

PHA Name : Bristol

PHA Code : VA002

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 4/1/2022

PHA Program Type: Combined

MTW Cohort Number: 1

MTW Supplement Submission Type: Annual Submission

B. MTW Supplement Narrative.

The Bristol Redevelopment and Housing Authority ("BRHA") is an innovator in housing who is experienced in providing housing for individuals with extremely low incomes, developing affordable housing, building community and coalitions, and revitalizing neighborhoods. BRHA is a leader in advocating for affordable housing, empowering residents with self-sufficiency skills, and improving resident quality of life.

MTW will provide BRHA with the flexibility and authority to develop policies that are curtailed to the unique needs and concerns of the local community. BRHA's vision for the Moving to Work ("MTW") program is to be an innovative agency that identifies, develops, and implements evidence-based housing policies that address local needs; increase self-sufficiency for participants; provide greater housing options and supportive services; enhance customer service; and promote efficiency throughout BRHA and our surrounding community.

BRHA is implementing a rent reform and incentive program that will encourage and support self-sufficiency for clients and increase landlord participation in our voucher programs. Goals include improving cost effectiveness, improving client services and decreasing overall administrative burdens. The MTW program will allow BRHA the flexibility to implement changes in existing and/or future programs to better meet the needs of our clients, staff and local community.

BRHA plans to consider and assess a range of potential MTW options in phases. During the first year of MTW, BRHA plans on implementing policies which focus on achieving greater cost effectiveness by simplifying rent policies and processes, reducing administrative burden, increasing housing choice and increasing participant self-sufficiency. With the intention of increasing housing choice, BRHA will offer incentives to landlords and increase payment standards.

C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).

1. Tenant Rent Policies	
a. Tiered Rent (PH)	Not Currently Implemented
b. Tiered Rent (HCV)	Not Currently Implemented
c. Stepped Rent (PH)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
e. Minimum Rent (PH)	Not Currently Implemented
f. Minimum Rent (HCV)	Not Currently Implemented
g. Total Tenant Payment as a Percentage of Gross Income (PH)	Not Currently Implemented
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
i. Alternative Utility Allowance (PH)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Not Currently Implemented
k. Fixed Rents (PH)	Not Currently Implemented
m. Utility Reimbursements (PH)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Plan to Implement in the Submission Year
o. Initial Rent Burden (HCV)	Not Currently Implemented
p. Imputed Income (PH)	Not Currently Implemented
q. Imputed Income (HCV)	Not Currently Implemented
r. Elimination of Deduction(s) (PH)	Plan to Implement in the Submission Year
s. Elimination of Deduction(s) (HCV)	Plan to Implement in the Submission Year
t. Standard Deductions (PH)	Plan to Implement in the Submission Year
u. Standard Deductions (HCV)	Plan to Implement in the Submission Year
v. Alternative Income Inclusions/Exclusions (PH)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented
2. Payment Standards and Rent Reasonableness	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Not Currently Implemented
b. Payment Standards- Fair Market Rents (HCV)	Plan to Implement in the Submission Year
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third-Party Requirement (HCV)	Not Currently Implemented
3. Reexaminations	
a. Alternative Reexamination Schedule for Households (PH)	Plan to Implement in the Submission Year
b. Alternative Reexamination Schedule for Households (HCV)	Plan to Implement in the Submission Year
c. Self-Certification of Assets (PH)	Plan to Implement in the Submission Year
d. Self-Certification of Assets (HCV)	Plan to Implement in the Submission Year
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Plan to Implement in the Submission Year
b. Damage Claims (HCV-Tenant-based Assistance)	Not Currently Implemented
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Plan to Implement in the Submission Year
5. Housing Quality Standards (HQS)	
a. Pre-Qualifying Unit Inspections (HCV)	Not Currently Implemented
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Not Currently Implemented
d. Alternative Inspection Schedule (HCV)	Plan to Implement in the Submission Year
6. Short-Term Assistance	
a. Short-Term Assistance (PH)	Not Currently Implemented
b. Short-Term Assistance (HCV)	Not Currently Implemented
7. Term-Limited Assistance	
a. Term-Limited Assistance (PH)	Not Currently Implemented
b. Term-Limited Assistance (HCV)	Not Currently Implemented
8. Increase Elderly Age (PH & HCV)	
Increase Elderly Age (PH & HCV)	Not Currently Implemented

9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	Plan to Implement in the Submission Year
b. Increase PBV Project Cap (HCV)	Plan to Implement in the Submission Year
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Plan to Implement in the Submission Year
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Not Currently Implemented
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Plan to Implement in the Submission Year
h. Limit Portability for PBV Units (HCV)	Plan to Implement in the Submission Year
10. Family Self-Sufficiency Program with MTW Flexibility	
a.PH Waive Operating a Required FSS Program (PH)	Not Currently Implemented
a.HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b.PH Alternative Structure for Establishing Program Coordinating Committee (PH)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program Coordinating Committee (HCV)	Not Currently Implemented
c.PH Alternative Family Selection Procedures (PH)	Not Currently Implemented
c.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
d.PH Modify or Eliminate the Contract of Participation (PH)	Not Currently Implemented
d.HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e.PH Policies for Addressing Increases in Family Income (PH)	Plan to Implement in the Submission Year
e.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
11. MTW Self-Sufficiency Program	
a.PH Alternative Family Selection Procedures (PH)	Not Currently Implemented
a.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b.PH Policies for Addressing Increases in Family Income (PH)	Not Currently Implemented
b.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
12. Work Requirement	
a. Work Requirement (PH)	Not Currently Implemented
b. Work Requirement (HCV)	Not Currently Implemented
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
Use of Public Housing as an Incentive for Economic Progress (PH)	Plan to Implement in the Submission Year
14. Moving on Policy	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b.PH Allow Income Calculations from Partner Agencies (PH)	Not Currently Implemented
b.HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented
c.PH Aligning Tenant Rents and Utility Payments Between Partner Agencies (PH)	Not Currently Implemented
c.HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented
15. Acquisition without Prior HUD Approval (PH)	
Acquisition without Prior HUD Approval (PH)	Plan to Implement in the Submission Year
16. Deconcentration of Poverty in Public Housing Policy (PH)	
Deconcentration of Poverty in Public Housing Policy (PH)	Not Currently Implemented
17. Local, Non-Traditional Activities	
a. Rental Subsidy Programs	Not Currently Implemented
b. Service Provision	Not Currently Implemented
c. Housing Development Programs	Not Currently Implemented

C. MTW Activities Plan that Bristol Plans to Implement in the Submission Year or Is Currently Implementing

1.n. - Utility Reimbursements (HCV)
BRHA will eliminate Utility Reimbursement Payments ("URP") when the utility allowance is greater than the total tenant payment. Eliminating these URP's is a cost savings to BRHA which could assist additional families from the waiting list. It also aides in reducing administrative burdens and costs of replacing or cancelling checks that are lost or never cashed.
This MTW activity serves the following statutory objectives: Cost effectiveness Self-sufficiency
This MTW activity serves the following statutory objectives: Increased revenue Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.

1.r. - Elimination of Deduction(s) (PH)
Expense deductions for unreimbursed childcare expenses and for medial expenses will be eliminated. Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Eliminating deductions has a minimal impact on the participant's rent portion. The changes save tenant time and, in many cases, lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services. Per the safe harbor, elderly and disabled families will be exempt from this activity.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
This MTW activity requires a Hardship Policy. The Hardship Policy is attached.
Attached Hardship policy applies to: 1.r. - Elimination of Deduction(s) (PH) 1.s. - Elimination of Deduction(s) (HCV) 2.b. - Payment Standards- Fair Market Rents (HCV) 3.a. - Alternative Reexamination Schedule for Households (PH) 3.b. - Alternative Reexamination Schedule for Households (HCV)}
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
The Impact Analysis that applies to this MTW activity also applies to the following MTW activities: 1.r. - Elimination of Deduction(s) (PH) 1.s. - Elimination of Deduction(s) (HCV) 2.b. - Payment Standards- Fair Market Rents (HCV)

3.a. - Alternative Reexamination Schedule for Households (PH)
3.b. - Alternative Reexamination Schedule for Households (HCV)
Following deduction(s) will be eliminated, modified, or added. Unreimbursed childcare costs Other Medical expenses

1.s. - Elimination of Deduction(s) (HCV)
Expense deductions for unreimbursed childcare expenses and for medial expenses will be eliminated. Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Eliminating deductions has a minimal impact on the participant's rent portion. The changes save tenant time and, in many cases, lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services. Per the safe harbor, elderly and disabled families will be exempt from this activity.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
This MTW activity requires a Hardship Policy. The Hardship Policy is attached.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
Following deduction(s) will be eliminated, modified, or added. Unreimbursed childcare costs Other (please explain) Medical expenses

1.t. - Standard Deductions (PH)
BRHA is proposing standard deductions for families to simplify the rent calculation process, increase cost effectiveness and reduce administrative burdens. The changes make rent calculations more understandable for families and in many cases lower costs. Decreased staff paperwork allows more time to focus on expanding tenant services and exploring new projects. Proposed standard deductions are as follows: Standard medical deduction of \$1,500 for elderly and disabled families Standard childcare deduction of \$1,030 (per child) for working families Per the safe harbor, elderly and disabled households are exempt from this activity. The single standard deduction listed below, \$2,530, is based on an eligible household receiving \$1,500 medical and \$1,030 for a child. Note that this amount may increase if there are additional children in the household.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies only to a subset or subsets of assisted households
This MTW activity applies to: New admissions and currently assisted households
An MTW activity may apply to all family types or to selected family types (i.e., non-elderly\non-disabled, elderly, disabled, other).

The MTW activity applies only to selected family types
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
2,530 will be the single standard deduction in the Fiscal Year

1.u. - Standard Deductions (HCV)
BRHA is proposing standard deductions for families to simplify the rent calculation process, increase cost effectiveness and reduce administrative burdens. The changes make rent calculations more understandable for families and in many cases lower costs. Decreased staff paperwork allows more time to focus on expanding tenant services and exploring new projects. Proposed standard deductions are as follows: Standard medical deduction of \$1,500 for elderly and disabled families Standard childcare deduction of \$1,030 (per child) for working families Per the safe harbor, elderly and disabled households are exempt from this activity. The single standard deduction listed below, \$2,530, is based on an eligible household receiving \$1,500 medical and \$1,030 for a child. Note that this amount may increase if there are additional children in the household.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies only to a subset or subsets of assisted households
This MTW activity applies to: New admissions and currently assisted households
An MTW activity may apply to all family types or to selected family types (i.e., non-elderly\non-disabled, elderly, disabled, other). The MTW activity applies only to selected family types
The MTW activity applies to all tenant-based units
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
2,530 will be the single standard deduction in the Fiscal Year

2.b. - Payment Standards- Fair Market Rents (HCV)
BRHA will increase the payment standard to 120 percent for all bedroom sizes. Although this change will increase agency expenses, the agency can manage the increase. This change will increase housing choice in a local tight rental market, especially for high demand 1BR units and scarce accessible units. It will also create an incentive for landlords to participate in the voucher program.
This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program

This MTW activity requires a Hardship Policy. The Hardship Policy is attached.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
Following will explain the payment standards by FMR: Current FMR: 1br \$601, 2br \$772, 3br \$1012, 4br \$1113 Based on 120%: 1br \$655, 2br \$842, 3br \$1104, 4br \$1214

3.a. - Alternative Reexamination Schedule for Households (PH)
BRHA plans to implement triennial reexaminations for all assisted families. BRHA will also limit the number of interims to one (1) per year, if the household 's gross income has decreased 10% or more. These changes will promote resident self-sufficiency and reduce the reporting burden for increased income. Processing time for staff will be reduced, allowing more time for resident support and other proposed activities. Reducing the frequency of household certifications allows participants to keep income increases longer to enable them to stabilize resources for better financial planning and housing security. Households without employment income or fixed income (social security) received by the head of household or co-head (zero income households) will have an interim conducted every three months or until new income begins. The interim policy will be applied immediately. Triennials will begin with a phased in schedule.
This MTW activity serves the following statutory objectives: Cost effectiveness Self-sufficiency Housing choice
This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
This MTW activity requires a Hardship Policy. The Hardship Policy is attached.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
Recertification Schedule is Once every three years
Household may request 1 interim recertifications per year.
Household may request one (1) interim recertification per year when there is a 10 percent or more decrease of gross income. For zero income households an interim will occur when new income begins, or after 3 months of zero income an interim will be completed with income from previous certification.
Additions to households will result in a reexamination being conducted.

3.b. - Alternative Reexamination Schedule for Households (HCV)
BRHA plans to implement triennial reexaminations for all assisted families. BRHA will also limit the number of interims to one (1) per year, if the household 's gross income has decreased 10% or more. These changes will promote resident self-sufficiency and reduce the reporting burden for increased income. Processing time for staff will be reduced, allowing more time for resident support and other proposed activities. Reducing the frequency of household certifications allows participants to keep income increases longer to enable them to stabilize resources for better financial planning and housing security. Households without employment income or fixed income (social security) received by the head of household or co-head (zero income households) will have an interim conducted every three months or until new income begins. The interim policy will be applied immediately. Triennials will begin with a phased in schedule.

<p>This MTW activity serves the following statutory objectives:</p> <p>Cost effectiveness</p> <p>Self-sufficiency</p> <p>Housing choice</p>
<p>This MTW activity serves the following statutory objectives:</p> <p>Decreased expenditures</p>
<p>An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households</p>
<p>N/A - first year of program</p>
<p>This MTW activity requires a Hardship Policy. The Hardship Policy is attached.</p>
<p>No hardship were requested in the most recent fiscal year.</p>
<p>In the prior year, under this activity, Bristol MTW agency</p> <p>Received 0 hardship requests</p> <p>Approved hardship requests</p> <p>Denied hardship requests</p> <p>There is\are hardship requests pending.</p>
<p>This MTW activity requires an Impact Analysis. The Impact Analysis is attached.</p>
<p>Recertification Schedule is Once every three years</p>
<p>Household may request 1 interim recertifications per year.</p>
<p>Household may request one (1) interim recertification per year when there is a 10 percent or more decrease of gross income. For zero income households an interim will occur when new income begins, or after 3 months of zero income an interim will be completed with income from previous certification.</p>
<p>Additions to households will result in a reexamination being conducted.</p>

3.c. - Self-Certification of Assets (PH)
<p>At reexamination, the BRHA will allow the self-certification of assets up to \$50,000. This activity will promote resident self-sufficiency and remove reporting burdens. Reduction in processing and paperwork will allow more staff time to be dedicated towards other ways of serving residents. All assets will be verified upon initial application/lease-up for assisted programs.</p>
<p>This MTW activity serves the following statutory objectives:</p> <p>Cost effectiveness</p> <p>Self-sufficiency</p>
<p>This MTW activity serves the following statutory objectives:</p> <p>Decreased expenditures</p>
<p>An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households</p>
<p>N/A - first year of program</p>
<p>No hardship were requested in the most recent fiscal year.</p>
<p>In the prior year, under this activity, Bristol MTW agency</p> <p>Received 0 hardship requests</p> <p>Approved hardship requests</p> <p>Denied hardship requests</p> <p>There is\are hardship requests pending.</p>
<p>The dollar threshold for the self-certification of assets is \$50,000.</p>

3.d. - Self-Certification of Assets (HCV)
<p>At reexamination, the BRHA will allow the self-certification of assets up to \$50,000. This activity will promote resident self-sufficiency and remove reporting burdens. Reduction in processing and paperwork will allow more staff time to be dedicated towards other ways of serving residents. All assets will be verified upon initial application/lease-up for assisted programs.</p>
<p>This MTW activity serves the following statutory objectives:</p> <p>Cost effectiveness</p> <p>Self-sufficiency</p>

This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
The dollar threshold for the self-certification of assets is \$50,000.

4.a. - Vacancy Loss (HCV-Tenant-based Assistance)
BRHA will offer the following incentives to landlords: payment of application fees up to \$30, first-time lease up bonus of \$500, and retention bonus of \$200. Offering these incentives will help with landlord retention and improve landlord relations which will increase housing choice for clients. Payments made to the landlord must be equal to no more than one month of the contract rent. The payment must be made to the landlord when the next HAP contract is executed between the owner and BRHA. BRHA will update our Administrative Plan to reflect the vacancy loss accordingly.
This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Increased revenue Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This policy applies to To all units
The types of units policy applies to:
Maximum payment to the landlord is \$Application Fee \$30, First-time lease-up \$500, Retention bonus \$200.
0 payments were issued under this policy y in the most recently completed PHA fiscal year.
\$0 issued under this policy in the most recently completed PHA fiscal year.

4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)
Payment of incentives including a referring landlord bonus of \$500; property maintenance bonus of \$25; and an initial HQS bonus of \$50. These incentives will increase retention of current program landlords and attract new landlords. A larger reliable pool of landlords will help BRHA house more families more quickly and possibly reduce its' large waiting list in our tight rental market. Payments made to the landlord must be equal to no more than one month of the contract rent. The payment must be made to the landlord when the HAP contract is executed between the owner and BRHA.
This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Increased revenue Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program

No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This policy applies to Certain types of units only (Display selected and additional Pop up is complex logic.)
The types of units policy applies to: Other
Maximum payment to the landlord is \$Referral bonus \$500, property maintenance bonus \$25, HQS bonus \$50.
0 payments were issued under this policy y in the most recently completed PHA fiscal year.
\$0 issued under this policy in the most recently completed PHA fiscal year.

5.d. - Alternative Inspection Schedule (HCV)

BRHA currently conducts biennial inspections. During the next scheduled biennial inspection, if the unit passes at the first inspection, the tenant will change to a triennial inspection. Units with initial inspections will be placed on triennial inspections if the unit passes on the 1st HQS inspection (no re-inspection needed), otherwise, they will be placed on a special inspections status. Clients will be able to request interim inspections. BRHA will not alter HQS inspection standards as found at 24 CFR 982.401. The Department will be able to conduct or direct BRHA to perform an inspection at any time for health and safety, as well as accessibility, purposes.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.

9.a. - Increase PBV Program Cap (HCV)

This flexibility will allow BRHA to expand the number of vouchers available to project base, which will increase the number of housing options and units available for those with extremely low income. This change will allow for increased access for hard-to-find units, such as accessible one-bedroom units. It will also increase administrative efficiencies for BRHA and allow tenants to be housed more quickly when appropriate units are available. Project basing will also preserve existing affordable housing allowing for redevelopment of aging out housing developments.
This MTW activity serves the following statutory objectives: Cost effectiveness Housing choice
This MTW activity serves the following statutory objectives: Increased revenue
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.

50.00% of total authorized HCV units will be authorized for project-basing.

9.b. - Increase PBV Project Cap (HCV)

BRHA will raise the PBV cap within a project to 100%. Increasing PBV project caps will allow BRHA to increase the number subsidized/affordable units within a building without HUD approval. It will provide for more flexible use of housing units and increased choice for tenants. This change will increase the number of units available for extremely low-income individuals needing deep rental assistance. It will also preserve existing affordable housing allowing for redevelopment of aging out housing developments. BRHA is subject to Notice PIH 2013-27 where applicable, or successor.

This MTW activity serves the following statutory objectives:

Cost effectiveness

Housing choice

This MTW activity serves the following statutory objectives:

Increased revenue

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

N/A - first year of program

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Bristol MTW agency

Received 0 hardship requests

Approved hardship requests

Denied hardship requests

There is\are hardship requests pending.

9.c. - Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)

This change will allow BRHA to use project-based vouchers to assist in renovating BRHA owned properties. The elimination will reduce development costs and increase efficiencies for BRHA in renovating or developing new units. Simplifying procurement will save administrative time and cost in the long run. It will also preserve existing affordable housing allowing for redevelopment of aging out housing developments. A subsidy layering review will be conducted per safe harbor requirements. BRHA will complete site selection requirements. HQS inspections will be performed by an independent entity according to 24 CFR 983.59(b) or 24 CFR 983.103(f). BRHA is subject to Notice PIH 2013-27 where applicable, or successor. Property will be owned by a single-asset entity of BRHA (Notice PIH 2017-21).

This MTW activity serves the following statutory objectives:

Cost effectiveness

Housing choice

This MTW activity serves the following statutory objectives:

Decreased expenditures

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

N/A - first year of program

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Bristol MTW agency

Received 0 hardship requests

Approved hardship requests

Denied hardship requests

There is\are hardship requests pending.

9.g. - Increase PBV Rent to Owner (HCV)

BRHA will develop a local process to determine the initial and redetermined rent to an owner. This activity will assist in a sustainable affordable housing market. It will also improve housing standards by allowing owners better cash flow to improve their existing property. Any policy will comply with rent reasonableness, unless modified by waiver(s) 2.c. and/or 2.d. (payment standards waivers).

This MTW activity serves the following statutory objectives:

Cost effectiveness Housing choice
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.

9.h. - Limit Portability for PBV Units (HCV)
BRHA will restrict moves from PBV properties for twenty-four (24) months. This change increases the initial term of housing stability for residents and decreases the administrative burden for staff after initial intake. The extended time from one to two years will allow for potential increase in household self-sufficiency due to the ability to participate in BRHA's Self-Sufficiency program. Participants still retain the ability to request a tenant-based voucher for reasonable accommodation according to existing rules as outlined in existing agency HCV administrative plan.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies only to a subset or subsets of assisted households
This MTW activity applies to: New admissions and currently assisted households
An MTW activity may apply to all family types or to selected family types (i.e., non-elderly\non-disabled, elderly, disabled, other). The MTW activity applies to all family types
The MTW activity applies to all properties with project-based vouchers
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.

10.e.PH - Policies for Addressing Increases in Family Income (PH)
BRHA families who participate in the self-sufficiency program may request to have reexaminations conducted annually if they experience income increases of 10% or more. This will allow income increases to be recognized for the purposes of increasing rent or changing the amount of funds moved to escrow/savings through the program.
This MTW activity serves the following statutory objectives: Self-sufficiency
This MTW activity serves the following statutory objectives: Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
N/A - first year of program
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Bristol MTW agency

Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.

Following is how increased earnings is treated: Families may request to have reexaminations conducted annually if they experience income increases of 10% or more.

13. - How many months will households be able to remain in a unit while over income? (PH)

BRHA will extend the period for which a household can be over-income while remaining in a subsidized public housing unit to two years with their subsidy as an incentive for the economic progress and the eventual self-sufficiency of the household. BRHA will inform the household of its over-income status no less than one year prior to the end of the grace period. BRHA will terminate the household's tenancy within one year of the end of the grace period or charge the household a monthly rent equal to the greater of: (1) the applicable Fair Market Rent/FMR; or (2) the amount of monthly subsidy for the unit, including amounts from the operating and capital fund, as determined by regulations.

This MTW activity serves the following statutory objectives:
Self-sufficiency

This MTW activity serves the following statutory objectives:
Neutral (no cost implications)

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

N/A - first year of program

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Bristol MTW agency
Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.

Households will be able to remain in a unit for 24 months while over income.

15. - Acquisition without Prior HUD Approval (PH)

BRHA will utilize this waiver to expedite the ability to acquire property for the redevelopment of existing public housing units without going through the lengthy HUD process. Statutory rules and regulations will still be part of the process, but alleviation of the HUD burden will help BRHA to take advantage of developing properties as the opportunities become available. BRHA will comply with and have documentation that the project is in compliance with local zoning as described in 24 CFR 906.608(e). BRHA will commission an independent appraisal of the site as described in 24 CFR 905.608(f). Prior to acquisition, BRHA will conduct an environmental assessment as described in 24 CFR 905.608(h). BRHA will provide all required documents to HUD within 30 days of the acquisition.

This MTW activity serves the following statutory objectives:
Housing choice

This MTW activity serves the following statutory objectives:
Neutral (no cost implications)

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

N/A - first year of program

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Bristol MTW agency
Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.

D.	Safe Harbor Waivers.
D.1	Safe Harbor Waivers seeking HUD Approval: No Safe Harbor Waivers are being requested.

E.	Agency-Specific Waiver(s).
E.1	Agency-Specific Waiver(s) for HUD Approval: The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, Agency-Specific Waivers may be requested. No Agency-Specific Waivers are being requested.
E.2	Agency-Specific Waiver(s) for which HUD Approval has been Received: MTW Agency does not have approved Agency-Specific Waivers

F.	Public Housing Operating Subsidy Grant Reporting.
F.1	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
2021	\$1,452,733	\$1,079,775	\$372,958	2021-12-31

G.	MTW Statutory Requirements.
G.1	<p>75% Very Low Income – Local, Non-Traditional.</p> <p>HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.</p>
Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
80%-50% Area Median Income	0
49%-30% Area Median Income	0
Below 30% Area Median Income	0
Total Local, Non-Traditional Households	0

*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Establishing Reasonable Rent Policy.
MTW agency established a rent reform policy to encourage employment and self-sufficiency	

G.3	Substantially the Same (STS) – Local, Non-Traditional.
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	0 # of unit months
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	0 # of unit months

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?

G.4	Comparable Mix (by Family Size) – Local, Non-Traditional.
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix' of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.	

Family Size:	Occupied Number of Local, Non-Traditional units by Household Size
1 Person	0
2 Person	0
3 Person	0
4 Person	0
5 Person	0
6+ Person	0
Totals	0

H.	Public Comment
Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.	

I.	Evaluations.
No known evaluations.	



Moving to Work (“MTW”) Hardship Policy

General

The Bristol Redevelopment and Housing Authority’s (“BRHA”) Moving to Work (“MTW”) Hardship Policy allows the authority the flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. To be considered for a MTW hardship exemption, the household must apply for all benefits for which it may be eligible. Zero income households must report income changes when income begins.

This Hardship Policy applies to the following MTW activities:

1. Tenant Rent Policies which include utility reimbursements, elimination of deductions, and standard deductions; and
2. Payment standards; and
3. Reexaminations (annual/interim); and
4. Family Self-Sufficiency income increases.

Hardship Type Definitions

A **hardship exists** when:

The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program; or

The family would be evicted as a result of the imposition of MTW activities;

The family has experienced a decrease in income because of changed circumstances including, loss or reduction of employment (through no fault of their own), death in the immediate family, or reduction in or loss of earnings or other assistance (through no fault of their own);

The family has an increase in expenses because of changed circumstances, such as for medical costs childcare, transportation, education, or other similar items; and

Other situations and/or factors determined by BRHA to be appropriate.

No hardship exists when:

BRHA determines there is no qualifying hardship.

If no hardship exists, MTW activities will be reinstated, including requiring back payment of any minimum rent and other costs or fees to BRHA for the time of suspension (during the hardship review period).

Temporary Hardship exists when:

BRHA determines that there is a qualifying hardship but that it is of a temporary nature.

The MTW activity will not be imposed for a period of ninety (90) days from the date of the family’s request. At the end of the ninety (90) day period, the MTW activity will be imposed retroactively to the time of suspension.



Moving to Work (“MTW”) Hardship Policy

BRHA will offer a reasonable repayment agreement for any minimum rent back payment and any other costs and fees paid by BRHA on the family’s behalf during the period of suspension.

Long-Term Hardship exists when:

BRHA determines there is a long-term hardship.

The family will be exempt from the MTW activity until the hardship no longer exists.

The family will have three-month reviews with BRHA staff to update their hardship status.

Disabled/elderly households reporting increased medical expenses will be reviewed annually.

Procedures to Request a Hardship

To be considered for a hardship, households must:

- Be affected by an MTW activity
- Request the hardship waiver within the deadline set by BRHA (within ten (10) business days of the Lease Amendment affecting rent)
- Not have received hardship relief for the same MTW activity within the past twelve (12) months
- Experience an increase of \$25 or more in rent as a direct result of the MTW initiative
- Have lost income or experienced an increase in expenses as stated below that is included in the most recent rent calculation
- Not currently be in their annual recertification process
- Not be under termination
- Participate in employment counseling through BRHA’s Resident Services Office
- Have established the childcare expense deduction status of the household member at the last recertification

All MTW families can request a hardship in person, on the phone, or via electronic mail. The head of household must complete a **Request for Hardship Exemption** form stating both the reason for the hardship and the expected duration. Once completed, the form must be returned to the BRHA. Forms are available upon request at BRHA’s administrative office.

Hardship Review Process

The tenant requesting a hardship must meet in person with a Housing Specialist within two (2) business days of the tenant’s request for a hardship.

The Specialist will conduct a preliminary review with the tenant to determine if they may qualify for a hardship.

Once a preliminary review has been completed, the tenant will be informed that they must participate in employment counseling with the Resident Service Office as part of the hardship approval process. Participation in the employment counseling does not guarantee they will be granted a hardship. Elderly/disabled families will be excluded from this requirement.



Moving to Work (“MTW”) Hardship Policy

Each request will be reviewed and weighed against other local resources available to the family. The result of the review may consist in referral to other local resources, an adjustment in the portion of the family’s rent, an extension the length of subsidy assistance given.

If a family requests a hardship exemption, BRHA will suspend the MTW activity beginning the month following the family’s hardship request. The suspension will continue until BRHA can determine whether the hardship is warranted and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to participate in relevant MTW activities and support will be adjusted accordingly.

Determination will be made as soon as possible but will not take longer than ten (10) business days.

If the request **does not** meet the hardship standard, MTW activities must resume and BRHA will collect any retroactive rent and other fees, if applicable, through a reasonable repayment agreement.

If the request **does** meet the hardship standards, BRHA will continue to provide an exemption from the MTW activity at a reasonable level and duration in accordance with BRHA written policies.

Continued eligibility for approved hardships

Until income is restored to the household or medical/childcare expenses decrease, households must continue to meet the definitions of hardship types above and also meet all of the following criteria:

- Remain in compliance with all program rules and regulations
- Does not owe BRHA any money or be current with a re-payment agreement
- Household’s continued lack of income has not been through no fault of their own
- Household has applied for available financial resources but been unsuccessful in obtaining them
- Cooperate fully when applying for available resources

Households who qualify and receive waiver approval may pay their portion of rent based on the calculation under HUD regulations until their next recertification or relocation. At the next annual recertification, biennial recertification, or relocation, whichever comes first, the household will automatically be subject to the MTW initiatives.

Appeals

Families who disagree with the hardship review decision may appeal the determination through BRHA’s existing grievance process.

Households have ten (10) business days from the date of their hardship denial letter in which to request an Informal Hearing.

MTW Activities

Elimination of Unreimbursed Childcare/Medical Expense Deduction: The few households that may experience a hardship from the elimination of the Childcare or Medical Expense deductions may request for rent reduction according to the policies and guidelines above for Hardship Types. Increased



Moving to Work (“MTW”) Hardship Policy

standard deduction offsets this change for elderly/disabled households. Per the established MTW safe harbor, elderly and disabled are exempt from this activity if adversely impacted.

Payment Standards: BRHA is raising the payment standard for all bedroom sizes to 120%. Where payment standards cause a household hardship, BRHA will apply its’ Reasonable Accommodations policy.

Triennial Certification and Interim Requests: New recertification schedules will be once every three years. Households may request one (1) interim recertification per year if they have a 10% or more decrease in total household income. Households at zero income will have an interim certification when new income begins, or after three (3) months of zero income an interim will be completed with income from previous certification.

Family Self-Sufficiency Income Increases: Families who participate in BRHA’s Family Self-Sufficiency (“FSS”) program who experience an increase in income will have an annual recertification conducted. This will allow families to receive the full benefit of income increases being recognized for purposes of increasing rent or changing the amount of funds moved to escrow/savings through the program.

For households experiencing a hardship beyond these parameters, BRHA will consider classifying it as a long-term hardship according to the policies and guidelines above.

Appeals

If a hardship request is denied, families may appeal the determination through BRHA’s existing grievance process.

Resident Notification

In addition to including the MTW policies in BRHA’s ACOP and Administrative Plan, BRHA will:

- Notify residents of its hardship policy at intake;
- Review its hardship policy with residents at recertification; and
- Consider if a resident qualifies for a hardship exemption when assistance is to be terminated due to an MTW activity.

Reasonable Accommodations

Persons with disabilities may request Reasonable Accommodations through BRHA’s existing policy.

Required Record Keeping

BRHA will preserve all records of hardship requests, determinations, and appeals for the duration of its MTW participation.

BRHA will maintain records to ensure traceability of activities and comply with all applicable regulations. When compliant and reasonable, documentation will be maintained in electronic format.

Records will be available for public review and inspection at BRHA’s principal office during normal business hours and supplied to HUD if requested.



Impact Analysis Moving to Work (“MTW”)

Tenant Rent Policies

1r/s	Elimination of Deductions (PH/HCV)	ACTIVITY
1t/u	Standard Deductions (PH/HCV)	ACTIVITY
<p><i>Expense deductions for unreimbursed childcare expenses and for medical expenses will be eliminated. Standard deduction for childcare expenses will be \$1,030 per child. Standard deduction for all elderly/disabled households will increase from \$400 to \$1,500 to offset other changes.</i></p>		
<p>1. Describe the activity’s impact on the agency’s finances (e.g., how much will the activity cost, any change in the agency’s per family contribution).</p>		
<p>Combination of changes should be neutral. Agency should not experience a significant impact on finances. Potential long-term savings of staff time and administrative costs would cause neutral effect on increase in family income.</p>		
<p>2. Describe the activity’s impact on affordability of housing costs for affected families (e.g., any change in how much affected families will pay towards their housing costs).</p>		
<p>Housing costs may slightly increase for some households. Analysis indicates that there would be a higher percentage of families who would benefit from the changes over those who may see an increase in costs. A sampling of households is listed below. Simplification of rent determinations should allow households to better understand rent calculations. These changes along with other activities are anticipated to increase self-sufficiency and housing choice.</p>		
<p>3. Describe the impact on the agency’s waitlist(s) (e.g., any change in the amount of time families are on the waitlist).</p>		
<p>No impact is anticipated.</p>		
<p>4. Describe the impact on the agency’s termination rate of families (e.g., any change in the rate at which families non-voluntarily lose assistance from the agency).</p>		
<p>Minimal impact is anticipated due to overall proposed activities balancing each other. For those who may be affected, there is a hardship policy in place.</p>		
<p>5. Describe the impact on the agency’s current occupancy level in public housing and utilization rate in the HCV program.</p>		
<p>No impact is anticipated.</p>		
<p>6. Describe the impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency, and/or housing choice.</p>		
<p>Rent calculation simplification makes it easier for tenants to understand how rent is determined and eases the burden of verification. Hardship policies are in place for tenants to utilize if necessary. The activities should save tenant time and staff time by reducing reporting and verification burdens. Staff/admin savings will allow more time to work with tenants and develop new projects.</p>		

Impact Analysis Moving to Work (“MTW”)

7. Describe the impact on the agency’s ability to meet the MTW statutory requirements.

No impact is anticipated.

8. Describe the impact on the rate of hardship requests and the number granted and denied as a result of this activity.

There should be minimal hardship requests due to various activities offsetting the overall impact on the family. The Hardship Policy is in place to assist the few families anticipated to be affected by the loss of certain deductions. BRHA will document hardship request and adjust the MTW activities as needed.

9. Across the other factors above, describe the impact on protected classes (and any associated disparate impact).

Elderly/disabled households should be protected from disparate impact through the increase of standard deduction and if necessary, the use of the Hardship Policy.

The standard deduction for childcare costs was derived from an average of the local childcare costs that are incurred for families receiving childcare assistance. The standard deduction for medical costs was derived from combining annual medicare costs plus an average of out-of-pocket medical costs for current households. Eligibility for deductions will be determined using current HUD eligibility requirements (childcare – working families, medical – head of household/co-head/spouse).

Examples of Impacts

Household Size	Dependents	Total Income	Total Tenant Payment Current	MTW Waiver	Total Tenant Payment MTW	Outcome Household Monthly Income Change
3	2	21940	524	Childcare	472	+52
3	1	4372	97	Childcare	71	+26
2	1	24823	609	Childcare	583	+26

1	0	936	225	Medical	187	+38
1	0	18254	416	Medical	409	+7
2	1	16550	315	Medical	354	-39
2	1	11244	259	Medical	222	+37

Payment Standards

2b Payment Standard Fair Market Rents (HCV)

ACTIVITY

BRHA will increase the payment standard to 120 percent for all bedroom sizes. Although this change will increase agency expenses, the agency can manage the increase. This change will increase housing choice in a local tight rental market, especially for high demand 1BR units and scarce accessible units. This activity will also create an incentive for landlords to participate in the voucher program.

Impact Analysis Moving to Work (“MTW”)

1. Describe the activity’s impact on the agency’s finances (e.g., how much will the activity cost, any change in the agency’s per family contribution).	HAP expenses will increase, but BRHA can manage the increase through increased utilization and savings from other proposed activities. Payment standards for vouchers across all bedroom sizes will increase to 120% in an attempt to provide greater housing choice for households on the waiting lists in an extremely tight rental market.
2. Describe the activity’s impact on affordability of housing costs for affected families (e.g., any change in how much affected families will pay towards their housing costs).	BRHA’s analysis indicated a minimal increase for a few households (depending on income), however, the overall benefits of increasing the PS outweighs minimal increases as it allows for additional housing choice. The increase is expected to be minimized by utilizing the triennial recertification process. This activity should also reduce housing search time which should increase housing choice and reduce staff/admin costs.
3. Describe the impact on the agency’s waitlist(s) (e.g., any change in the amount of time families are on the waitlist).	Implementation of this activity should shorten the family’s time on the waiting list. BRHA currently has 425 households on the waiting list with an average waiting time of 12 months+. The current average searching time is 60 days plus extensions for a total of 120 days (85 vouchers currently issued).
4. Describe the impact on the agency’s termination rate of families (e.g., any change in the rate at which families non-voluntarily lose assistance from the agency).	No impact is expected.
5. Describe the impact on the agency’s current occupancy level in public housing and utilization rate in the HCV program.	BRHA anticipates voucher utilization will increase.
6. Describe the impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency, and/or housing choice.	Housing choice is expected to increase due to an increase in payment standard. The increase should also attract landlords with unsubsidized rental properties.
7. Describe the impact on the agency’s ability to meet the MTW statutory requirements.	Increasing housing choice and improving cost effectiveness will support the MTW statutory requirements.
8. Describe the impact on the rate of hardship requests and the number granted and denied as a result of this activity.	No impact is expected.

Impact Analysis Moving to Work (“MTW”)

9. Across the other factors above, describe the impact on protected classes (and any associated disparate impact).

No impact is expected.

Reexaminations

3a/b Alternative Reexamination Schedule for Households (PH/HCV)

ACTIVITY

BRHA plans to implement triennial reexaminations for all assisted families. BRHA will also limit the number of interims to one (1) per year, if the household's gross income has decreased 10% or more. These changes will promote resident self-sufficiency and reduce the reporting burden for increased income. Processing time for staff will be reduced, allowing more time for resident support and other proposed activities. Reducing the frequency of household certifications allows participants to keep income increases longer to enable them to stabilize resources for better financial planning and housing security. Households without employment income or fixed income (social security) received by the head of household or co-head (zero income households) will have an interim conducted every three months or until new income begins. The interim policy will be applied immediately. Triennials will begin one year after new admission and upon regular scheduled annuals.

1. Describe the activity's impact on the agency's finances (e.g., how much will the activity cost, any change in the agency's per family contribution).

BRHA anticipates some increase in HAP expenses due to annual/inflationary rent increases and no corresponding tenant rent share increases. This process should be offset by staff/admin cost savings.

2. Describe the activity's impact on affordability of housing costs for affected families (e.g., any change in how much affected families will pay towards their housing costs).

Utilizing the triennial certification process will allow families to retain a larger percentage of their earnings and encourage additional employment opportunities (full-time vs part-time). Access to additional income should result in increased housing options and aid in self-sufficiency.

3. Describe the impact on the agency's waitlist(s) (e.g., any change in the amount of time families are on the waitlist).

No major impact is expected. Families should have access to increased earned income therefore helping them to achieve self-sufficiency quicker and in turn, reduce waiting list times.

4. Describe the impact on the agency's termination rate of families (e.g., any change in the rate at which families non-voluntarily lose assistance from the agency).

Minimal impact is expected. May lessen the frequency of terminations due to families being able to keep income increases for a longer period of time.

5. Describe the impact on the agency's current occupancy level in public housing and utilization rate in the HCV program.

Impact Analysis Moving to Work (“MTW”)

No impact is expected.

6. Describe the impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency, and/or housing choice.

BRHA expects that this activity improves cost effectiveness, self-sufficiency and housing choice. Staff time/admin costs should reduce for reexaminations which will allow for additional assistance to families to achieve self-sufficiency.

7. Describe the impact on the agency’s ability to meet the MTW statutory requirements.

Expect the largest impact should be on enabling staff to assist households in becoming more self-sufficient. Triennial reexaminations should improve overall cost effectiveness for staff processing time.

8. Describe the impact on the rate of hardship requests and the number granted and denied as a result of this activity.

No impact is expected as this activity should benefit all households.

9. Across the other factors above, describe the impact on protected classes (and any associated disparate impact).

No impact is expected due to the benefits for households within the protected classes.

Family Self-Sufficiency Program with MTW Flexibility

10e Policies for Addressing Increases in Family Income (PH/HCV)

ACTIVITY

BRHA families who participate in the self-sufficiency program may request to have reexaminations conducted annually if they experience income increases of 10% or more. This will allow income increases to be recognized for the purposes of increasing rent or changing the amount of funds moved to escrow/savings through the program.

1. Describe the activity’s impact on the agency’s finances (e.g., how much will the activity cost, any change in the agency’s per family contribution).

Families currently enrolled in the FSS program have annual reexaminations conducted, therefore allowing for all income increases to be considered for additions to escrow accounts. No significant impact is expected.

2. Describe the activity’s impact on affordability of housing costs for affected families (e.g., any change in how much affected families will pay towards their housing costs).

There should be no change in housing costs from current policies.



Impact Analysis Moving to Work (“MTW”)

3. Describe the impact on the agency’s waitlist(s) (e.g., any change in the amount of time families are on the waitlist).	No impact is anticipated.
4. Describe the impact on the agency’s termination rate of families (e.g., any change in the rate at which families non-voluntarily lose assistance from the agency).	No impact is anticipated.
5. Describe the impact on the agency’s current occupancy level in public housing and utilization rate in the HCV program.	No impact is anticipated.
6. Describe the impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency, and/or housing choice.	BRHA expects this activity to improve self-sufficiency and housing choice. Families will be able to continue to accrue monies into their escrow accounts which will enable them to afford additional housing options.
7. Describe the impact on the agency’s ability to meet the MTW statutory requirements.	Increasing housing choice and improving cost effectiveness will support the MTW statutory requirements.
8. Describe the impact on the rate of hardship requests and the number granted and denied as a result of this activity.	No impact is expected as this activity should benefit all qualified FSS households.
9. Across the other factors above, describe the impact on protected classes (and any associated disparate impact).	No impact is expected.

STAFF APPRECIATION DAY!



ALL STAFF MEETING

~ BRHA Main Foyer ~

April 23, 2021

11AM



Ray & Kris!!

AGENDA

1. Announcements:

- *Lt. Governor Visit
- *Staff Changes
- *Eviction Moratorium
- *Moving to Work

2. Staff Spotlights:

- *Raven Davidson
- *Lindsey Musick

3. Lynn Pannell:

- *EnVision Center
- *VISTA

4. Diana Carter:

- *Rent Relief
- *Quality Control
- *911 Addresses

5. Kris Littreal:

- *Capital Projects Update

6. Ray Austin:

- *Fiscal Year-Ending Finances
- *Voucher Update

"Heard" Video

HEARD captures the stories of four residents from Richmond's public housing projects.

TIME FOR LUNCH... ENJOY!

"FAIR HOUSING MONTH"

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
August 18, 2021**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, August 18, 2021, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chairman Fleenor called the meeting to order at 12:05 p.m. and declared that a quorum was present. Fleenor led everyone in the “Pledge of Allegiance”.

ROLL CALL

COMMISSIONERS PRESENT: Mr. Josh Fleenor, Chairman (virtual)
Mr. Mark Cofer
Mr. Gary Poulton
Ms. Denise Franklin
Ms. Jennifer Taylor

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mayor Bill Hartley, City Liaison
Mr. Todd Musick, Senior VP Operations & Dev. (virtual)
Mr. Ray Austin, VP Finance & Administration (virtual)
Ms. Diana Carter, VP Compliance & Planning
Ms. Enola Cardwell, O&D Admin. Assistant

II. Public Comment

There were no public attendees.

III. Approval of Minutes

Commissioner Franklin made a motion to approve the minutes of the Regular Meeting of July 21, 2021. Commissioner Poulton seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Franklin, Aye, Taylor, Aye

Chairman Fleenor thereupon declared the motion carried as introduced.

IV. Staff Spotlight – Amy Thompson

Ms. Amy Thompson is a Voucher Programs Specialist and has been with BRHA since April 2021. She has a background in Property Management and 5 years in the housing industry. Amy is originally from Lee County, Virginia, but has lived in Bristol, Virginia, for 15 years. The Commissioners had a brief conversation with Ms. Thompson and thanked her for her work with the HCV program at BRHA.

V. Presentation/Approval of Reports

- | | |
|-----------------------------|--|
| 1. Monthly Program Reports | July 2021 |
| | RECOMMENDED ACTION: Receive and File |
| 2. Collection Loss | July 2021 |
| | RECOMMENDED ACTION: Approve as Submitted |
| 3. Monthly Financial Report | July 2021 |
| | RECOMMENDED ACTION: Receive and File |

Monthly Reports Update - Porter indicated an Executive Assistant has been hired but due to an unexpected family matter, Porter is not sure if/when Ms. McNew will be starting employment. Porter hopes to know something within the next week or two. Collection loss for July 2021 was discussed and is improving due to the Rent Relief Program (“RRP”). The Eviction Moratorium has been expanded through October 3, 2021, in communities where there is an increase of COVID cases. The Commissioners had several questions.

Operations & Development – Musick updated the Board that construction is in progress at the Johnson Court Parking Lot, the Green Physical Needs Assessment (“GPNA”) is almost complete, the Part 58 Environmental Review Record (“ERR”) is also almost complete. Musick indicated the public housing waiting list is beginning to grow,

but many people are abandoning units, and this is expected to continue as the Eviction Moratorium is lifted. Musick stated the Rent Relief Program is tremendously successful in helping residents get caught up with overdue rent payments.

Resident Services Update – Porter noted the EnVision Center is starting to receive more referrals. Also, People, Inc. is referring people for the Emergency Housing Vouchers. The staff at the EnVision Center are helping with questions and requests for assistance from landlords and their tenants for the city co-pay (rent and mortgage relief) program.

Social Media Report – Porter reported there was an “uptick” in the newsletter “open” numbers for the month of August. The newsletter went from 119 to 158. Facebook had a huge increase in “open” page views and reach. Twitter also had an increase in followers from 272 to 281 which is a lot in one month.

Financials – Austin provided some information about the Financials, including information on HCV program and the Mainstream and Emergency Vouchers. Austin noted the auditors will be at the BRHA office for several days the week following the September board meeting.

Commissioner Fleenor asked if there was any discussion on the reports. Commissioner Franklin made a motion to receive and/or approve the reports, as recommended. Commissioner Taylor seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Franklin, Aye, Taylor, Aye

Chairman Fleenor thereupon declared the motion carried as introduced.

VI. Old Business

1. Porter indicated there was no old business to be brought before the Commissioners.

VII. Executive Director Report

1. Porter indicated a contract was signed with Yardi, software provider, as of August 17, 2021. The procurement and contract were reviewed by BRHA's legal counsel. The transition to the new software should be complete by mid-February 2022. A change in payroll software is also necessary because Yardi does not provide a payroll module. After discussion and review of payroll software vendors, the firm of Harper's was chosen. The cost of this software should be less than \$3,000 per year.

2. Porter indicated that Carter, BRHA's compliance officer, had been busy reviewing public housing files and housing choice voucher files in preparation for the upcoming audit.

3. Porter indicated she had participated in three different news media interviews on the Eviction Moratorium.

4. Porter noted the draft Housing Assessment report has been received by the City of Bristol, Virginia. The report shows there is a lack of housing availability for the Bristol area. A discussion followed on where housing availability and transitional housing availability in Bristol might come from.

Porter discussed the regional JLARC report in Virginia's General Assembly and suspects the state is interested in increasing their state vouchers.

Porter indicated BRHA is continuing to watch the COVID numbers, CDC recommendations and Governor Northam's recommendations. A discussion followed, and Porter noted that BRHA is continuing to follow HUD's recommendations on inspections.

Porter also indicated the Acquire, Renovate, and Sell ("ARS") program is presently on hold due to market conditions.

VIII. Items for Consideration/Discussion

1. Carter introduced the Move-to-Work ("MTW") waivers and noted that as proposed, the MTW supplement will be a supplement to the Annual Plan. Carter advised these recommendations were a result of meetings with staff, leadership team and others. There will be a 45-day public comment period that will begin August 18, 2021 through October 11, 2021.

2. Porter proposed an organizational change in the Housing Choice Voucher program for an additional Voucher Specialist. Porter noted with the addition of the

Mainstream vouchers and the Emergency Housing Vouchers, the current staff are unable to handle the workload. This would be an entry-level position. A discussion followed and Commissioner Poulton made a motion that Porter be allowed to add a HCV Specialist position. Commissioner Franklin seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Franklin, Aye, Taylor, Aye
Chairman Fleenor thereupon declared the motion carried as introduced.

3. Porter indicated the current contract for legal services allows for a renewal of an additional year. A discussion followed and Commissioner Cofer made a motion that Porter be allowed to renew the contract for Legal Services for one additional year. Commissioner Franklin seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Franklin, Aye, Taylor, Aye

Chairman Fleenor thereupon declared the motion carried as introduced.

4. Goals for Calendar Year 2021 – a review of the finalization of Goals for Calendar Year 2021 was presented at the August 18, 2021, board meeting and a discussion followed on these finalized Goals for Calendar Year 2021.

Chairman Fleenor indicated the next regular meeting is scheduled for Wednesday, September 15, 2021, at 12:00 PM.

With no other business to be discussed, Commissioner Franklin made a motion to adjourn, Commissioner Taylor seconded. The meeting was adjourned at 1:42 p.m.

Chairman

Secretary

Date

Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
October 20, 2021**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, October 20, 2021, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Fleenor called the meeting to order at 12:05 p.m. and declared that a quorum was present. Fleenor led everyone in the “Pledge of Allegiance”.

ROLL CALL

COMMISSIONERS PRESENT: Mr. Josh Fleenor, Chair
Mr. Mark Cofer
Mr. Gary Poulton
Ms. Jennifer Taylor

COMMISSIONERS ABSENT: Denise Franklin, Vice-Chair

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mayor Bill Hartley, City Liaison
Mr. Todd Musick, Senior VP Operations & Dev.
Mr. Ray Austin, VP Finance & Administration
Ms. Camilia McNew, Executive Assistant

II. Public Comment

There were no public attendees.

III. Approval of Minutes

Commissioner Taylor made a motion to approve the minutes of the Regular Meeting of September 15, 2021. Commissioner Poulton seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduced.

IV. Staff Spotlight – Amber Hagan

Hagan joined the BRHA team in August of 2021, as a Housing Specialist is currently working on a Bachelor's in Business at King University. The Commissioners had a brief conversation with Ms. Hagan and thanked her for her service with BRHA.

V. Presentation/Approval of Reports

- | | |
|-----------------------------|--|
| 1. Monthly Program Reports | September 2021 |
| | RECOMMENDED ACTION: Receive and File |
| 2. Collection Loss | September 2021 |
| | RECOMMENDED ACTION: Approve as Submitted |
| 3. Monthly Financial Report | September 2021 |
| | RECOMMENDED ACTION: Receive and File |

Monthly Reports Update - Porter shared that The Envision Center may temporarily slow down due to the upcoming arrival of Ms. Bradley's baby. The other staff are helping to cover her responsibilities. The Envision calendar, including all activities, has been added to the website and posted at The Envision Center. HUD contacted the organization asking if we would be interested in House America. The program concentrates on rural communities and homelessness. BRHA has expressed our interest. This program is not to be confused with Housing America, which held the poster contest. The Commissioners had several questions.

Social Media Report – Porter reported that 212 people opened the electronic newsletter, and the numbers for Facebook and Twitter are holding steady. Although the number of tweets has gone down, the number of likes has gone up.

Operations & Development – Efforts are still being made to lease more Housing Vouchers. A briefing will be held next Wednesday. The issue is finding places to use

the vouchers. There are currently 260 leased vouchers. In Public Housing, two additional units in D building are back up from the fire in 2019. The number of vacant units is down. The 12-month rolling base is good and the UTA monthly days has improved.

Musick reported that the Rent Relief Program has impacted about ¼ of the tenants and some have used it twice. Impacts from eviction diversion and rent relief will be felt in the coming months.

Musick stated that the resolution for architectural and engineering services would be presented during the meeting. Upcoming projects include HVAC, exteriors, playgrounds, bathrooms for the office and development design. All nonfederal properties are stable, and Texas Avenue will be addressed when material prices decrease. BRHA will look at refinancing Sapling Grove in the future. He expressed his intent to start the asphalt projects soon because upcoming cold weather could affect completion.

Financials – Austin discussed the financial report. The cost of Yardi will be offset by a grant allocation for moving to work grantees. Utilities are up due to warmer summer weather. Funds have been used to buy appliances and outside HVAC. Overhead is currently under budget. Commissioner Taylor asked if there would be a charge to tenants to use the Yardi portals. Austin expressed that there would be no charge. Commissioner Cofer asked how the transition to Yardi was going. Austin let him know that the plan is still to go live with Yardi in February and staff would begin training soon. He stated that we are still working on defining properties and getting everything set up on the back side of the program. Pilot data is being used for training and the transition is going smoother than the last software update. Austin also shared that the first payroll has been completed with the new system and that it went well.

The Board discussed the hiring process for BRHA in the current labor shortage market. Commissioner Cofer talked about possibly changing the expectations. Musick expressed that applicants are not calling back or showing up for interviews. He also shared that jobs are being posted online, with temporary agencies and in the newspaper to reach as many job seekers as possible.

Chair Fleenor asked if there was any discussion on the reports. Commissioner Poulton made a motion to receive and/or approve the reports, as recommended. Commissioner Cofer seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduced.

VI. Executive Director Report

1. The NAHRO “What Home Means To Me” Poster Contest video was viewed. A BRHA resident is the grand prize winner and an additional winner featured on the calendar for 2022.
2. Commissioner Taylor shared that the knitting program has been renamed “Yearning to Yarn.” The group is currently working on loom knit hats, scarves and hand knitted blankets for homeless, and hospitals. The program could use donations of looms and yarn.
3. Porter Informed the Board that the Resident Advisory Board recently met, and the minutes were reviewed. The Commissioners discussed the feedback received from the residents.

VII. Items for Consideration/Discussion

1. BRHA issued a request for qualifications (RFQ) for architectural and engineering services and received two possible candidates, Cope Architecture and Thompson & Litton, Inc. After reviewing and evaluating the submissions of qualifications, it has been found that Cope Architecture is the recommended firm and their proposed fees have been deemed reasonable. The contract for architectural and engineering services will not exceed \$500,000 per year for a period of one year with an option to renew for an additional two one-year periods. Commissioner Poulton made a motion to adopt the resolution and Commission Cofer seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduced.

Chair Fleenor indicated the next regular meeting is scheduled for
Wednesday, November 17, 2021, at 12:00 PM.

With no other business to be discussed, Commissioner Taylor made a motion
to adjourn, Commissioner Poulton seconded. The meeting was adjourned at 1:24 p.m.

Chairman

Date

Secretary

Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
November 17, 2021**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, November 17, 2021, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Fleenor called the meeting to order at 12:05 p.m. and declared that a quorum was present. Fleenor led everyone in the “Pledge of Allegiance”.

ROLL CALL

COMMISSIONERS PRESENT: Mr. Josh Fleenor, Chair
 Ms. Denise Franklin, Vice-Chair
 Mr. Mark Cofer
 Mr. Gary Poulton
 Ms. Jennifer Taylor

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT:

City Council Member, Bill Hartley, City Liaison
Mr. Todd Musick, Senior VP Operations & Dev.
Mr. Ray Austin, VP Finance & Administration
Ms. Diana Carter, VP Compliance and Planning
Ms. Camilia McNew, Executive Assistant

II. Public Comment

There were no public attendees.

III. Approval of Minutes

Vice-Chair Franklin made a motion to approve the minutes of the Regular Meeting of October 20, 2021. Commissioner Taylor seconded and upon roll call the following vote was recorded:

Fleenor, Aye; Franklin, Aye; Cofer, Aye; Poulton, Aye; Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduce.

Staff Spotlight – Kaitlin Nelson

Nelson joined the BRHA team in October of 2021, as a Voucher Programs Specialist and brings experience from her past employment, as a property manager. The Commissioners had a brief conversation with Ms. Nelson and thanked her for her service with BRHA.

IV. Presentation/Approval of Reports

- | | |
|-----------------------------|--|
| 1. Monthly Program Reports | October 2021 |
| | RECOMMENDED ACTION: Receive and File |
| 2. Collection Loss | October 2021 |
| | RECOMMENDED ACTION: Approve as Submitted |
| 3. Monthly Financial Report | October 2021 |
| | RECOMMENDED ACTION: Receive and File |

Monthly Reports Update - Porter shared that Lynn Pannell, Resident Services Manager, was presenting a training session to small housing authorities at the Southeast Regional Council of the National Association of Housing and Redevelopment Officials in November. Thirty-three referrals were made to the Envision Center in October. BRHA was able to donate to Partners for Stronger Communities and to The Table and Boys and Girls Club for Halloween events. Cofer asked if referrals were being made from outside counties. Porter expressed that she is hopeful that in the future the Envision Center will serve all areas as a non-profit. She also stated that she would like to increase the onsite activities. The lease for Highlands Community Services will not be renewed so that we can expand the Envision Center.

Operations & Development – Efforts are still being made to lease more Housing Vouchers. We are struggling to get Emergency Housing Vouchers (EHV) into the HUD system due to their software. However, our dollar utilization remains strong for HCV overall. Musick expressed his hopes that MTW will encourage landlords to participate. In Public Housing, all units are leased. Only two units remain vacant, and one is unrentable.

Musick stated that the waiting list is strong and Rent Relief Programs are helping. Issues should be resolved by Spring. Lease enforcement regulations are being addressed and staff is better prepared for inspections. BRHA administrative positions are fully staffed with the addition of Patrick Crook. The financial impact study for development will start in January and February and is anticipated to be discussed with the board in April.

Fleenor asked what a 0 bedroom is. Musick explained that a 0 bedroom was a studio/efficiency. Fleenor also asked what Musick meant by “mass appointments”. Musick stated that mass appointments are appointments scheduled for between thirty and forty people, in hopes that a percentage would attend.

Financials – Austin expressed that the administrative salary expense in HCV would go up due to hiring a new voucher programs specialist. BRHA recently paid for over 80,000 notes to be moved from TenMast to Yardi as part of the software transition.

Carter discussed Moving to Work (MTW). She stated that waivers were chosen that would allow for success with the program. The plan will be in place for twenty years. Seventeen waivers with options were selected and Carter covered each listed in the MTW Documents provided in the Board Packet. Austin expressed that putting waivers in to place slowly would keep the finances from being drastically altered. Austin stated that due to the cost per unit increasing, we need more units, and the landlord incentives created in MTW could help. Yardi will give landlords access to portals allowing the agency to share notes, reminders, and educational resources.

Chair Fleenor asked if there was any discussion on the reports. Commissioner Franklin made a motion to receive and/or approve the reports, as recommended. Commissioner Taylor seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Franklin, Aye Cofer, Aye, Poulton, Aye, Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduced.

V. Executive Director Report

1. Thanksgiving Lunch will be held at the Resident Services Building on Monday the 22nd and everyone is invited to attend.
2. Attendance at the Moving to Work Meetings has slowed down due to the number of meetings that have been held to cover the information on the program.
3. Porter reported that staff has completed several Yardi trainings. The language differences between Yardi and TenMast have been noted. Cofer asked what frustrations were being experienced with Yardi. Austin stated that it does not do fund or governmental financing. TenMast may not be able to do Moving to Work. Yardi will have the ability to record and track changes making it a better fit for MTW. Yardi is user friendly, and the portals will allow us to save time and cut down on in person meetings. BRHA will soon see its data in the system.
4. SAM is used by everyone who receives federal money. Due to the 911 address change, we are having issues renewing our registration. BRHA's registration expired on October 7th. Porter will continue to reach out to them and if no progress is made, she will reach out to Congressman Griffith's office.

VI. Items for Consideration/Discussion

1. BRHA issued a request for bids on pest control services. Two bids were received, and Orkin Pest Control has been recommended as the best response after review, evaluation, and confirmation of bid documents.

2. BRHA is required to have an Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program. The policy may require updates to keep pace with changes within the program. HUD requires an annual update to flat rent amounts. BRHA would like to amend the ACOP to include those required updated annual flat rent amounts. Updates will become effective January 1st.

Commissioner Fleenor made a motion to adopt the resolutions and

Commission Franklin seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Franklin, Aye Cofer, Aye, Poulton, Aye, Taylor, Aye

Chair Fleenor thereupon declared the motion carried as introduced.

Porter indicated the next regular meeting would be scheduled for a week later than normal due to travel to Richmond for a Virginia Housing Meeting.

With no other business to be discussed, Commissioner Taylor made a motion to adjourn, Commissioner Poulton seconded. The meeting was adjourned at 2:05 p.m.

Chairman

Date

Secretary

Date



RESIDENT ADVISORY BOARD

A G E N D A

**June 10, 2021
12:00 p.m. – EnVision Center**

I. Welcome – Lisa Porter, Executive Director

II. Information Updates:

A. Compliance & Planning (Diana Carter):

- 911 Address Change
- Moving to Work (MTW)
- Other

B. Operations & Development (Todd Musick):

- Interview Rooms
- Capital Improvements
- Stant/Jones Redevelopment
- Rent Relief
- Eviction Moratorium
- Rent Repayments
- Other

C. VP Finance & Administration (Ray Austin):

- Emergency Vouchers
- Other

D. Resident Services (Lynn Pannell):

- VISTA Program
- EnVision Center Update
- Other

III. Feedback

MTW Staff Meeting

Summitt

1-3:30pm

Lisa Porter was the moderator for the meeting.

Opened meeting advising that she “wanted honest conversations”.

We need to organize with our thoughts and vision. MTW is a living document that will change and evolve as we go along. We have the team in place to go forward with our vision.

Why do we need to make changes?

- Old properties – 2nd oldest in VA – 1938
- Over the past years we have learned that if we keep doing the same thing, our properties are not sustainable

Development of RT/JC etc. effects our cash flow.

Question 1: What do you think MTW means?

We are in Cohort #1

- Less than 1,000 units
- Considered small
- Gives us flexibilities to make changes in most any area

Software Changes

- Need to have software that will meet our growing needs
- Need software to be able to track MTW
- Fewer choices in vendors than before
 - MRI/Tenmast
 - Yardi
 - Emphasis
- Tenmast/MRI
 - Been unhappy with Tenmast for a while
 - Some modules are older than others
 - Advised it may be 2025 before they are ready to roll out their new products
 - Transition period if we decide to stay with Tenmast/MRI
- Emphasis
 - Demonstration has been provided
 - Decided this was not the software for BRHA
- Yardi
 - An option we are looking at
 - Had preliminary discussions with them
 - Talk with representative, Karl Abbey, today
 - Schedule demonstration soon
 - About a 9-month timeframe to make transition to Yardi

Master Plan

- Revisited Vision Statement (what we are doing now)
- Old vision statement used “safe, decent, sanitary”
- New vision statement uses “safe, attractive, affordable”

Challenges

- Aged Housing Stock – not just PH it’s all housing in Bristol, 77% of Bristol housing constructed in the 1980’s
- Capital Needs Backlog - \$35 million
- High Poverty Rate – 23.9%
- Underserved and Unserved Population – historically PHA’s have not been able to serve ex-offenders, domestic/abusive situations, substance abuse, homeless
- Not Enough Housing
- Economic Development – with Amazon and the Casino coming, there is no where for workers to live
- Density Concerns – PH all built in same area
- NIMBY – zoning approval issues
- Community not aware of situation
- Labor/employment shortages
- Transportation issues
- Childcare issues

We need to think about these challenges and how to address them.

Question #2: What is the purpose of the Envision Center

Question #3: What are our core programs as you understand them?

Vision Statement

- Describes where you want to go
- Should be bold
- Reviewed Vision
- Reviewed vision statement from Master Plan
- We want to serve the market rate units
- Why? In 20 years BRHA’s housing will be 100 years old
construction costs are increasing while HUD’s budget may not increase
76.5% of Bristol City housing stock will be 60 years old in 20 years

MTW – improving efficiency is the big cornerstone

39 agencies – legacy agencies – 1990’s

Congress authorized new agencies

Only 2% of PHA’s have the MTW designation

Cohort 1 = 31 agencies

Cohort 2 = 10 agencies

Takes partnerships and everyone working together to work

MTW – designed to test innovative ideas for administering housing
Think about things that have frustrated you and you would like to do better
Reviewed “Summary”

We ask for waivers – if waiver is already approved, we can go with it
- If not approved – we may be able to do – we just have to ask for it

Cornerstones

1. Improve Efficiency
2. Enhance Customer Service
3. Provide Greater Housing Choice
4. Assist Clients in Self-Sufficiency

Submitted application

ACC Amendment

Meetings with staff, clients, community, LL's

We will do reports based on what we choose to try

We need to continue to implement and improve waivers – the program will grow and move

“It’s going to be fun.”

Thoughts/Ideas from Staff (What would make life easier for you and your clients?)

- Improve waiting list management to process applications quicker
- Deduction for child support payments
- Increase deduction for elderly/disabled
- Do away with medical deductions for elderly/disabled
- Triennial recerts for people on fixed income
- Incentivize residents to seek employment
- Different rent structure
- FSS goal oriented – changes when rent increases/increments
- Increase some allowances and deductions
- Payment Standard change
- Landlord incentives – referral bonus, lease-up bonus, security deposit payments
- Change how we do development
- Incentive for good housekeeping
- Identify development for working families
- Rent tiers – based on employment
- Work orders using a tablet – reduce paperwork
- Streamline recerts/interims for multiple layers of assistance (easier way to post payments to BRHA owned properties)
- Increase PBV tied to development
- Utility deposit payments for HCV clients
- Add domestic violence as a preference

“Only constant is change.....embrace the change.”

We are part of an MTW Collaborative. Sixteen of participants are Tenmast clients.

Reviewed quotes from VAHCDO strategic plan.

“Embrace innovation, diversify portfolio, solidify partnerships”

“Sense that PH is going away – may morph into something else”

Outcome(s): BRHA will review suggestions/ideas by staff and consider impact on MTW plans and activities

MTW Staff Roundtable: PH 6/22/2021

BRHA

9-10 am

Attendees: Jennifer, Joey, Michelle, Raven, Amber

Diana Carter was the moderator for the meeting.

Revisited question: "when hear MTW what do you think of"

- MTW – possibilities/changes

Reviewed waivers chart and BRHA cornerstones

Staff input:

- Give child support payments as a deduction
- Look at waiting list preferences
- Streamline denials for criminal activity
- Limit number of interims
- Incentives for maintaining job for certain period of time
- Incentives as income increases
- Incentive to participate in self-sufficiency program
- Educate and encourage clients to maintain employment
- Limit \$\$ amount to report increase in income
- Review rent structure based on family size
- Increase minimum rent to encourage employment
- Limit amount of time to be on minimum rent
- Self-certification of assets
- Limit amount of time clients can receive assistance
- Increase housing stock
- Make working mandatory

BRHA will review comments and revise and/or incorporate ideas into MTW plans as possible. Some items will be utilized during year one. Other ideas may not be included until later years depending on impact of other changes.



Bristol Redevelopment and Housing Authority

809 Edmond Street, Bristol, Virginia 24201

Office: (276) 642-2001

Fax: (276) 642-2015

www.brha.com

BRHA: Comments/Response to MTW Meetings

BRHA held numerous meetings, in a wide variety of venues (in person, virtual, public hearings, etc.), to receive input during development of our MTW plan. The MTW Plan was also advertised in conjunction with the Annual Plan.

The majority of comments received were positive. Clients, community and staff expressed excitement for the opportunity to improve programs.

Some concern was expressed about possible negative impacts of proposed changes. BRHA reviewed the Impact Analysis and advised that impacts that were detrimental to clients would be addressed through BRHA's MTW Hardship Policy.

Comments and ideas were reviewed and incorporated as was appropriate. Some ideas were utilized in the MTW's first year of operation and others will be considered for subsequent years depending on success of the first-year waivers.

During our MTW journey, BRHA will continue to receive comments and suggestions to improve our MTW program. Adjustments will be made where improvements are noted and new MTW waivers will be explored.

MTW CERTIFICATIONS OF COMPLIANCE**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING****Certifications of Compliance with Regulations:
Board Resolution to Accompany the MTW Supplement to the Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairperson or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the MTW Supplement to the Annual PHA Plan for the MTW PHA Fiscal Year beginning (04/01/2022), hereinafter referred to as "the MTW Supplement", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the MTW Supplement and implementation thereof:

- (1) The PHA made the proposed MTW Supplement 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 MTW Supplement and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board(s) or tenant associations, as applicable) before approval of the MTW Supplement by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the annual MTW Supplement.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the MTW Supplement 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), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) all regulations implementing these authorities; and other applicable Federal, State, and local civil rights laws.
- (5) The MTW Supplement is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The MTW Supplement 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, for the MTW PHA's jurisdiction and a description of the manner in which the MTW Supplement is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing, which means that it will: (i) take meaningful actions to further the goals identified by the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150-5.180 and 903.15; (ii) take no action that is materially inconsistent with its obligation to affirmatively further fair housing; and (iii) address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3) and 903.15(d). Note: Until the PHA is required to submit an AFH, and that AFH has been accepted by HUD, the PHA must follow the certification requirements of 24 CFR 903.7(o) in effect prior to August 17, 2015. Under these requirements, the PHA will be considered in compliance with the certification requirements of 24 CFR 903.7(o)(1)-(3) and 903.15(d) if it: (i) examines its programs or proposed programs; (ii) identifies any impediments to fair housing choice within those programs; (iii) addresses those impediments in a reasonable fashion in view of the resources available; (iv) works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and (v) maintains records reflecting these analyses and actions.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, 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.
- (10) The MTW 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.
- (11) The MTW 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.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment.
- (14) The MTW 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.

- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW 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.
- (18) The MTW PHA will keep records in accordance with 2 CFR 200.333-200.337 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of housing quality standards as required in PIH Notice 2011-45, or successor notice, for any local, non-traditional program units. The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Moving to Work Operations Notice in a manner consistent with its MTW Supplement and will utilize covered grant funds only for activities that are approvable under the Moving to Work Operations Notice and included in its MTW Supplement. MTW Waivers activities being implemented by the agency must fall within the safe harbors outlined in Appendix I of the Moving to Work Operations Notice and/or HUD approved Agency-Specific or Safe Harbor Waivers.
- (23) All attachments to the MTW Supplement have been and will continue to be available at all times and all locations that the MTW Supplement is available for public inspection. All required supporting documents have been made available for public inspection along with the MTW Supplement and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its MTW Supplement and will continue to be made available at least at the primary business office of the MTW PHA.

Bristol Redevelopment & Housing Authority
MTW PHA NAME

VA002
MTW PHA NUMBER/HA CODE

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).

Josh Fleenor
NAME OF AUTHORIZED OFFICIAL

Chairperson
TITLE


SIGNATURE

12/22/2021
DATE

* *Must be signed by either the Chairperson or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairperson or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*