints made against the HACFL. The HACFL will also advise the family of their right to file a fair housing complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). The fair housing poster, posted in conspicuous and accessible locations in HACFL lobbies, will reference how to file a complaint with FHEO. The HACFL will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>2-I.B. NONDISCRIMINATION Discrimination Complaints Applicants or participants who believe that they have been subject to unlawful discrimination may notify the HACFL in writing. The PHA will attempt to remedy discrimination complaints made against the PHA. The PHA will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO). The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>
2-6	<p>2-I.C. DISCRIMINATION COMPLAINTS Complaints under the Equal Access Final Rule [Notice PIH 2014-20] Applicants or participants who believe that they have been subject to unlawful discrimination based on marital status, gender identity, or sexual orientation under the Equal Access Rule may notify the HACFL either orally or in writing. Within 10 business days of receiving the complaint, the HACFL will provide a written notice to those alleged to have violated the rule. The HACFL will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO). The HACFL will attempt to remedy discrimination complaints made against the HACFL and will conduct an investigation into all allegations of discrimination. Within 10 business days following the conclusion of the HACFL's investigation, the HACFL will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted. The HACFL will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>2-I.C. DISCRIMINATION COMPLAINTS Complaints under the Equal Access Final Rule [Notice PIH 2014-20] None</p>
2-7	<p>2-I.C. DISCRIMINATION COMPLAINTS VAWA Complaint Processing [Notice FHEO 2023-01] Applicants or participants who wish to file a VAWA complaint against the HACFL may notify the HACFL either orally or in writing. The HACFL will advise the family of their right to file a VAWA complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). The HACFL will inform the family that not later than one year after an alleged VAWA violation has occurred or terminated, applicants and tenants who believe they have been injured by a VAWA violation or will be injured by such a violation that is about to occur may file a VAWA complaint using FHEO's online complaint form via mail, email, or telephone. The HACFL will attempt to remedy complaints made against the HACFL and will conduct an investigation into all allegations of discrimination. The HACFL will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>2-I.C. DISCRIMINATION COMPLAINTS VAWA Complaint Processing [Notice FHEO 2023-01] None</p>
3-3	<p>3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY Family Breakup [24 CFR 982.315] When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the waiting list is open. If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted. In the absence of a judicial decision, or an agreement among the original family members, the HACFL will determine which family retains their placement on the waiting list, or continue to receive assistance taking into consideration the following factors: (1) the interest of any minor children, including custody arrangements, (2) the interest of any ill,</p>	<p>3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY Family Breakup [24 CFR 982.315] When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may make a new application with a new application date if the waiting list is open. If a family breaks up into two otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted. In the absence of a judicial decision, or an agreement among the original family members, the HACFL will determine which family retains their placement on the waiting list, or continue to receive assistance taking into consideration the following factors: (1) the interest of any minor children, including custody arrangements, (2) the interest of any ill,</p>

	<p>elderly, or disabled family members, (3) the interest of any family member who is the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse; and (4) any possible risks to family members as a result of criminal activity; and (5) the recommendations of social service professionals.</p>	<p>elderly, or disabled family members, (3) the interest of any family member who is the victim of domestic violence, dating violence, sexual assault or stalking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse; and (4) any possible risks to family members as a result of criminal activity; and (5) the recommendations of social service professionals.</p>
3-26	<p>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] In determining reasonable cause, the PHA will consider all credible evidence, including but not limited to, any record of convictions, evictions or Lifetime Sex Offender Registry of household members as follows:</p> <ul style="list-style-type: none"> •The production or manufacture of methamphetamine on the premises of federally assisted housing. •Any household member subject to a lifetime registration requirement under a state lifetime sex offender registration 	<p>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] 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-based organizations providing services to household members.</p> <ul style="list-style-type: none"> •Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing •Any household member is subject to a lifetime registration requirement under a state sex offender registration program
3-26	<p>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] Pursuant to HOTMA changes effective 1/1/2024, the HACFL will deny assistance for an applicant under the following circumstances:</p> <ul style="list-style-type: none"> • The family's net assets exceed \$ 100,000.00. • The family has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell the real property (based on laws of the state and locality in which the property is located) that is suitable for occupancy by the family as a residence. 	<p>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] None</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 seven 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 7 years. Records of convictions for drug-related or violent criminal activity within the past 7 years, 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.</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.</p>

	Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 7 years.	Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years.
3-31	3-III.D. SCREENING Screening for Eligibility The HACFL will perform a criminal background check through criminal background check contract provider for all adult household members. If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information center (NCIC).	3-III.D. SCREENING Screening for Eligibility The HACFL will perform a criminal background check through local law enforcement for every adult household member. If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information center (NCIC).
3-31	3-III.D. SCREENING Screening for Eligibility The HACFL will use a contract provider to conduct the screening of the National Sex Offender database to screen applicants for admission.	3-III.D. SCREENING Screening for Eligibility The HACFL will use the Dru Sjodin National Sex Offender database to screen applicants for admission.
3-33	3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE Consideration of Circumstances [24 CFR 982.552(c)(2)] The HACFL will consider the following facts and circumstances prior to making its decision: The seriousness of the case, especially with respect to how it would affect other residents' safety or property 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 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, stalking, or human trafficking 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 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: Any statements made by witnesses or the applicant not included in the police report Whether criminal charges were filed Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property 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 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.	3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE Consideration of Circumstances [24 CFR 982.552(c)(2)] The HACFL will consider the following facts and circumstances prior to making its decision: The seriousness of the case, especially with respect to how it would affect other residents' safety or property 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 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 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 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: Any statements made by witnesses or the applicant not included in the police report Whether criminal charges were filed Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property 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 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.
3-37	3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING Notification The HACFL acknowledges that a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies. While the HACFL is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the applicant may inform the PHA that their status as a victim is directly related to the	3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING Notification The HACFL acknowledges that a victim of domestic violence, dating violence, sexual assault, stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the PHA's policies. Therefore, if the HACFL makes a determination to deny assistance to an applicant family, the PHA will include in its notice of denial the VAWA information described in section 16-IX.C of this plan as well as including a copy of the form HUD-5382. The HACFL will request in writing that an

	<p>grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.</p> <p>The HACFL will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-IX.C of this plan, a notice of VAWA rights, and a copy of the form HUD-5382. The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 business days.</p>	<p>applicant wishing to claim protection under VAWA notify the HACFL within 14 business days.</p>
3-38	<p>3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING</p> <p>Documentation</p> <p>Victim Documentation [24 CFR 5.2007]</p> <p>If an applicant claims the protection against denial of assistance that VAWA provides to victims of domestic violence, dating violence, sexual assault stalking, or human trafficking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-IX.D of this plan.</p>	<p>3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING</p> <p>Documentation</p> <p>Victim Documentation [24 CFR 5.2007]</p> <p>If an applicant claims the protection against denial of assistance that VAWA provides to victims of domestic violence, dating violence, sexual assault or stalking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-IX.D of this plan.</p>
5-7	<p>5-I.B. BRIEFING [24 CFR 982.301]</p> <p>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, stalking, or human trafficking (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>5-I.B. BRIEFING [24 CFR 982.301]</p> <p>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>
5-9	<p>Family Obligations [24 CFR 982.551]</p> <p>The HACFL will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner’s notice to evict, police reports and affidavits from the owner, neighbors, or other credible parties with direct knowledge.</p> <p>Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used is whether the reason for the eviction was through no fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c) (1)].</p>	<p>Family Obligations [24 CFR 982.551]</p> <p>The HACFL will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner’s notice to evict, police reports and affidavits from the owner, neighbors, or other credible parties with direct knowledge.</p> <p>Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used is whether the reason for the eviction was through no fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c) (1)].</p>
5-12	<p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</p> <p>Voucher Increases for Families not meeting Elderly/Disabled or RAR Status</p> <p>To accommodate families that households do not meet the criteria of disability, elderly or reasonable accommodation the HACFL supervisory staff may review and increase voucher sizes using the subsidy standards chart and a written notice of increase request from the family.</p> <p>The written request provided by the family must state the hardship the household is facing and the family must be able to support the hardship claim.</p>	<p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</p> <p>Voucher Increases for Families not meeting Elderly/Disabled or RAR Status</p> <p>None</p>
5-15	<p>5-II.E. VOUCHER TERM AND EXTENSIONS</p> <p>Extensions of Voucher Term [24 CFR 982.303(b)]</p> <p>The HACFL will approve additional extensions as follows:</p> <p>Voucher issuances will be made at 90 days with an automatic approval of 30 days when requested in writing by the applicant/participant.</p> <p>When necessary, as a reasonable accommodation for a person with disabilities. (Families with a reasonable accommodation may be approved for voucher extensions up to but not exceeding 180 calendar days. Extensions exceeding 180 calendar days will require written HUD approval.) Families whose household have elderly or disabled statuses but do not have a Reasonable Accommodation will fall under this extension policy.</p> <p>It is necessary due to reasons beyond the family’s control, as determined by the HACFL. Following is a list of extenuating circumstances that the</p>	<p>5-II.E. VOUCHER TERM AND EXTENSIONS</p> <p>Extensions of Voucher Term [24 CFR 982.303(b)]</p> <p>The HACFL will approve one additional extension to a maximum of 120 days only in the following circumstances:</p> <p>It is necessary as a reasonable accommodation for a person with disabilities. (Families with a reasonable accommodation may be approved for voucher extensions up to but not exceeding 365 calendar days. Extensions exceeding calendar 365 days will require written HUD approval.)</p> <p>It is necessary due to reasons beyond the family’s control, as determined by the HACFL. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <p>Serious illness or death in the family</p>

	<p>PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <p>Serious illness or death in the family</p> <p>Difficulty in locating a handicapped accessible unit.</p> <p>A person's disability is directly related to their inability to search and/or find an eligible unit.</p> <p>Whether the family has already submitted timely requests for tenancy approval that were not approved by the HACFL due prospective landlord's inability to participate in the program.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances above applies.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The HACFL will require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACFL prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The HACFL will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.</p>	<p>Difficulty in locating a handicapped accessible unit.</p> <p>A person's disability is directly related to their inability to search and/or find an eligible unit.</p> <p>Whether the family has already submitted timely requests for tenancy approval that were not approved by the HACFL due prospective landlord's inability to participate in the program.</p> <p>An additional 30-day extension, for a maximum total of 150 days, can be granted to portability families upon written request if one of the circumstances above applies.</p> <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The HACFL will require the family to provide documentation to support the request.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the HACFL prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The HACFL will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.</p>
6-9	<p>6-I.C. ANTICIPATING ANNUAL INCOME</p> <p>Annualizing Income [24 CFR 5.609]</p> <p>Pursuant to HOTMA updates effective January 1, 2023 the HACFL will calculate annual income based on the policy established below.</p> <p>Admissions</p> <p>All of the current administrative policies of calculating will remain unchanged for program admissions and interims. Family income will be calculated by projecting forward.</p> <p>Reexaminations</p> <p>HACFL will use the prior year income (preceding 12-month period) to calculate annual recertifications. The HACFL will make adjustments to reflect current income if there was an interim change in the previous 12-month period that was not calculated. If the family disputes the calculation and provides documentation reflecting a change in current income circumstances the HACFL will adjust the calculations.</p>	<p>6-I.C. ANTICIPATING ANNUAL INCOME</p> <p>Annualizing Income [24 CFR 5.609]</p> <p>If the PHA verifies an upcoming increase or decrease in income, annual income will be calculated by applying each income amount to the appropriate part of the 12-month period.</p>
6-16	<p>6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES</p> <p>[24 CFR 5.617; Streamlining Final Rule (SFR) Federal Register 3/8/16]</p> <p>EID Removal</p> <p>The HACFL will continue to provide EID for any family that qualifies for the disallowance prior to the HOTMA final rule effective date of January 1, 2024. Families that were already in qualification status will be allowed to completed the 24-month process up until January 1, 2026. Effective January 1, 2024 the HACFL will no longer calculate EID for participant families.</p>	<p>6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES</p> <p>[24 CFR 5.617; Streamlining Final Rule (SFR) Federal Register 3/8/16]</p> <p>EID Removal</p> <p>None</p>
6-21	<p>6-I.G. ASSETS [24 CFR 5.609(b)(3); 24 CFR 5.603(b)]</p> <p>Asset Limitation [24 CFR 5.618(a)(i) & (a)(ii)]</p> <p>Pursuant to HOTMA changes effective 1/1/2024, the HACFL will deny assistance for an applicant or propose termination of assistance for a participant under the following circumstances:</p> <ul style="list-style-type: none"> • The family's net assets exceed \$ 100,000.00 • The family has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell the real property (based on laws of the state and locality in which the property is located) that is suitable for occupancy by the family as a residence. <p>Participants meeting the asset limitations listed above will be issued written notice that they no longer qualify for subsidy and given six months (180 days) from the annual/interim determination initiating the asset increase to effectively transition out of the program or provide documented proof that the increased asset matter has been cured by means of another method.</p> <p>In cases where participants qualify for the following exceptions the HACFL will not take any adverse action:</p> <ul style="list-style-type: none"> • Property jointly owned with someone else, and occupied by the other owner who is not a member of the household receiving benefits. • A victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. • A family that is offering the property for sale. • The property is not suitable for occupancy 	<p>6-I.G. ASSETS [24 CFR 5.609(b)(3); 24 CFR 5.603(b)]</p> <p>Asset Limitation [24 CFR 5.618(a)(i) & (a)(ii)]</p> <p>None</p>

6-39	<p>6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)] Hardship Exemptions for Health/Medical Care Expenses & Reasonable Attendant Case & Auxiliary Apparatus Expenses Phased In Relief [24 CFR 5.611(c)(1),(c)(2) & (d)] Pursuant to HOTMA changes effective January 1, 2024, only medical expenses that exceed 10% of the family's annual income can be deducted. Families receiving deductions for unreimbursed medical expenses as of January 1, 2024 may be entitled to a phase-in of the new 10% minimum requirement so that deductions may be taken for medical expenses that exceed 5% of the family's annual income for the first annual recertification after January 1, 2024; 7.5% for the second annual recertification; and then the full 10% minimum thereafter. Under HUD's HOTMA guidance, a family with a financial hardship can receive an exemption from the 10% minimum threshold if the hardship is due to a change that would not otherwise trigger an interim reexamination (i.e., an increase in medical expenses, increased bills due to apparatus or an increase in attendant care fees). Qualifying families may receive deductions for medical expenses that exceed five percent of the family's annual income but the relief ends after 90 days or when the circumstances that made the family eligible for the relief are no longer applicable, whichever comes earlier. PHA may grant additional 90-day relief periods if the hardship continues. Written notice from and to the family must be given for each 90-day process.</p>	<p>6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)] Hardship Exemptions for Health/Medical Care Expenses & Reasonable Attendant Case & Auxiliary Apparatus Expenses Phased In Relief [24 CFR 5.611(c)(1),(c)(2) & (d)] None</p>
6-42	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Seeking Work Removed</p>	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Seeking Work If the child care expense being claimed is to enable a family member to seek employment, the family must provide evidence of the family member's efforts to obtain employment at each reexamination. The deduction may be reduced or denied if the family member's job search efforts are not commensurate with the child care expense being allowed by the HACFL.</p>
6-45	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Hardship Exemption to Continue Child Care Expense [24 CFR 5.611(d)] Pursuant to HOTMA changes effective January 1, 2024, child care expenses can be requested by a family not employed or attending school under hardship. Under HUD's HOTMA guidance, a family with a financial hardship can receive child care expenses if the hardship is due to a change that would cause the family an inability to pay the rent (i.e., an interim change removing the only income in the household may cause the family a hardship if the child care is removed and the contract rent is more than payment standard). Qualifying families may receive childcare expense relief for 90 days from when the circumstance made the family eligible for the relief or until they are no longer applicable, whichever comes earlier. PHA may grant additional 90-day relief periods if the hardship continues. Written notice from and to the family must be given for each 90-day process</p>	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Hardship Exemption to Continue Child Care Expense [24 CFR 5.611(d)] None</p>
7-2	<p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516 AND 982.551, 24 CFR 5.230, 24 CFR 5.232] Penalties for Failing to Consent/Revoking Consent [24 CFR 5.232] Pursuant to HOTMA updated effective January 1, 2024, any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate assistance of participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with PHA procedures.</p>	<p>7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516 AND 982.551, 24 CFR 5.230, 24 CFR 5.232] Penalties for Failing to Consent/Revoking Consent [24 CFR 5.232] None</p>
7-4	<p>7-I.C. UP-FRONT INCOME VERIFICATION (UIV) The HACFL will utilize all EIV reports as mandated and required by HUD. Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory). Pursuant to HOTMA updated effective January 1, 2024, HACFL is not required to use of EIV for interim recertifications.</p>	<p>7-I.C. UP-FRONT INCOME VERIFICATION (UIV) The HACFL will utilize all EIV reports as mandated and required by HUD. Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory).</p>
7-11	<p>7-I.E. SELF-CERTIFICATION 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. The HACFL may require a family to certify that a family member does not receive a particular type of income or benefit. 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>7-I.E. SELF-CERTIFICATION 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. The HACFL may require a family to certify that a family member does not receive a particular type of income or benefit. 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>Pursuant to HOTMA asset updates effective January 1, 2024, HACFL will accept applicant's/participant's declaration of assets with a value of \$50,000 or less. HACFL's intake and reexamination documentation can serve as the declaration of the value of the assets and its resulting income. In such instances, HACFL will not need to request supporting documentation (asset statements) from the applicant/participant to confirm the assets or the amount of income expected to be received from those assets. This verification of asset methodology requires that third party verification be completed every three years.</p>	
7-12	<p>7-I.E. SELF-CERTIFICATION Self-Certification Real Property Ownership [24 CFR 5.618(b)(2)] Pursuant to HOTMA changes effective January 1, 2024 the HACFL will accept self-certification from the family that they do not has any present ownership interest in any real property. In cases where a family is a victim of domestic violence, dating violence, sexual assault, stalking or human trafficking, the HACFL will accept a self-certification from the applicant/participant.</p>	<p>7-I.E. SELF-CERTIFICATION Self-Certification Real Property Ownership [24 CFR 5.618(b)(2)] None</p>
7-31	<p>7-III.L. DETERMIANTION OF FAMILY INCOME USING OTHER MEANS TESTED PUBLIC ASSITANCE (I.E., SAFE HARBOR)[24 CFR 5.609(C)(3); 891.105] Pursuant to HOTMA updated effective January 1, 2024, HACFL may allow the use of income information (e.g., third party documentation or data) from other federal means-tested programs, such as the federal Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Department of Children and Families (DFC), Early Learning Coalition of Broward County (ELC), Veterans Administration and Supplemental Security Income (SSI) program to determine a family's income, as long as the means-tested eligibility determination provided includes name, income, household size, and eligibility determination date. Means-Tested verifications may be accepted at reexamination and admission. If a family provides multiple verifications from the same or multiple means the HACFL will use the most current dated document.</p>	<p>7-III.L. DETERMIANTION OF FAMILY INCOME USING OTHER MEANS TESTED PUBLIC ASSITANCE (I.E., SAFE HARBOR)[24 CFR 5.609(C)(3); 891.105] None</p>
8-1	<p>NSPIRE-V Note: The HACFL recognizes that during the course of year it will have to comply with HUD Guidance and Regulations as well as create polices for NSPIRE-V as it comes online.</p>	<p>NSPIRE-V None</p>
10-2	<p>10-I.A. ALLOWABLE MOVES If a family requests permission to move with continued assistance based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking the HACFL will request documentation in accordance with section 16-IX.D of this plan. The HACFL reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the family or family member will suffice. In such cases the HACFL will document the waiver in the family's file. The HACFL has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this plan.</p>	<p>10-I.A. ALLOWABLE MOVES If a family requests permission to move with continued assistance based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, the HACFL will request documentation in accordance with section 16-IX.D of this plan. The HACFL reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the family or family member will suffice. In such cases the HACFL will document the waiver in the family's file. The HACFL has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this plan.</p>
10-8	<p>10-II.B. INITIAL PHA ROLE Applicant Families 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, stalking, or human trafficking. However, any exception to this policy is subject to the approval of the receiving PHA [24 CFR 982.353(c) (3)].</p>	<p>10-II.B. INITIAL PHA ROLE Applicant Families 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 exception to this policy is subject to the approval of the receiving PHA [24 CFR 982.353(c) (3)].</p>
12-2	<p>12-I.D. MANDATORY TERMINATION OF ASSISTANCE Failure to Provide Consent [24 CFR 982.552(b)(3); 24 CFR 5.232] Pursuant to HOTMA updated effective January 1, 2024, any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate assistance of participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with PHA procedures.</p>	<p>12-I.D. MANDATORY TERMINATION OF ASSISTANCE Failure to Provide Consent [24 CFR 982.552(b)(3); 24 CFR 5.232] None</p>
12-5	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Mandatory Policies [24 CFR 982.553(b) and 982.551(I)]</p>	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Mandatory Policies [24 CFR 982.553(b) and 982.551(I)]</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>The HACFL will consider all credible evidence, including but not limited to, any record of 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>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>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>
12-6	<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>Drug-Related and Violent Criminal Activity [24 CFR 5.100]</p> <p>The HACFL will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.</p> <p>The HACFL will consider all credible evidence, including but not limited to, any record of convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.</p> <p>a. The HACFL shall deny assistance if any household member or if the applicant or applicant's family member (applicant) has been convicted at least ten (10) years from date of arrest, release or parole 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.</p> <p>2. Other Criminal and Non-Criminal Activities. HACFL shall deny assistance to the household also as specified in each of the following instances:</p> <p>a. If participant committed fraud, bribery, or any other criminal act in connection with any federal housing agency (unless provided payment in full of any balance due) within the last ten (10) years of the offense.</p> <p>b. If an applicant or member of the family committed any criminal activity within the past five (7) years 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</p> <p>c. Any criminal activity that may threaten the health or safety of property owners and 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).</p> <p>Immediate vicinity means within a three-block radius of the premises.</p> <p>The HACFL shall terminate assistance if a family member has engaged in drug related and/or violent criminal activity or any such as described above with any of the conditions listed below: with a disposition of the charge as either:</p> <ul style="list-style-type: none"> • Guilty • Guilty/convicted • Nolo Contendere/convicted • Convicted <p>Where the family has no pre or post pattern of repeated engagement in criminal activity and the disposition of the One Strike Policy 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 recommended for termination of assistance.</p> <p>In circumstances where the family member admits to the crime, the family recommended termination only if the case results in a conviction. Except as stipulated under Paragraph B. Mitigating Circumstances, the HACFL shall recommend termination for violations that include, but are not limited to, battery, rape, robbery, murder, assault/batteries, threatening the livelihood of others, as follows:</p> <p>HACFL shall recommend terminating assistance for the following violent criminal activities within ten (10) years from the date of arrest, except</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>Drug-Related and Violent Criminal Activity [24 CFR 5.100]</p> <p>The HACFL will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.</p> <p>The HACFL will consider all credible evidence, including but not limited to, any record of arrests and/or convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.</p> <p>a. The HACFL shall deny assistance if any household member or if the applicant or applicant's family member (applicant) has been convicted 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.</p> <p>2. Other Criminal and Non-Criminal Activities. HACFL shall deny assistance to the household also as specified in each of the following instances:</p> <p>a. If participant committed fraud, bribery, or any other criminal act in connection with any federal housing agency (unless provided payment in full of any balance due) within the last ten (10) years of the offense.</p> <p>b. If an applicant or member of the family committed any criminal activity within the past five (5) years 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</p> <p>c. Any criminal activity that may threaten the health or safety of property owners and 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).</p> <p>Immediate vicinity means within a three-block radius of the premises.</p> <p>The HACFL shall terminate assistance if a family member has engaged in drug related and/or violent criminal activity or any such as described above with any of the conditions listed below: with a disposition of the charge as either:</p> <ul style="list-style-type: none"> • Guilty • Guilty/convicted • Nolo Contendere/convicted • Convicted <p>Where the family has no pre or post pattern of repeated engagement in criminal activity and the disposition of the One Strike Policy 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 recommended for termination of assistance.</p> <p>In circumstances where the family member admits to the crime, whether or not an arrest, charge, or conviction takes place, the family shall be recommended for termination based on the admission. Except as stipulated under Paragraph B. Mitigating Circumstances, the HACFL shall recommend termination for violations that include, but are not limited to, battery, rape, robbery, murder, assault/batteries, threatening the livelihood of others, as follows:</p> <p>HACFL shall recommend terminating assistance for the following violent criminal activities within ten (10) years from the date of arrest, except</p>

	<p>violent sex-related offenses described under 12.II.C and or 12. II.D and/or any State registered Sexual offender.</p> <ul style="list-style-type: none"> • first or second degree murder • kidnapping • arson • violent sex-related offenses, including but not limited to rape, sexual assault/battery, sexual battery, or child molestation <p>In making its decision to terminate assistance, the HACFL may consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D and 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>violent sex-related offenses described under 12.II.C and or 12. II.D and/or any State registered Sexual offender.</p> <ul style="list-style-type: none"> • first or second degree murder • kidnapping • arson • violent sex-related offenses, including but not limited to rape, sexual assault/battery, sexual battery, or child molestation <p>In making its decision to terminate assistance, the HACFL may consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D and 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>
12-8	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), 24 CFR 984.101(d)]</p> <p>The HACFL will not terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency program.</p> <p>The HACFL will terminate a family's assistance if:</p> <p>The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related PHA policies.</p> <p>Any family member has been evicted from federally-assisted housing in the last five years.</p> <p>The HACFL shall recommend terminating assistance within seven years from the date of the arrest for manslaughter, sex offenses, except sex offenses described in Section –12II.D for non-murder violent criminal activity.</p> <p>The HACFL shall terminate assistance permanently for any member of the household subject to a lifetime registration requirement under a state sex offender registration program, as registered on the Florida Department of Law Enforcement website (www.fdle.state.fl.us).</p> <p>If any household member is currently engaged in any illegal use or possession of a drug within five (7) years from date of arrest, or if a pattern of illegal use or possession of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. (24 CFR 982.553(b) (1) (i) (A) and (B).</p> <p>If HACFL determines that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing (24 CFR 982.553 (b) (1) (ii)).</p> <p>If any family member is fleeing to avoid prosecution, custody, or confinement after conviction, for a crime or an attempt to commit a crime that is a felony.</p> <p>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.</p> <p>The family has breached the terms of a repayment agreement entered into with the HACFL.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HACFL personnel.</p> <p>O Abusive or violent behavior towards HACFL personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language,</p> <p>o written or oral, that is customarily used to intimidate may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p> <p>If the family has failed to maintain the property or caused severe damage to the unit;</p> <p>If the family fails to pay utilities pursuant to his/her responsibility as stipulated in the lease;</p> <p>If the family repeatedly breaks obligations under the lease or for serious violations of the lease;</p> <p>If a family has committed welfare fraud within the last five (5) years.</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 Sections 12-II.D and 12 II.E. Upon consideration of such alternatives and factors, the HACFL may, on a case-by-case basis, choose not to terminate assistance.</p>	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c), 24 CFR 984.101(d)]</p> <p>The HACFL will not terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency program.</p> <p>The HACFL will terminate a family's assistance if:</p> <p>The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related PHA policies.</p> <p>Any family member has been evicted from federally-assisted housing in the last five years.</p> <p>The HACFL shall recommend terminating assistance within five years from the date of the arrest for manslaughter, sex offenses, except sex offenses described in Section –12II.D for non-murder violent criminal activity.</p> <p>The HACFL shall terminate assistance permanently for any member of the household subject to a lifetime registration requirement under a state sex offender registration program, as registered on the Florida Department of Law Enforcement website (www.fdle.state.fl.us).</p> <p>If any household member is currently engaged in any illegal use or possession of a drug within five (5) years from date of arrest, or if a pattern of illegal use or possession of a drug by any household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. (24 CFR 982.553(b) (1) (i) (A) and (B).</p> <p>If HACFL determines that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing (24 CFR 982.553 (b) (1) (ii)).</p> <p>If any family member has participated in other criminal activity (non-violent) within three (3) years from the date of arrest that could threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity, as provided by 24 CFR 982.553(b)(2) and 982.551(1);</p> <p>If any family member is fleeing to avoid prosecution, custody, or confinement after conviction, for a crime or an attempt to commit a crime that is a felony.</p> <p>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.</p> <p>The family has breached the terms of a repayment agreement entered into with the HACFL.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HACFL personnel.</p> <p>O Abusive or violent behavior towards HACFL personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language,</p> <p>O written or oral, that is customarily used to intimidate may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p> <p>If the family has failed to maintain the property or caused severe damage to the unit;</p> <p>If the family fails to pay utilities pursuant to his/her responsibility as stipulated in the lease;</p> <p>If the family repeatedly breaks obligations under the lease or for serious violations of the lease;</p> <p>If a family has committed welfare fraud within the last five (5) years.</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 Sections 12-II.D and 12 II.E. Upon consideration of such alternatives and factors, the HACFL may, on a case-by-case basis, choose not to terminate assistance.
12-11	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Mandatory Policies [24 CFR 982.553(b) and 982.551(l)] Asset Limitation [24 CFR 5.618(a)(i) & (a)(ii)] Pursuant to HOTMA changes effective 1/1/2024, the HACFL will deny assistance for an applicant or propose termination of assistance for a participant under the following circumstances:</p> <ul style="list-style-type: none"> • The family's net assets exceed \$ 100,000.00 • The family has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell the real property (based on laws of the state and locality in which the property is located) that is suitable for occupancy by the family as a residence. <p>Participants meeting the asset limitations listed above will be issued written notice that they no longer qualify for subsidy and given six months (180 days) from the annual/interim determination initiating the asset increase to effectively transition out of the program or provide documented proof that the increased asset matter has been cured by means of another method.</p> <p>In cases where participants qualify for the following exceptions the HACFL will not take any adverse action:</p> <ul style="list-style-type: none"> • Property jointly owned with someone else, and occupied by the other owner who is not a member of the household receiving benefits. • A victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking. • A family that is offering the property for sale. • The property is not suitable for occupancy 	<p>12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS Mandatory Policies [24 CFR 982.553(b) and 982.551(l)] Asset Limitation [24 CFR 5.618(a)(i) & (a)(ii)] None</p>
12-17	<p>12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING OR HUMAN TRAFFICKING Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)] In determining whether a program participant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking 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, stalking or human trafficking</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, STALKING OR HUMAN TRAFFICKING Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)] 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>
12-18	<p>12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING OR HUMAN TRAFFICKING Documentation of Abuse [24 CFR 5.2007] When an individual facing termination of assistance for reasons related to domestic violence, dating violence, sexual assault, stalking, or human trafficking claims protection under VAWA, the HACFL will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-IX.D of this plan.</p>	<p>12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING OR HUMAN TRAFFICKING Documentation of Abuse [24 CFR 5.2007] When an individual facing termination of assistance for reasons related to domestic violence, dating violence, sexual assault or stalking claims protection under VAWA, the HACFL will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-IX.D of this plan</p>
16-3	<p>16-I.A. DE MINIMIS ERRORS IN INCOME DETERMINATIONS [24 CFR 5.609(c)(4), 960.257(f), 982.516 (f), 882.515(f) & 882.808(i)(5)] Pursuant to HOTMA updated effective January 1, 2024 if an error has been made in determining family income, family share of the rent or family composition, HACFL will promptly correct the error after notice to the family and the owner. For subsidy corrections, the notice will include a lease amendment reflecting the new HAP. For changes in family size, the correction may require the family to move to a new unit. If a move is required, the HACFL will work with the family to ensure they do not incur any hardships.</p> <p>The specific corrective action that HACFL takes depends upon the fault of the party in causing the error as established below.</p> <p>Family Made to Overpay</p>	<p>16-I.A. DE MINIMIS ERRORS IN INCOME DETERMINATIONS [24 CFR 5.609(c)(4), 960.257(f), 982.516 (f), 882.515(f) & 882.808(i)(5)] None</p>

	<p>HACFL Error – The HACFL will retroactively adjust housing assistance payments on behalf of families who have overpaid to ensure they receive credits for any overpayments. Adjustments may be made from housing assistance payment funds or administrative fee reserves as appropriate. If the family owed the owner rent, HACFL may choose to pay the amount due or a portion thereof directly to the owner on behalf of the family.</p> <p>Family Error - If the error is the fault of the family, HACFL will not reimburse the family, but will process the change effective the first of the month following notification or discovery of the error.</p> <p>Family Made to Pay to Low</p> <p>HACFL Error - If the family share of rent is incorrectly calculated too low, the family and the owner are not responsible for repayment. HACFL in this instance will give the family and owner notice of the change in family rent and HAP share, to be effective on the first of the month following a 30-day notice period.</p> <p>Family Error - If the family misrepresented their income and had no overpayment of HAP, the family may be required to sign a Compliance Agreement indicating that any additional instance of misrepresentation of income will lead to termination of subsidy.</p> <p>If the family had any HAP overpayment as a result of misrepresentation of income, the family may be eligible for a Repayment Agreement (see Section 16-IV.B. [Repayment Agreement Eligibility Criteria]). If HACFL will offer to enter into a Repayment Agreement, HACFL will notify both the owner and tenant of the tenant share and HAP share, and will develop a Repayment Agreement that addresses overpayment of HAP as a result of misrepresentation of income. Failure of the family to abide by the terms of the Repayment Agreement may result in termination of assistance. See Section 16-IV.B. (Repayment Agreements) for more information on Repayment Agreements.</p> <p>Any additional instance of misrepresentation of income will lead to termination of subsidy.</p>	
16-45	<p>16-VI.C. RECORDS MANAGEMENT Privacy Act Requirements [24 CFR 5.212; 24 CFR 5.232 and Form-9886] Pursuant to HOTMA updated effective January 1, 2024, household members will only need to sign and submit the HUD-9886 Authorization to Release Information and the HACFL Consent form once and will not need to sign it in subsequent years in order to reduce the burden on households and staff. Families will be required to sign the new consent forms by the next recertification.</p>	<p>16-VI.C. RECORDS MANAGEMENT Privacy Act Requirements [24 CFR 5.212; 24 CFR 5.232 and Form-9886] None</p>
16-46	<p>16-VI.C. RECORDS MANAGEMENT Criminal Records Consistent with the limitations on disclosure of criminal records, the HACFL has established and implemented a system of records management that ensures that any criminal record received by the HACFL from a law enforcement agency is:</p> <ul style="list-style-type: none"> • Maintained confidentially; • Not misused or improperly disseminated; and • Destroyed, once the purpose(s) for which the record was requested has been accomplished <p>All criminal background history is retained by the contracted provider. HACFL will not print search results unless there is a need to due to an applicant's/participant's request for a Grievance or as needed for review. Contract provider has set the system of record to be secure, only approved staff will be able to re-access records if needed.</p> <p>The results of HACFL's background check will be maintained in a secure and confidential database. A copy of the Consent for Release of Information along with the approval/denial status will be kept in the participant's file.</p>	<p>16-VI.C. RECORDS MANAGEMENT Criminal Records None</p>
16-52	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)] Notification to Public The HACFL will post the following information regarding VAWA in its offices and on its website. It will also make the information readily available to anyone who requests it.</p> <p>A notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking (Form HUD-5380, see Exhibit 16-1)</p> <p>A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, Stalking, human trafficking and Alternate Documentation (see Exhibit 16-2)</p> <p>A copy of the PHA's emergency transfer plan (Exhibit 16-3)</p>	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)] Notification to Public The HACFL will post the following information regarding VAWA in its offices and on its website. It will also make the information readily available to anyone who requests it.</p> <p>A notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Exhibit 16-1)</p> <p>A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Exhibit 16-2)</p> <p>A copy of the PHA's emergency transfer plan (Exhibit 16-3)</p>

	<p>A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, Human Trafficking Form HUD-5383 (Exhibit 16-4)</p> <p>The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)</p> <p>Contact information for local victim advocacy groups or service providers</p>	<p>A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4)</p> <p>The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)</p> <p>Contact information for local victim advocacy groups or service providers</p>
16-53	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]</p> <p>Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]</p> <p>The HACFL will provide all applicants with information about VAWA at the time they request an application for housing assistance. The HACFL will also include information about VAWA in all notices of denial of assistance (see section 3-III.G).</p> <p>The HACFL will provide all participants with information about VAWA at the time of admission (see section 5-I.B) and at annual reexamination. The HACFL will also include information about VAWA in notices of termination of assistance, as provided in section 12-II.F.</p> <p>The VAWA information provided to applicants and participants will consist of the notices in Exhibits 16-1 and 16-2 and a copy of form HUD-5832, Certification of Domestic Violence, Dating Violence, Stalking and Human Trafficking.</p>	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]</p> <p>Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]</p> <p>The HACFL will provide all applicants with information about VAWA at the time they request an application for housing assistance. The HACFL will also include information about VAWA in all notices of denial of assistance (see section 3-III.G).</p> <p>The HACFL will provide all participants with information about VAWA at the time of admission (see section 5-I.B) and at annual reexamination. The HACFL will also include information about VAWA in notices of termination of assistance, as provided in section 12-II.F.</p> <p>The VAWA information provided to applicants and participants will consist of the notices in Exhibits 16-1 and 16-2 and a copy of form HUD-5832, Certification of Domestic Violence, Dating Violence, and Stalking.</p>
16-53	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]</p> <p>Notification to Owners and Managers [24 CFR 5.2005(a) (2)]</p> <p>The HACFL will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program and at least annually thereafter. The VAWA information provided to owners will consist of the notice in Exhibit 16-5 and a copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Stalking, Human Trafficking and Alternate Documentation.</p>	<p>16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]</p> <p>Notification to Owners and Managers [24 CFR 5.2005(a) (2)]</p> <p>The HACFL will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program and at least annually thereafter. The VAWA information provided to owners will consist of the notice in Exhibit 16-5 and a copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, and Stalking and Alternate Documentation.</p>
16-52	<p>16-IX.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Any request for documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.</p> <p>The HACFL may, in its discretion, extend the deadline for 10 business days. Any extension granted by the HACFL will be in writing.</p>	<p>16-IX.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Any request for documentation of domestic violence, dating violence, sexual assault or stalking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.</p> <p>The HACFL may, in its discretion, extend the deadline for 10 business days. Any extension granted by the HACFL will be in writing</p>
16-54	<p>16-IX.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]</p> <p>If the HACFL accepts an individual's statement or other corroborating evidence of domestic violence, dating violence, sexual assault, stalking, or human trafficking the HACFL will document acceptance of the statement or evidence in the individual's file.</p>	<p>16-IX.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]</p> <p>If the HACFL accepts an individual's statement or other corroborating evidence of domestic violence, dating violence, sexual assault or stalking, the HACFL will document acceptance of the statement or evidence in the individual's file.</p>
19-39	<p>Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20]</p> <p>Emergency Transfers under VAWA [Notice PIH 2017-08]</p> <p>When the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking has lived in the unit for less than one year, the PHA will provide several options for continued assistance.</p> <p>The PHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible. If assistance is transferred to another development, the PHA will give priority to the participant on the other development's waiting list.</p> <p>If no units are available for an internal transfer to a PBV development or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in the PHA's public housing program. Such a decision will be made by the PHA based on the availability of tenant-based vouchers and/or vacancies in public housing units. Such families must be selected from the waiting list for the applicable program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, stalking and human trafficking in both its HCV and public housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.</p> <p>If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, the PHA will offer the participant</p>	<p>Choice Mobility [Notice PIH 2019-23; PRRAC Choice Mobility Implementation Guidance, 8/20]</p> <p>Emergency Transfers under VAWA [Notice PIH 2017-08]</p> <p>When the victim of domestic violence, dating violence, sexual assault, or stalking has lived in the unit for less than one year, the PHA will provide several options for continued assistance.</p> <p>The PHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible. If assistance is transferred to another development, the PHA will give priority to the participant on the other development's waiting list.</p> <p>If no units are available for an internal transfer to a PBV development or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in the PHA's public housing program. Such a decision will be made by the PHA based on the availability of tenant-based vouchers and/or vacancies in public housing units. Such families must be selected from the waiting list for the applicable program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking in both its HCV and public housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.</p> <p>If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, the PHA will offer the participant</p>

	<p>an internal transfer to another PBV unit in the same development or a transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.</p> <p>If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to the PHA's public housing program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, stalking as part of the public housing ACOP in order to expedite this process.</p>	<p>an internal transfer to another PBV unit in the same development or a transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.</p> <p>If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to the PHA's public housing program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking as part of the public housing ACOP in order to expedite this process.</p>
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Attachment - 2
HACFL ACOP – 2023 - Revisions

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

Chapter	Suggested New Policy	Current Policy
2-4	<p>2-I.C. DISCRIMINATION COMPLAINTS</p> <p>General Housing Discrimination Complaints Applicants or tenant families who believe that they have been subject to unlawful discrimination may notify the PHA either orally or in writing.</p> <p>Within 10 business days of receiving the complaint, the PHA will attempt to remedy discrimination complaints made against the PHA. The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>2-I.B. NONDISCRIMINATION</p> <p>Applicants or tenant families who believe that they have been subject to unlawful discrimination may notify the PHA either orally or in writing. Within 10 business days of receiving the complaint, the PHA will provide a written notice to those alleged to have violated the rule. The PHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).</p> <p>The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct an investigation into all allegations of discrimination.</p> <p>Within 10 business days following the conclusion of the PHA's investigation, the PHA will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted. The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>
2-5	<p>Complaints under the Equal Access Final Rule [Notice PIH 2014-20]</p> <p>Applicants or tenant families who believe that they have been subject to unlawful discrimination based on marital status, gender identity, or sexual orientation under the Equal Access Rule may notify the PHA either orally or in writing.</p> <p>Within 10 business days of receiving the complaint, the PHA will provide a written notice to those alleged to have violated the rule. The PHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).</p> <p>The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct an investigation into all allegations of discrimination.</p> <p>Within 10 business days following the conclusion of the PHA's investigation, the PHA will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted. The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>Complaints under the Equal Access Final Rule [Notice PIH 2014-20]</p> <p>None</p>
2-6	<p>VAWA Complaint Processing [Notice FHEO 2023-01]</p> <p>Applicants or tenant families who wish to file a VAWA complaint against the PHA may notify the PHA either orally or in writing.</p> <p>The PHA will advise the family of their right to file a VAWA complaint with HUD's Office of Fair Housing and Equal Opportunity (FHEO). The PHA will inform the family that not later than one year after an alleged VAWA violation has occurred or terminated, applicants and tenants who believe they have been injured by a VAWA violation or will be injured by such a violation that is about to occur may file a VAWA complaint using FHEO's online complaint form via mail, email, or telephone.</p> <p>The PHA will attempt to remedy complaints made against the PHA and will conduct an investigation into all allegations of discrimination.</p> <p>The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>	<p>VAWA Complaint Processing [Notice FHEO 2023-01]</p> <p>None</p>
3-3	<p>3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY Family Breakup</p> <p>When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may submit a new application with a new application date if the waiting list is open.</p> <p>If a family breaks up into two otherwise eligible families while living in public housing, only one of the new families will retain occupancy of the unit.</p>	<p>3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY Family Breakup</p> <p>When a family on the waiting list breaks up into two otherwise eligible families, only one of the new families may retain the original application date. Other former family members may submit a new application with a new application date if the waiting list is open.</p> <p>If a family breaks up into two otherwise eligible families while living in public housing, only one of the new families will retain occupancy of the unit.</p>

	<p>If a court determines the disposition of property between members of an applicant or resident family, the PHA will abide by the court's determination.</p> <p>In the absence of a judicial decision or an agreement among the original family members, the PHA will determine which family will retain their placement on the waiting list or continue in occupancy. In making its determination, the PHA will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements; (2) the interest of any ill, elderly, or disabled family members; (3) the interest of any family member who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including a family member who was forced to leave a public housing unit as a result of such actual or threatened abuse, and provides documentation in accordance with section 16-VII.D of this ACOP; (4) any possible risks to family members as a result of criminal activity, and (5) the recommendations of social service professionals.</p>	<p>If a court determines the disposition of property between members of an applicant or resident family, the PHA will abide by the court's determination.</p> <p>In the absence of a judicial decision or an agreement among the original family members, the PHA will determine which family will retain their placement on the waiting list or continue in occupancy. In making its determination, the PHA will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements; (2) the interest of any ill, elderly, or disabled family members; (3) the interest of any family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, including a family member who was forced to leave a public housing unit as a result of such actual or threatened abuse, and provides documentation in accordance with section 16-VII.D of this ACOP; (4) any possible risks to family members as a result of criminal activity, and (5) the recommendations of social service professionals.</p>
3-22	<p>3-III.B. REQUIRED DENIAL OF ADMISSION [24 CFR 960.204]</p> <p>In determining reasonable cause, the PHA 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. A record or records of arrest will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity. The PHA will also consider evidence from treatment providers or community-based organizations providing services to household members.</p>	<p>3-III.B. REQUIRED DENIAL OF ADMISSION [24 CFR 960.204]</p> <p>In determining reasonable cause, the PHA will consider all credible evidence, including but not limited to, any record of convictions, evictions or Lifetime Sex Offender Registry of household members as follows:</p> <ul style="list-style-type: none"> •The production or manufacture of methamphetamine on the premises of federally assisted housing. •Any household member subject to a lifetime registration requirement under a state lifetime sex offender registration
3-22	<p>3-III.B. REQUIRED DENIAL OF ADMISSION [24 CFR 960.204]</p> <p>Criminal Activity [24 CFR 960.203(c)]</p> <p>If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three years, the family will be denied admission.</p> <p>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].</p> <p>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].</p> <p>Criminal activity that may threaten the health, safety, or welfare of other tenants [24 CFR 960.203(c)(3)].</p> <p>Criminal activity that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.</p> <p>Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.</p> <p>Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past three years. A conviction for such activity will be given more weight than an arrest or an eviction. A record or records of arrest will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity.</p> <p>In making its decision to deny assistance, the PHA will consider the factors discussed in Sections 3-III.E and 3-III.F. Upon consideration of such factors, the PHA may, on a case-by-case basis, decide not to deny assistance.</p>	<p>3-III.B. REQUIRED DENIAL OF ADMISSION [24 CFR 960.204]</p> <p>Criminal Activity [24 CFR 960.203(c)]</p> <p>If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past seven years, the family will be denied admission.</p> <p>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].</p> <p>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].</p> <p>Criminal activity that may threaten the health, safety, or welfare of other tenants [24 CFR 960.203(c)(3)].</p> <p>Criminal activity that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.</p> <p>Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.</p> <p>Evidence of such criminal activity includes, but is not limited to any record of convictions, or evictions for suspected drug-related or violent criminal activity of household members within the past seven years. A conviction for such activity will be given more weight than an arrest or an eviction. A record or records of arrest will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity.</p> <p>In making its decision to deny assistance, the PHA will consider the factors discussed in Sections 3-III.E and 3-III.F. Upon consideration of such factors, the PHA may, on a case-by-case basis, decide not to deny assistance.</p>
3-25	<p>3-III.D. SCREENING</p> <p>Screening for Eligibility</p> <p>The PHA will perform criminal background checks through local law enforcement for all adult household members.</p> <p>If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC).</p>	<p>3-III.D. SCREENING</p> <p>Screening for Eligibility</p> <p>The PHA will perform criminal background checks through criminal background check contract provider for all adult household members.</p> <p>If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC).</p>
3-25	<p>3-III.D. SCREENING</p> <p>Screening for Eligibility</p> <p>The PHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission.</p>	<p>3-III.D. SCREENING</p> <p>Screening for Eligibility</p> <p>The PHA will use a contract provider to conduct the screening of the National Sex Offender database to screen applicants for admission.</p>
3-31	<p>3-III.E. CRITERIA FOR DECIDING TO DENY ADMISSION</p> <p>Consideration of Circumstances [24 CFR 960.203(c)(3) and (d)]</p> <p>The PHA 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>3-III.E. CRITERIA FOR DECIDING TO DENY ADMISSION</p> <p>Consideration of Circumstances [24 CFR 960.203(c)(3) and (d)]</p> <p>The PHA 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 admission 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.F) a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking</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 or records of arrest will not be used as the sole 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>Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs</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 effects that denial of admission 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.F) 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 or records of arrest will not be used as the sole 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>Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs</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>
3-33	<p>3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING</p> <p>Notification</p> <p>The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies. While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim. The PHA will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-VII.C of this ACOP, a notice of VAWA rights, and a copy of the form HUD-5382. The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 business days.</p>	<p>3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING</p> <p>Notification</p> <p>The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies. While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim. The PHA will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-VII.C of this ACOP, a notice of VAWA rights, and a copy of the form HUD-5382. The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 business days.</p>
3-34	<p>3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING</p> <p>Documentation</p> <p>Victim Documentation [24 CFR 5.2007]</p> <p>If an applicant claims the protection against denial of admission that VAWA provides to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-VII.D of this ACOP.</p>	<p>3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING</p> <p>Documentation</p> <p>Victim Documentation [24 CFR 5.2007]</p> <p>If an applicant claims the protection against denial of admission that VAWA provides to victims of domestic violence, dating violence, sexual assault, or stalking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-VII.D of this ACOP.</p>
4-7	<p>4-II.C. OPENING AND CLOSING THE WAITING LIST</p> <p>Reopening the Waiting List</p> <p>The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the</p>	<p>4-II.C. OPENING AND CLOSING THE WAITING LIST</p> <p>Reopening the Waiting List</p> <p>The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this</p>

	<p>list is only being reopened for certain categories of families, this information will be contained in the notice.</p> <p>The notice will inform applicants of the date, time, method, and place applications can be obtained and submitted, how blank applications may be obtained (e.g., from what addresses, community sites, and websites), all methods by which applications will be accepted (e.g., in person, by phone, by fax, by email), a point of contact who can answer questions, any limitations on who may apply, and any other information the applicant may need to successfully submit the application. The PHA will describe its prioritization system or whether it uses a lottery and will clearly state that this system will be used to place applicants on the waiting list.</p> <p>To ensure that public notices broadly reach potential applicants in all communities throughout the housing market area, the PHA will distribute public notices to local community-based organizations, such as social service agencies and religious institutions; distribute the notice online through the PHA's website or social media platforms and other online platforms for local housing news; and make use of any local newspapers of general circulation, minority media, and other suitable means.</p> <p>The PHA will give public notice by publishing the relevant information using the following media outlets: Sun Sentinel El Sentinel La Floridien</p>	<p>information will be contained in the notice. The notice will specify where, when, and how applications are to be received.</p> <p>The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: Sun Sentinel El Sentinel La Floridien</p>
4-10	<p>4-II.F. UPDATING THE WAITING LIST Purging the Waiting List</p> <p>The waiting list will be updated as needed to ensure that all applicant information is current and timely.</p> <p>To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program.</p> <p>As part of the initial pre-application or application, the PHA will ask the family for their preferred methods of communication, which may include mail, phone, text message, email, or contact through a representative or service provider.</p> <p>This update request will be sent to the last address that the PHA has on record for the family as well as any additional contact methods identified by the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.</p> <p>The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.</p> <p>If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.</p> <p>When a family is removed from the waiting list during the update process for failure to respond, the PHA will contact an unresponsive applicant through all means available, which may include via mail, phone, email, and text message. The PHA will give that family a reasonable period of time to respond with their interest so as to not inadvertently remove an applicant who remains interested but may have moved, changed their contact information, or otherwise are difficult to reach. No informal hearing will be offered in such cases. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore no informal hearing is required.</p> <p>If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.</p>	<p>4-II.F. UPDATING THE WAITING LIST Purging the Waiting List</p> <p>The waiting list will be updated as needed to ensure that all applicant information is current and timely.</p> <p>To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.</p> <p>The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.</p> <p>If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.</p> <p>If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.</p> <p>When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore no informal hearing is required.</p> <p>If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, or to circumstances beyond the family's control.</p>

4-13	<p>4-III.B. SELECTION METHOD Local Preferences [24 CFR 960.206] Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list. The PHA will use the following local preferences: Domestic Violence Preference (two points): The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have either been referred by a partnering service agency or consortia or who are seeking an emergency transfer under VAWA from the PHA's Housing Choice Voucher program or other covered housing program operated by the PHA. The PHA will work with the following partnering service agencies: Women In Distress The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. Working Family Preference (one point): In order to bring higher income families into public housing, the PHA will establish a preference for "working" families, where the head, spouse, cohead, or sole member is currently working at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)]. Example 1: Head of household is elderly, but does not work. There is no spouse or cohead. This family receives benefit of the working preference. Example 2: Head of household is 64, spouse is disabled. Neither work. This family receives benefit of the working preference. Example 3: Head of household is 63, spouse is neither elderly nor disabled. Neither work. This family does NOT receive benefit of the working preference since both the head of household and spouse (or cohead) must be elderly and/or disabled to receive benefit of the working preference, unless one is currently working at least 20 hours a week.</p> <p>Applicants qualifying for both preferences will thus be assigned a total of three points. Among applicants with the same preference points, date and time of application will be used to determine placement on the waiting list.</p>	<p>4-III.B. SELECTION METHOD Local Preferences [24 CFR 960.206] The PHA will use the following local preferences: In order to bring higher income families into public housing, the PHA will establish a preference for "working" families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)]. The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency or consortia or who is seeking an emergency transfer under VAWA from the PHA's housing choice voucher program or other covered housing program operated by the PHA. The PHA will work with the following partnering service agencies: Women in Distress The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list. The preference for victims of domestic violence, dating violence, sexual assault, or stalking seeking an emergency transfer will be equal to two points. The preference for working families will be equal to one point. Applicants qualifying for both preferences will thus be assigned a total of three points. Among applicants who qualify for two preferences, date and time of application will be used to determine placement on the waiting list.</p>
5-6	<p>5-II.D. REFUSALS OF UNIT OFFERS Good Cause for Unit Refusal The family demonstrates to the PHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities. The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders; other court orders; risk assessments related to witness protection from a law enforcement agency; or documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption. A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.</p> <p>In the case of a unit refusal for good cause the applicant will not be removed from the waiting list as described later in this section. The applicant will remain at the top of the waiting list until the family receives an offer for which they do not have good cause to refuse.</p>	<p>5-II.D. REFUSALS OF UNIT OFFERS Good Cause for Unit Refusal The family demonstrates to the PHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities. The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders; other court orders; risk assessments related to witness protection from a law enforcement agency; or documentation of domestic violence, dating violence, sexual assault, or stalking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption. A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.</p> <p>The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move. The unit has lead-based paint and the family includes children under the age of six.</p>
6-8	<p>6-I.C. ANTICIPATING ANNUAL INCOME Annualizing Income [24 CFR 5.609] Pursuant to HOTMA updates effective January 1, 2023 the PHA will calculate annual income based on the policy established below. Admissions</p>	<p>6-I.C. ANTICIPATING ANNUAL INCOME Annualizing Income [24 CFR 5.609] If the PHA verifies an upcoming increase or decrease in income, annual income will be calculated by applying each income amount to the appropriate part of the 12-month period.</p>

	<p>All of the current administrative policies of calculating will remain unchanged for program admissions and interims. Family income will be calculated by projecting forward.</p> <p>Reexaminations PHA will use the prior year income (preceding 12-month period) to calculate annual recertifications. The PHA will make adjustments to reflect current income if there was an interim change in the previous 12-month period that was not calculated. If the family disputes the calculation and provides documentation reflecting a change in current income circumstances the PHA will adjust the calculations.</p>	
6-14	<p>6-I.E. EARNED INCOME DISALLOWANCE [24 CFR 960.255; Streamlining Final Rule (SFR) Federal Register 3/8/16] EID Removal The HACFL will continue to provide EID for any family that qualifies for the disallowance prior to the HOTMA final rule effective date of January 1, 2024. Families that were already in qualification status will be allowed to completed the 24-month process up until January 1, 2026. Effective January 1, 2024 the HACFL will no longer calculate EID for participant families.</p>	<p>6-I.E. EARNED INCOME DISALLOWANCE [24 CFR 960.255; Streamlining Final Rule (SFR) Federal Register 3/8/16] EID Removal None</p>
6-32	<p>6-I.L. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME Removed</p>	<p>6-I.L. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME Regular financial support from parents or guardians to students for food, clothing personal items, and entertainment is not considered student financial assistance and is included in annual income.</p>
6-39	<p>6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)] Hardship Exemptions for Health/Medical Care Expenses & Reasonable Attendant Case & Auxiliary Apparatus Expenses Phased In Relief [24 CFR 5.611(c)(1),(c)(2) & (d)] Pursuant to HOTMA changes effective January 1, 2024, only medical expenses that exceed 10% of the family's annual income can be deducted. Families receiving deductions for unreimbursed medical expenses as of January 1, 2024 may be entitled to a phase-in of the new 10% minimum requirement so that deductions may be taken for medical expenses that exceed 5% of the family's annual income for the first annual recertification after January 1, 2024; 7.5% for the second annual recertification; and then the full 10% minimum thereafter.</p> <p>Under HUD's HOTMA guidance, a family with a financial hardship can receive an exemption from the 10% minimum threshold if the hardship is due to a change that would not otherwise trigger an interim reexamination (i.e., an increase in medical expenses, increased bills due to apparatus or an increase in attendant care fees). Qualifying families may receive deductions for medical expenses that exceed five percent of the family's annual income but the relief ends after 90 days or when the circumstances that made the family eligible for the relief are no longer applicable, whichever comes earlier. PHA may grant additional 90-day relief periods if the hardship continues. Written notice from and to the family must be given for each 90-day process.</p>	<p>6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)] Hardship Exemptions for Health/Medical Care Expenses & Reasonable Attendant Case & Auxiliary Apparatus Expenses Phased In Relief [24 CFR 5.611(c)(1),(c)(2) & (d)] None</p>
6-40	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Qualifying for the Deduction Seeking Work Removed</p>	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Qualifying for the Deduction Seeking Work If the child care expense being claimed is to enable a family member to seek employment, the family must provide evidence of the family member's efforts to obtain employment at each reexamination. The deduction may be reduced or denied if the family member's job search efforts are not commensurate with the child care expense being allowed by the PHA.</p>
6-42	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Hardship Exemption to Continue Child Care Expense [24 CFR 5.611(d)] Pursuant to HOTMA changes effective January 1, 2024, child care expenses can be requested by a family not employed or attending school under hardship.</p> <p>Under HUD's HOTMA guidance, a family with a financial hardship can receive child care expenses if the hardship is due to a change that would cause the family an inability to pay the rent (i.e., an interim change removing the only income in the household may cause the family a hardship if the child care is removed and the contract rent is more than payment standard). Qualifying families may receive childcare expense relief for 90 days from when the circumstance made the family eligible for the relief or until they are no longer applicable, whichever comes earlier. PHA may grant additional 90-day relief periods if the hardship</p>	<p>6-II.F. CHILD CARE EXPENSE DEDUCTION Hardship Exemption to Continue Child Care Expense [24 CFR 5.611(d)] None</p>

	continues. Written notice from and to the family must be given for each 90-day process.	
7-2	7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 960.259, 24 CFR 5.230] Penalties for Failing to Consent/Revoking Consent [24 CFR 5.232] Pursuant to HOTMA updated effective January 1, 2024, any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate assistance of participants. The family may request an appeal (applicants) or grievance hearing (participants) in accordance with PHA procedures.	7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 960.259, 24 CFR 5.230] Penalties for Failing to Consent/Revoking Consent [24 CFR 5.232] None
7-5	7-I.C. UP-FRONT INCOME VERIFICATION (UIV) The PHA will utilize all EIV reports as mandated and required by HUD. Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory). Pursuant to HOTMA updated effective January 1, 2024, PHA is not required to use of EIV for interim recertifications.	7-I.C. UP-FRONT INCOME VERIFICATION (UIV) None
7-11	7-I.E. SELF-CERTIFICATION 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 PHA. The PHA may require a family to certify that a family member does not receive a particular type of income or benefit. The self-certification must be made in a format acceptable to the PHA 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 PHA representative or PHA notary public. Pursuant to HOTMA asset updates effective January 1, 2024, PHA will accept applicant's/participant's declaration of assets with a value of \$50,000 or less. PHA's intake and reexamination documentation can serve as the declaration of the value of the assets and its resulting income. In such instances, PHA will not need to request supporting documentation (asset statements) from the applicant/participant to confirm the assets or the amount of income expected to be received from those assets. This verification of asset methodology requires that third party verification be completed every three years.	7-I.E. SELF-CERTIFICATION 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 PHA. The PHA may require a family to certify that a family member does not receive a particular type of income or benefit. The self-certification must be made in a format acceptable to the PHA 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 PHA representative or PHA notary public.
7-12	7-I.E. SELF-CERTIFICATION Self-Certification Real Property Ownership [24 CFR 5.618(b)(ii)] Pursuant to HOTMA changes effective January 1, 2024 the PHA will accept self-certification from the family that they do not has any present ownership interest in any real property. In cases where a family is a victim of domestic violence, dating violence, sexual assault, stalking or human trafficking, the PHA will accept a self-certification from the applicant/participant.	7-I.E. SELF-CERTIFICATION Self-Certification Real Property Ownership [24 CFR 5.618(b)(ii)] None
7-20	7-II.H. VERIFICATION OF PREFERENCE STATUS The PHA offers a preference for working families, described in Section 4-III.B. The PHA may verify that the family qualifies for the working family preference based on the family's submission of the working member's most recent paycheck stub indicating that the working member works at least 20 hours per week. The paycheck stub must have been issued to the working member within the last thirty days. The PHA may also seek third party verification from the employer of the head, spouse, cohead or sole member of a family requesting a preference as a working family. The PHA also offers a preference for victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking as described in Section 4-III.B. To verify that applicants qualify for the preference, the PHA will follow documentation requirements outlined in Section 16-VII.D.	7-II.H. VERIFICATION OF PREFERENCE STATUS The PHA offers a preference for working families, described in Section 4-III.B. The PHA may verify that the family qualifies for the working family preference based on the family's submission of the working member's most recent paycheck stub indicating that the working member works at least 20 hours per week. The paycheck stub must have been issued to the working member within the last thirty days. The PHA may also seek third party verification from the employer of the head, spouse, cohead or sole member of a family requesting a preference as a working family. The PHA also offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking, as described in Section 4-III.B. To verify that applicants qualify for the preference, the PHA will follow documentation requirements outlined in Section 16-VII.D.
7-19	7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS Social Security/SSI Benefits PHA Policy verbiage Removed	7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS Social Security/SSI Benefits To verify the SS/SSI benefits of applicants, the PHA will request a current (dated within the last 60 days) SSA benefit verification letter from each family member who receives social security benefits. If a family member is unable to provide the document, the PHA will help the applicant

		request a benefit verification letter from SSA's Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at 1-800-772-1213. Once the family has received the original benefit verification letter, it will be required to provide the letter to the PHA. To verify the SS/SSI benefits of residents, the PHA will obtain information about social security/SSI benefits through HUD's EIV system, and confirm with the resident(s) that the current listed benefit amount is correct. If the resident disputes the EIV-reported benefit amount, or if benefit information is not available in HUD systems, the PHA will request a current SSA benefit verification letter from each family member that receives social security benefits. If a family member is unable to provide the document, the PHA will help the resident request a benefit verification letter from SSA's Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at 1-800-772-1213. Once the family has received the benefit verification letter, it will be required to provide the letter to the PHA.
7-27	<p>7-III.J. DETERMIANTION OF FAMILY INCOME USING OTHER MEANS TESTED PUBLIC ASSITANCE (I.E., SAFE HARBOR)[24 CFR 5.609(C)(3); 891.105]</p> <p>Pursuant to HOTMA updated effective January 1, 2024, PHA may allow the use of income information (e.g., third party documentation or data) from other federal means-tested programs, such as the federal Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Department of Children and Families (DFC), Early Learning Coalition of Broward County (ELC), Veterans Administration and Supplemental Security Income (SSI) program to determine a family's income, as long as the means-tested eligibility determination provided includes name, income, household size, and eligibility determination date.</p> <p>Means-Tested verifications may be accepted at reexamination and admission. If a family provides multiple verifications from the same or multiple means the PHA will use the most current dated document.</p>	<p>7-III.J. DETERMIANTION OF FAMILY INCOME USING OTHER MEANS TESTED PUBLIC ASSITANCE (I.E., SAFE HARBOR)[24 CFR 5.609(C)(3); 891.105]</p> <p>None</p>
7-31	<p>7-IV.C. DISABILITY ASSISTANCE EXPENSES</p> <p>Amount of Expense</p> <p>Attendant Care</p> <p>Expenses for attendant care will be verified through:</p> <p>Written third-party documents provided by the family, such as receipts or cancelled checks.</p> <p>Third-party verification form signed by the provider, if family-provided documents are not available.</p> <p>If third-party verification is not possible, written family certification as to costs anticipated to be incurred for the upcoming 12 months.</p>	<p>7-IV.C. DISABILITY ASSISTANCE EXPENSES</p> <p>Amount of Expense</p> <p>Attendant Care</p> <p>The PHA will accept written third-party documents provided by the family.</p> <p>If family-provided documents are not available, the PHA will provide a third-party verification form directly to the care provider requesting the needed information.</p> <p>Expenses for attendant care will be verified through:</p> <p>Written third-party documents provided by the family, such as receipts or cancelled checks.</p> <p>Third-party verification form signed by the provider, if family-provided documents are not available.</p> <p>If third-party verification is not possible, written family certification as to costs anticipated to be incurred for the upcoming 12 months.</p>
8-11	<p>8-II.B. TYPES OF INSPECTIONS</p> <p>Annual Inspections [24 CFR 5.705]</p> <p>The PHA will inspect all occupied units annually using HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE).</p>	<p>8-II.B. TYPES OF INSPECTIONS</p> <p>Annual Inspections [24 CFR 5.705]</p> <p>The PHA will inspect all occupied units annually using HUD's Uniform Physical Condition Standards (UPCS).</p>
8-15	<p>8-II.D. INSPECTION RESULTS</p> <p>Non-emergency Repairs</p> <p>The PHA will correct non-life-threatening health and safety defects within 15 business days of the inspection date. If the PHA is unable to make repairs within that period due to circumstances beyond the PHA's control (e.g. required parts or services are not available, weather conditions, etc.) the PHA will notify the family of an estimated date of completion.</p> <p>The family must allow the PHA access to the unit to make repairs.</p> <p>Except for emergencies, management will not enter the dwelling unit to perform repairs where a pet resides unless accompanied for the entire duration of the repair by the pet owner or responsible person designated by the pet owner in accordance with the pet policies in Section 10-II.D.</p>	<p>8-II.D. INSPECTION RESULTS</p> <p>Non-emergency Repairs</p> <p>The PHA will correct non-life-threatening health and safety defects within 15 business days of the inspection date. If the PHA is unable to make repairs within that period due to circumstances beyond the PHA's control (e.g. required parts or services are not available, weather conditions, etc.) the PHA will notify the family of an estimated date of completion.</p> <p>The family must allow the PHA access to the unit to make repairs.</p>
11-2	<p>11-I.B. REQUIREMENTS</p> <p>Definitions</p> <p>Exempt Individual [24 CFR 960.601(b), Notice PIH 2015-12]</p> <p>The PHA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.</p> <ul style="list-style-type: none"> Is able to meet requirements of being exempted under a state program funded under part A of title IV of the Social Security Act, or under any 	<p>11-I.B. REQUIREMENTS</p> <p>Definitions</p> <p>Exempt Individual [24 CFR 960.601(b), Notice PIH 2015-12]</p> <p>The PHA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.</p> <ul style="list-style-type: none"> Is able to meet requirements of being exempted under a state program funded under part A of title IV of the Social Security Act, or under any

	<p>other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program</p> <ul style="list-style-type: none"> • This exemption applies to anyone whose characteristics or family situation meet the welfare agency exemption criteria and can be verified. • Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program and the supplemental nutrition assistance program (SNAP), and has not been found by the state or other administering entity to be in noncompliance with such program 	<p>other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program</p> <ul style="list-style-type: none"> • This exemption applies to anyone whose characteristics or family situation meet the welfare agency exemption criteria and can be verified. • Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program and the supplemental nutrition assistance program (SNAP), and has not been found by the state or other administering entity to be in noncompliance with such program. • Is a member of a non-public housing over-income family.
12-2	<p>12-I.B. EMERGENCY TRANSFERS</p> <p>Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health, or safety of the resident or family members that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak, no heat in the building during the winter, no water, toxic contamination, and serious water leaks.</p> <p>A verified incident of domestic violence, dating violence, sexual assault, stalking, or human trafficking. For instances of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the threat may be established through documentation outlined in section 16-VII.D. In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP), although, the PHA may waive this requirement in order to expedite the transfer process.</p> <p>The PHA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, stalking, or human trafficking. The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. The PHA defines immediately available as a vacant unit, that is ready for move-in within a reasonable period of time, not to exceed [insert number of days]. If an internal transfer to a safe unit is not immediately available, the PHA will assist the resident in seeking an external emergency transfer either within or outside the PHA's programs.</p> <p>The PHA has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this plan.</p>	<p>12-I.B. EMERGENCY TRANSFERS</p> <p>The following are considered emergency circumstance warranting an immediate transfer of the tenant or family:</p> <p>Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health, or safety of the resident or family members that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak, no heat in the building during the winter, no water, toxic contamination, and serious water leaks.</p> <p>A verified incident of domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may be established through documentation outlined in section 16-VII.D. In order to request the emergency transfer, the requestor must submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP), although, the PHA may waive this requirement in order to expedite the transfer process.</p> <p>The PHA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, or stalking. The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. The PHA defines immediately available as a vacant unit, that is ready for move-in within a reasonable period of time, not to exceed [insert number of days]. If an internal transfer to a safe unit is not immediately available, the PHA will assist the resident in seeking an external emergency transfer either within or outside the PHA's programs.</p> <p>The PHA has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this plan.</p>
12-3	<p>12-I.C. EMERGENCY TRANSFER PROCEDURES</p> <p>Any condition that would produce an emergency work order would qualify a family for an emergency transfer if the repairs cannot be made within 24 hours.</p> <p>If the transfer is necessary because of maintenance conditions, and an appropriate unit is not immediately available, the PHA will provide temporary accommodations to the tenant by arranging for temporary lodging at a hotel or similar location. The family is entitled to alternative accommodations even if the tenant, household member, guest, or other covered person is responsible for the damage that caused the hazard or if a family is in the process of being evicted.</p> <p>If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, the PHA will transfer the resident to the first available and appropriate unit after the temporary relocation.</p> <p>Emergency transfers that arise due to maintenance conditions are mandatory for the tenant.</p> <p>If the emergency transfer is necessary to protect a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the PHA will follow procedures outlined in Exhibit 16-4.</p>	<p>12-I.C. EMERGENCY TRANSFER PROCEDURES</p> <p>If the transfer is necessary because of maintenance conditions, and an appropriate unit is not immediately available, the PHA will provide temporary accommodations to the tenant by arranging for temporary lodging at a hotel or similar location. If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, the PHA will transfer the resident to the first available and appropriate unit after the temporary relocation.</p> <p>Emergency transfers that arise due to maintenance conditions are mandatory for the tenant.</p> <p>If the emergency transfer is necessary to protect a victim of domestic violence, dating violence, sexual assault, or stalking, the PHA will follow procedures outlined in Exhibit 16-4.</p>
12-9	<p>12-III.C. ELIGIBILITY FOR TRANSFER</p> <p>Except where reasonable accommodation is being requested, the PHA will only consider transfer requests from residents that meet the following requirements:</p> <p>Have not engaged in criminal activity that threatens the health and safety or residents and staff</p> <p>Owe no back rent or other charges, or have a pattern of late payment</p> <p>Have no housekeeping lease violations or history of damaging property</p> <p>Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)</p> <p>A resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection.</p>	<p>12-III.C. ELIGIBILITY FOR TRANSFER</p> <p>Except where reasonable accommodation is being requested, the PHA will only consider transfer requests from residents that meet the following requirements:</p> <p>Have not engaged in criminal activity that threatens the health and safety or residents and staff</p> <p>Owe no back rent or other charges, or have a pattern of late payment</p> <p>Have no housekeeping lease violations or history of damaging property</p> <p>Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)</p> <p>A resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection.</p>

	<p>Exceptions to the good record requirement may be made when it is to the PHA's advantage to make the transfer.</p> <p>Exceptions will also be made when the PHA determines that a transfer is necessary to protect the health or safety of a resident who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who provides documentation of abuse in accordance with section 16-VII.D of this ACOP. Tenants who are not in good standing may still request an emergency transfer under VAWA.</p> <p>If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit for a period of two years from the date of admission, unless they have a change in family size or composition, or it is needed as a reasonable accommodation.</p>	<p>Exceptions to the good record requirement may be made when it is to the PHA's advantage to make the transfer.</p> <p>Exceptions will also be made when the PHA determines that a transfer is necessary to protect the health or safety of a resident who is a victim of domestic violence, dating violence, sexual assault, or stalking, and who provides documentation of abuse in accordance with section 16-VII.D of this ACOP. Tenants who are not in good standing may still request an emergency transfer under VAWA.</p> <p>If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit for a period of two years from the date of admission, unless they have a change in family size or composition, or it is needed as a reasonable accommodation.</p>
12-11	<p>12-III.F. HANDLING OF REQUESTS</p> <p>Residents requesting a transfer to another unit or development will be required to submit a written request for transfer.</p> <p>In order to request the emergency transfer under VAWA, the resident will be required to submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP). The PHA may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the PHA accepts an individual's statement, the PHA will document acceptance of the statement in the individual's file in accordance with 16-VII.D. of this ACOP. Transfer requests under VAWA will be processed in accordance with the PHA's Emergency Transfer Plan (Exhibit 16-3). In case of a reasonable accommodation transfer, the PHA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the PHA will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.</p> <p>The PHA will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking in accordance with section 16-VII.D of this ACOP.</p> <p>If the family does not meet the "good record" requirements under Section 12-III.C., the manager will address the problem and, until resolved, the request for transfer will be denied.</p> <p>The PHA will respond within ten (10) business days of the submission of the family's request. If the PHA denies the request for transfer, the family will be informed of its grievance rights.</p>	<p>12-III.F. HANDLING OF REQUESTS</p> <p>Residents requesting a transfer to another unit or development will be required to submit a written request for transfer.</p> <p>In order to request the emergency transfer under VAWA, the resident will be required to submit an emergency transfer request form (HUD-5383) (Exhibit 16-4 of this ACOP). The PHA may, on a case-by-case basis, waive this requirement and accept a verbal request in order to expedite the transfer process. If the PHA accepts an individual's statement, the PHA will document acceptance of the statement in the individual's file in accordance with 16-VII.D. of this ACOP. Transfer requests under VAWA will be processed in accordance with the PHA's Emergency Transfer Plan (Exhibit 16-3). In case of a reasonable accommodation transfer, the PHA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the PHA will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.</p> <p>The PHA will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, or stalking in accordance with section 16-VII.D of this ACOP.</p> <p>If the family does not meet the "good record" requirements under Section 12-III.C., the manager will address the problem and, until resolved, the request for transfer will be denied.</p> <p>The PHA will respond within ten (10) business days of the submission of the family's request. If the PHA denies the request for transfer, the family will be informed of its grievance rights.</p>
12-13	<p>12-IV.D. GOOD CAUSE FOR UNIT REFUSAL</p> <p>Examples of good cause for refusal of a unit offer include, but are not limited to, the following:</p> <p>The family demonstrates to the PHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.</p> <p>The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, risk assessments related to witness protection from a law enforcement agency, or documentation of domestic violence, dating violence, stalking, or human trafficking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.</p> <p>A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.</p> <p>The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.</p> <p>The unit has lead-based paint and the family includes children under the age of six.</p> <p>The PHA will require documentation of good cause for unit refusals.</p>	<p>12-IV.D. GOOD CAUSE FOR UNIT REFUSAL</p> <p>Examples of good cause for refusal of a unit offer include, but are not limited to, the following:</p> <p>The family demonstrates to the PHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.</p> <p>The family demonstrates to the PHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, risk assessments related to witness protection from a law enforcement agency, or documentation of domestic violence, dating violence, or stalking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.</p> <p>A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.</p> <p>The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.</p> <p>The unit has lead-based paint and the family includes children under the age of six.</p> <p>The PHA will require documentation of good cause for unit refusals.</p>
13-3	<p>13-II.B. FAILURE TO PROVIDE CONSENT [24 CFR 960.259(a) and (b)]</p> <p>Pursuant to HOTMA updated effective January 1, 2024, any family member who is required to sign a consent form fails to do so, the PHA will deny admission to applicants and terminate assistance of participants. The family may request an informal review (applicants) or informal hearing (participants) in accordance with PHA procedures.</p>	<p>13-II.B. FAILURE TO PROVIDE CONSENT [24 CFR 960.259(a) and (b)]</p> <p>None</p>

13-5	13-II.F. METHAMPHETAMINE CONVICTION [24 CFR 966.4(l)(5)(i)(A)] During the intake application and annual recertification process the PHA will check the record of all adults for convictions for the manufacturing or production of methamphetamines. If convictions are found the PHA will terminate the lease based on the policies and guidance listed in chapter 13 and 14 of the ACOP.	13-II.F. METHAMPHETAMINE CONVICTION [24 CFR 966.4(l)(5)(i)(A)] None																		
13-5	13-II.G. LIFETIME REGISTERED SEX OFFENDERS [Notice PIH 2012-28] During the intake application and annual recertification process the PHA will check the record of all adults to ensure they are not listed on the Registered Sex Offender Registry. If registrations are found the PHA will terminate the lease based on the policies and guidance listed in chapter 13 and 14 of the ACOP.	13-II.G. LIFETIME REGISTERED SEX OFFENDERS [Notice PIH 2012-28] None																		
13-6	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] For families whose income exceeds the over-income limit for 24 consecutive months, the PHA will not terminate the family's tenancy and will charge the family the alternative non-public housing rent, as well as require the family to sign a new non-public housing lease in accordance with the continued occupancy policies below.	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] None																		
13-6	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Over-Income Limit [Notice PIH 2019-11] The PHA will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted. <table><tr><td>Family Size</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>Over-Income Limit</td><td>34,406</td><td>39,322</td><td>45,014</td><td>49,152</td><td>53,095</td><td>58,039</td><td>60,979</td><td>64,922</td></tr></table> For families larger than eight persons, the over-income limit will be calculated by multiplying the applicable very low-income limit by 2.4.	Family Size	1	2	3	4	5	6	7	8	Over-Income Limit	34,406	39,322	45,014	49,152	53,095	58,039	60,979	64,922	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Over-Income Limit [Notice PIH 2019-11] None
Family Size	1	2	3	4	5	6	7	8												
Over-Income Limit	34,406	39,322	45,014	49,152	53,095	58,039	60,979	64,922												
13-7	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Decreases in Income [24 CFR 960.507(c)(4)] If, at any time during the 24-month period following the initial over-income determination, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy in Chapter 9. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing within 10 business days of the determination that over-income policies no longer apply to them.	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Decreases in Income [24 CFR 960.507(c)(4)] None																		
13-7	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Initial Notice of Over-Income Status [24 CFR 960.507(c)(1)] At annual or interim reexamination, if a family's income exceeds the applicable over-income limit, within 10 business days the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Initial Notice of Over-Income Status [24 CFR 960.507(c)(1)] None																		
13-8	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Second Notice of Over-Income Status [24 CFR 960.507(c)(2)] If a family's income exceeds the applicable over-income limit after 12 consecutive months, within 10 business days, the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will provide an estimate of the alternative non-public housing rent applicable to the family at the close of the 24 consecutive month period. The notice will also state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Second Notice of Over-Income Status [24 CFR 960.507(c)(2)] None																		
13-9	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Final Notice of Over-Income Status [24 CFR 960.507(c)(3) and 960.509] If a family's income exceeds the applicable over-income limit for 24	13-II.J. OVER_INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23] Final Notice of Over-Income Status [24 CFR 960.507(c)(3) and 960.509] None																		

	<p>consecutive months, the PHA will notify the family in writing of the determination within 10 business days of the date of the determination. The notice will state that the family will be charged the alternative non-public housing rent in accordance with PHA continued occupancy policies and HUD regulations and provide the family's new rent amount. The notice will also include a new non-public housing lease and inform the family that the lease must be executed by the family and the PHA no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner. The family will continue to be a public housing program participant until the family executes the new non-public housing lease. The notice will also state that failure to execute the lease within this time period stated in the notice will result in termination of tenancy no more than six months after the date of the notice. The PHA will permit an over-income family to execute a lease beyond this time period, but before termination of tenancy, if the over-income family pays the PHA the total difference between the alternative non-public housing rent and their public housing rent dating back to the point in time that the over-income family was required to execute the new lease.</p> <p>Once the family signs the new non-public housing lease, the family will no longer be a public housing participant family. The family will no longer be subject to income examinations, are precluded from participating in the resident council, and cannot participate in any programs that are only for public housing or low-income families. The non-public housing over-income lease will contain all required provisions listed at 24 CFR 960.509. The initial term of the lease will be for one year. Upon expiration of the initial lease term, the lease will not renew automatically, and subsequent leases will state renewal terms. At any time, the PHA may terminate tenancy in accordance with 24 CFR 960.509(b)(11) and in accordance with state and local law. Upon execution of the lease, the tenant will be required pay the amount of monthly tenant rent (known as the alternative non-public housing rent) determined by the PHA in accordance with HUD regulations. The PHA will comply with state and local law in giving the tenant written notice stating any changes in the amount of tenant rent. Charges assessed under the lease will be due in accordance with state and local law.</p>	
13-19	<p>13-III.C. OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(l)(2) and (5)(ii)(B)] Over-Income Families [24 CFR 960.261; FR Notice 7/26/18; Notice PIH 2019-11] Removed</p>	<p>13-III.C. OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(l)(2) and (5)(ii)(B)] Over-Income Families [24 CFR 960.261; FR Notice 7/26/18; Notice PIH 2019-11]</p> <p>At annual or interim reexamination, if a family's adjusted income exceeds the applicable over-income limit, the PHA will document the family file and begin tracking the family's over-income status. If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family continues to be over-income for 12 consecutive months, the family will be subject to the PHA's over-income policies.</p> <p>If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. The PHA will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the PHA's written notice to the family.</p> <p>If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing that over-income policies no longer apply to them. If the family's income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.</p> <p>The PHA will begin tracking over-income families once these policies have been adopted, but no later than March 24, 2019.</p> <p>The PHA will not evict or terminate the tenancies of families whose income exceeds the income limit for program eligibility as described at 24 CFR 960.261.</p> <p>The PHA will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits</p>

		<p>each year and will be effective for all annual and interim reexaminations once these policies have been adopted.</p> <table><tr><td>Family Size</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>Over-Income Limit</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>For families larger than 8 persons, the over-income limit will be calculated by multiplying the applicable very-low income limit by 2.4.</p>	Family Size	1	2	3	4	5	6	7	8	Over-Income Limit								
Family Size	1	2	3	4	5	6	7	8												
Over-Income Limit																				
13-21	<p>13-III.E. CRITERIA FOR DECIDING TO TERMINATE TENANCY Consideration of Circumstances [24 CFR 966.4(l)(5)(vii)(B)] The PHA will consider the following facts and circumstances before deciding whether to terminate the lease for any of the HUD required lease provisions or for any other reasons: The seriousness of the offending action, especially with respect to how it would affect other residents’ safety or property The extent of participation or culpability of the leaseholder, or other household members, in the offending action, including whether the culpable member is a minor, a person with disabilities, or (as discussed further in section 13-III.F) a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking The effects that the eviction will have on other family members who were not involved in the action or failure to act The effect on the community of the termination, or of the PHA’s failure to terminate the tenancy The effect of the PHA’s decision on the integrity of the public housing program The demand for housing by eligible families who will adhere to lease responsibilities The extent to which the leaseholder has shown personal responsibility and whether they have taken all reasonable steps to prevent or mitigate the offending action 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 While a record or records of arrest will not be used as the sole basis for termination, an arrest may, however, trigger an investigation to determine whether the participant 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: Any statements made by witnesses or the participant not included in the police report Whether criminal charges were filed Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal Any other evidence relevant to determining whether or not the participant engaged in disqualifying activity Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property. In the case of program abuse, the dollar amount of the underpaid rent and whether or not a false certification was signed by the family.</p>	<p>13-III.E. CRITERIA FOR DECIDING TO TERMINATE TENANCY Consideration of Circumstances [24 CFR 966.4(l)(5)(vii)(B)] The PHA will consider the following facts and circumstances before deciding whether to terminate the lease for any of the HUD required lease provisions or for any other reasons: The seriousness of the offending action, especially with respect to how it would affect other residents’ safety or property The extent of participation or culpability of the leaseholder, or other household members, in the offending action, including whether the culpable member is a minor, a person with disabilities, or (as discussed further in section 13-III.F) a victim of domestic violence, dating violence, sexual assault, or stalking The effects that the eviction will have on other family members who were not involved in the action or failure to act The effect on the community of the termination, or of the PHA’s failure to terminate the tenancy The effect of the PHA’s decision on the integrity of the public housing program The demand for housing by eligible families who will adhere to lease responsibilities The extent to which the leaseholder has shown personal responsibility and whether they have taken all reasonable steps to prevent or mitigate the offending action 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 While a record or records of arrest will not be used as the sole basis for termination, an arrest may, however, trigger an investigation to determine whether the participant 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: Any statements made by witnesses or the participant not included in the police report Whether criminal charges were filed Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal Any other evidence relevant to determining whether or not the participant engaged in disqualifying activity Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property. In the case of program abuse, the dollar amount of the underpaid rent and whether or not a false certification was signed by the family</p>																		
13-26	<p>13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING Limits on VAWA Protections [24 CFR 5.2005(d) and (e), FR Notice 8/6/13] In determining whether a public housing tenant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the PHA will consider the following, and any other relevant, factors: Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking Whether the threat is a physical danger beyond a speculative threat Whether the threat is likely to happen within an immediate time frame 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, transferring the victim to another unit, or seeking a legal remedy to prevent the perpetrator from acting on the threat If the tenant wishes to contest the PHA’s determination that they are an actual and imminent threat to other tenants or employees, the tenant may do so as part of the grievance hearing or in a court proceeding.</p>	<p>13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING Limits on VAWA Protections [24 CFR 5.2005(d) and (e), FR Notice 8/6/13] In determining whether a public housing tenant 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 PHA will consider the following, and any other relevant, factors: Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault, or stalking Whether the threat is a physical danger beyond a speculative threat Whether the threat is likely to happen within an immediate time frame 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, transferring the victim to another unit, or seeking a legal remedy to prevent the perpetrator from acting on the threat If the tenant wishes to contest the PHA’s determination that he or she is an actual and imminent threat to other tenants or employees, the tenant may do so as part of the grievance hearing or in a court proceeding.</p>																		

13-26	<p>13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING Documentation of Abuse [24 CFR 5.2007]</p> <p>When an individual facing termination of tenancy for reasons related to domestic violence, dating violence, sexual assault, stalking, or human trafficking claims protection under VAWA, the PHA will request in writing that the individual provide documentation supporting the claim in accordance with the policies in section 16-VII.D of this ACOP.</p> <p>The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases the PHA will document the waiver in the individual's file.</p>	<p>13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING Documentation of Abuse [24 CFR 5.2007]</p> <p>When an individual facing termination of tenancy for reasons related to domestic violence, dating violence, sexual assault, or stalking claims protection under VAWA, the PHA will request in writing that the individual provide documentation supporting the claim in accordance with the policies in section 16-VII.D of this ACOP.</p> <p>The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases the PHA will document the waiver in the individual's file.</p>
13-30	<p>13-IV.D. LEASE TERMINATION NOTICE [24 CFR 966.4(l)(3)] Form, Delivery, and Content of the Notice</p> <p>The PHA will attempt to deliver notices of lease termination directly to the tenant or an adult member of the household. If such attempt fails, the notice will be sent by first-class mail the same day.</p> <p>All notices of lease termination will include a copy of the forms HUD-5382 and HUD-5380 to accompany the termination notice. Any tenant who claims that the cause for termination involves domestic violence, dating violence, sexual assault, stalking, or human trafficking of which the tenant or affiliated individual of the tenant is the victim will be given the opportunity to provide documentation in accordance with the policies in sections 13 III.F and 16-VII.D</p>	<p>13-IV.D. LEASE TERMINATION NOTICE [24 CFR 966.4(l)(3)] Form, Delivery, and Content of the Notice</p> <p>The PHA will attempt to deliver notices of lease termination directly to the tenant or an adult member of the household. If such attempt fails, the notice will be sent by first-class mail the same day.</p> <p>All notices of lease termination will include a copy of the forms HUD-5382 and HUD-5380 to accompany the termination notice. Any tenant who claims that the cause for termination involves domestic violence, dating violence, sexual assault, or stalking of which the tenant or affiliated individual of the tenant is the victim will be given the opportunity to provide documentation in accordance with the policies in sections 13 III.F and 16-VII.D.</p>
16-5	<p>16-I.F. DE MINIMIS ERRORS IN INCOME DETERMINATIONS [24 CFR 5.609(c)(4), 960.257(f), 982.516 (f), 882.515(f) & 882.808(i)(5)]</p> <p>Pursuant to HOTMA updated effective January 1, 2024 if an error has been made in determining family income, family share of the rent or family composition, PHA will promptly correct the error after notice to the family. For subsidy corrections, the notice will include a lease amendment reflecting the new tenant rent portion. For changes in family size, the correction may require the family to move to a new unit. The family will be placed on the unit transfer list and when the site has the appropriate size available the family will be transferred. If a move is required, the PHA will work with the family to ensure they do not incur any hardships.</p> <p>The specific corrective action that the PHA takes will depend upon the fault of the party causing the error as established below.</p> <p>Family Made to Overpay PHA Error – The PHA will retroactively adjust the subsidy on behalf of families who have overpaid to ensure they receive credits for any overpayments.</p> <p>Family Error - If the error is the fault of the family, the PHA will process the change effective the first of the month following notification or discovery of the error.</p> <p>Family Made to Pay to Low PHA Error - If the family share of rent is incorrectly calculated too low, the family will not be responsible for repayment. The PHA in this instance will give the family notice of the change in the family rent portion, to be effective on the first of the month following a 30-day notice period.</p> <p>Family Error - If the family misrepresented their income and had no underpayment of rent, the family may be required to sign a Compliance Agreement indicating that any additional instance of misrepresentation of income will lead to termination of subsidy.</p> <p>If the family had any underpayment of rent as a result of misrepresentation of income, the family may be eligible for a Repayment Agreement (see Section 16-III.B. [Repayment Agreement Policy]). The PHA will offer to enter into a Repayment Agreement, the PHA will notify tenant of the tenant share, and will develop a Repayment Agreement that addresses underpayment as a result of misrepresentation of income. Failure of the family to abide by the terms of the Repayment Agreement may result in termination of assistance. See Section 16-III.B. (Repayment Agreements) for more information on Repayment Agreements.</p> <p>Any additional instance of misrepresentation of income will lead to termination of subsidy.</p>	<p>16-I.F. DE MINIMIS ERRORS IN INCOME DETERMINATIONS [24 CFR 5.609(c)(4), 960.257(f), 982.516 (f), 882.515(f) & 882.808(i)(5)]</p> <p>None</p>
16-8	<p>16-II.B. FLAT RENTS [24 CFR 960.253(b) and Notice PIH 2017-232022-33]</p>	<p>16-II.B. FLAT RENTS [24 CFR 960.253(b) and Notice PIH 2017-232022-33]</p>

	Applying Flat Rents The PHA will apply updated flat rents at each family's next annual reexamination or flat rent update after implementation of the new flat rents.	Applying Flat Rents None
16-10	16-III.B. REPAYMENT POLICY Refusal to Enter into An Agreement When a family refuses to repay monies owed to the PHA, in addition to termination of program assistance, the PHA 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-III.B. REPAYMENT POLICY Refusal to Enter into An Agreement None
16-17	16-V.B. RECORD RETENTION The PHA will keep the last three years of the Form HUD-50058 and supporting documentation, and for at least three years after end of participation all documents related to a family's eligibility, tenancy, and termination. The PHA will keep Enterprise Income Verification (EIV) system Income Reports in the tenant file for the duration of the tenancy and for three years from the end of participation date. In addition, the PHA will keep the following records for at least three years: An application from each ineligible family and notice that the applicant is not eligible Lead-based paint records as required by 24 CFR 35, Subpart B Documentation supporting the establishment of flat rents Documentation supporting the establishment of utility allowances and surcharges Documentation related to PHAS Accounts and other records supporting PHA budget and financial statements for the program Complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act, the equal access final rule, or VAWA Confidential records of all emergency transfers related to VAWA requested under the PHA's Emergency Transfer Plan and the outcomes of such requests Other records as determined by the PHA or as required by HUD If a hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 14-II.A.	16-V.B. RECORD RETENTION The PHA will keep the last three years of the Form HUD-50058 and supporting documentation, and for at least three years after end of participation all documents related to a family's eligibility, tenancy, and termination. In addition, the PHA will keep the following records for at least three years: An application from each ineligible family and notice that the applicant is not eligible Lead-based paint records as required by 24 CFR 35, Subpart B Documentation supporting the establishment of flat rents Documentation supporting the establishment of utility allowances and surcharges Documentation related to PHAS Accounts and other records supporting PHA budget and financial statements for the program Complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act or the equal access final rule Confidential records of all emergency transfers related to VAWA requested under the PHA's Emergency Transfer Plan and the outcomes of such requests Other records as determined by the PHA or as required by HUD If a hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 14-II.A.
16-18	16-V.C. RECORDS MANAGEMENT Privacy Act Requirements [24 CFR 5.212 and Form-9886 Pursuant to HOTMA updated effective January 1, 2024, household members will only need to sign and submit the HUD-9886 Authorization to Release Information and the PHA Consent form once and will not need to sign it in subsequent years in order to reduce the burden on households and staff. Families will be required to sign the new consent forms by the next recertification.	16-V.C. RECORDS MANAGEMENT Privacy Act Requirements [24 CFR 5.212 and Form-9886 None
16-19	16-V.C. RECORDS MANAGEMENT Criminal Records Consistent with the limitations on disclosure of criminal records, the PHA has established and implemented a system of records management that ensures that any criminal record received by the PHA from a law enforcement agency is: <ul style="list-style-type: none"> • Maintained confidentially; • Not misused or improperly disseminated; and • Destroyed, once the purpose(s) for which the record was requested has been accomplished All criminal background history is retained by the contracted provider. PHA will not print search results unless there is a need to due to an applicant's/participant's request for a Grievance or as needed for review. Contract provider has set the system of record to be secure, only approved staff will be able to re-access records if needed. The results of PHA's background check will be maintained in a secure and confidential database. A copy of the Consent for Release of	16-V.C. RECORDS MANAGEMENT Criminal Records None

	Information along with the approval/denial status will be kept in the participant's file.	
16-26	<p>16-VII.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Any request for documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline. The PHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the PHA will be in writing. Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.</p>	<p>16-VII.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Any request for documentation of domestic violence, dating violence, sexual assault, or stalking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline. The PHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the PHA will be in writing. Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.</p>
16-27	<p>16-VII.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]</p> <p>If the PHA accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the PHA will document acceptance of the statement or evidence in the individual's file.</p>	<p>16-VII.D. DOCUMENTATION [24 CFR 5.2007]</p> <p>Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]</p> <p>If the PHA accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault, or stalking, the PHA will document acceptance of the statement or evidence in the individual's file.</p>

Attachment - 3

HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE - FL010 ANNUAL PLAN 2024 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 include the following:

- Changes to Fair Housing and Equal Opportunity-Complaint Processing;
- Changes to Eligibility, Screening, Admission Denial;
- Changes to Applications, Waitlist List and Tenant Selection;
- Changes to Occupancy Standards and Unit Offers
- Changes to Participant Verification:
- Changes to Inspection Results;
- Changes to Voucher Income and Subsidy Determinations
- Changes to Briefings and Voucher Issuance
- Changes to Community Service-Exempt Individual;
- Changes to Transfer Policy: Emergency, Eligibility, Unit Refusal & Request
- Changes to Lease Terminations: Notice Processing, Domestic Violence, Sex Offenders, Methamphetamine, Over Income;
- Changes to Flat Rents and Repayment Policy;
- Changes to Record Retention and Management
- Changes to Program Administration

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.

**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 **2024** 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

Signature

Date

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.

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 01/2024 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 2024

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

Signature

Date

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.

NOTICE OF PUBLIC FORUM

Annual Agency Plan - FY 2024

The Housing Authority of the City of Fort Lauderdale (HACFL) has scheduled a Public Forum to be held at 6:00 PM, Wednesday, October 11, 2023, 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 2024.

A copy of this plan is available for review at the Central Office located at 437 SW 4th 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. The Plan will be posted for 45 days, beginning on August 25, 2023.

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 at least 5 days prior to the meeting.