

PHA Name : Bristol

PHA Code : VA002

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 4/1/2023

PHA Program Type: Combined

MTW Cohort Number: MTW Flexibility for Smaller PHAs

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	
n. Utility Reimbursements (HCV)	Currently Implementing
r. Elimination of Deduction(s) (PH)	Currently Implementing
s. Elimination of Deduction(s) (HCV)	Currently Implementing
t. Standard Deductions (PH)	Currently Implementing
u. Standard Deductions (HCV)	Currently Implementing
2. Payment Standards and Rent Reasonableness	
b. Payment Standards- Fair Market Rents (HCV)	Currently Implementing
3. Reexaminations	
a. Alternative Reexamination Schedule for Households (PH)	Currently Implementing
b. Alternative Reexamination Schedule for Households (HCV)	Currently Implementing
c. Self-Certification of Assets (PH)	Currently Implementing
d. Self-Certification of Assets (HCV)	Currently Implementing
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Currently Implementing
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Currently Implementing
5. Housing Quality Standards (HQS)	
d. Alternative Inspection Schedule (HCV)	Currently Implementing
6. Short-Term Assistance	
7. Term-Limited Assistance	
8. Increase Elderly Age (PH & HCV)	
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
g. Increase PBV Rent to Owner (HCV)	Plan to Implement in the Submission Year
10. Family Self-Sufficiency Program with MTW Flexibility	
e.PH Policies for Addressing Increases in Family Income (PH)	Currently Implementing
11. MTW Self-Sufficiency Program	
12. Work Requirement	
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
Use of Public Housing as an Incentive for Economic Progress (PH)	Currently Implementing
14. Moving on Policy	
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)	
17. Local, Non-Traditional Activities	

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 medical 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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 medical 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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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 combined standard deduction of \$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. The single combined standard deduction listed in the next section only reflects one standard deduction of \$1,500 for medical.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity has the following cost implications: 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
Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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.

1,500 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 combined standard deduction of \$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. The single combined standard deduction listed in the next section only reflects one standard deduction of \$1,500 for medical.

This MTW activity serves the following statutory objectives:

Cost effectiveness

This MTW activity has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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.

1,500 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. This activity 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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase. BRHA began utilizing the 120% PS with certifications and new lease-ups in July 2022. This has allowed clients to have additional housing options in a tight housing market.

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:

The Impact Analysis is attached.

Following will explain the payment standards by FMR: FMR current 1BR \$601, 2BR \$772, 3BR \$1,012, 4BR \$1,113. FMR at 120% 1BR \$655, 2BR \$842, 3BR \$1,104, 4BR \$1,214

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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.

This MTW activity serves the following statutory objectives:

Cost effectiveness;Self-sufficiency;Housing choice

This MTW activity has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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.c. - Self-Certification of Assets (PH)

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.

This MTW activity serves the following statutory objectives:

Cost effectiveness;Self-sufficiency

This MTW activity has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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.

3.d. - Self-Certification of Assets (HCV)

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.

This MTW activity serves the following statutory objectives:

Cost effectiveness;Self-sufficiency

This MTW activity has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 up to \$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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 (Display selected and additional Pop up is complex logic.)
The types of units policy applies to:
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 has the following cost implications: 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
Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation. Qualified tenants are being moved to triennial inspections as their regular scheduled inspection is conducted and the unit passes HQS.
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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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 983.102(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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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 outline in existing agency HCV administrative plan.

This MTW activity serves the following statutory objectives:

Cost effectiveness

This MTW activity has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities. This activity is still in implementation phase.

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. Families in the self-sufficiency program may also request an interim be conducted at any time. 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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.
This activity is still in implementation phase.

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 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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.
This activity is still in implementation phase.

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 has the following cost implications:

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

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

During the first year of the program, BRHA worked on successfully changing software to monitor and track MTW activities.

This activity is still in implementation phase.

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
2022	\$1,439,033	\$1,072,450	\$366,583	2022-12-31

G.	MTW Statutory Requirements.	
G.1	75% Very Low Income – Local, Non-Traditional. 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.	
	Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
	80%-50% Area Median Income	
	49%-30% Area Median Income	
	Below 30% Area Median Income	
	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.	# 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.	# 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?
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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	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
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 standard deduction offsets this change for elderly/disabled households.



Moving to Work (“MTW”) Hardship Policy

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>		
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).		
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.		
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).		
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.		
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).		
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.		
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.		
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.		



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.

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.

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.



Impact Analysis Moving to Work (“MTW”)

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.
9. Across the other factors above, describe the impact on protected classes (and any associated disparate impact).	No impact is expected.



Impact Analysis Moving to Work (“MTW”)

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-headed (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.

No impact is expected.



Impact Analysis Moving to Work (“MTW”)

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
<i>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.</i>	
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.
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.



Impact Analysis Moving to Work (“MTW”)

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.

RAB Sign-In

July 19, 2022

Last Name	First Name	Address	Phone	Email
1. Hall	Justin	815 Kildgecrest Cir #4	876-494-4780	justing.hall187@gmail.com
2. Gray	Nancy	355 Edmond St #312	876-696-8291	n-mithell2-pool@yahoo.com
3. Pannell	lynn	120 Hope Lane	876-821-6070	lpannell@brha.com
4. EATON	PHYLLIS	160 AZEA	276-644-1359	
5. Porter	Lisa	BRHA	276-821-6255	lisa@brha.com
6. Coker	Diana	BRHA	276-821-6256	diane@brha.com
7. Hagar	Amber	BRHA	276-821-3053	ahagar@brha.com
8. Thompson	Amy	BRHA	276-821-6265	athompson@brha.com
9. Nelson	Katie	BRHA	276-821-3054	knelson@brha.com
10. Napier	Christy	BRHA	276-821-6262	cnapier@brha.com
11. MYNARD	ELEAN	1240 MARY ST	276-356-8696	mymeyn@brha.com
12. Willis	Lois	BRHA	276-821-6273	lwillis@brha.com
13. Bradley	Teresa	BRHA	276-821-6264	tbradley@brha.com
14. Jones	Samuel	775 Turnerway #3	276-285-8534	sejones@brha.com
15. Lester	Danita	469 Oakview Apt 201	276-469-7650	danitalesterdl@gmail.com
16. McNew	Camilia	BRHA	276-821-6251	cmcnew@brha.com
17. Wampler	Clindy	6 Heitago Dr #5	276-494-3394	clindywampler9@gmail.com
18. Palmer	Wendi	610 Oakview	276-356-5028	palmerwendi35@gmail.com
19.				
20.				
21.				
22.				
23.				



RESIDENT ADVISORY BOARD

A G E N D A

**July 19, 2022
11:30 a.m. – EnVision Center**

Welcome – Lisa Porter, Executive Director

Information Updates:

A. Compliance and Planning (Diana Carter)

- MTW Update
- Resident Portals
- WIPS
- No Emergency Work Orders

B. Resident Services (Lynn Pannell)

- EnVision Center

C. Housing Programs (Amber Hagan)

D. Tax Credit (Amy Thompson)

E. Voucher Program (Christy Napier)

Feedback

Resident Advisory Board

July 19, 2022

11:30 AM

Present:

Staff:

Lisa Porter, Executive Director
Lynn Pannell, Resident Services Manager
Diana Carter, VP of Compliance and Planning
Amber Hagan, Housing Program Manager
Amy Thompson, Tax Credit Manager
Katie Nelson, Voucher Program Specialist
Christy Napier, Voucher Programs Manager
Lois Willis, Self Sufficiency Navigator
Teresa Bradley, Elderly Services Coordinator
Camilia McNew, Executive Assistant

Residents:

Justin Hall
Nancy Gray
Phyllis Eaton
Eileen Maynard
Samuel Jones
Donita Lester
Cindy Wampler
Wendi Palmer

I. Welcome

Lisa Porter, BRHA Executive Director/CEO, welcomed everyone to the meeting. Lisa announced that Kendon and Braxton both placed 1st on the state level of the "What Home Means to Me" 2022 poster contest. Kendon placed second at the national level and BRHA is proud of their continued creativity. Their mother, Donita Lester, was presented with Kendon's prize for the regional placement.

The purpose of this meeting is to discuss the approval of MTW. Some waivers have already taken effect and others will begin within the next several months. Changes to the program will be based on information from tracking the success of the program and the feedback from the tenants and landlords. She encouraged resident input, suggestions and to share any concerns. She stated that MTW and Yardi would be the primary topics of the meeting.

II. Information Updates

- Diana Carter shared that portals would allow for interaction between vendors, tenants, and staff. She stated that invitation to the portals went out to Mosby residents on July 21st. Tenants must have an email to register. Portals will give access to ledgers, payments, recertifications, electronic signatures and reporting interim changes. Maintenance is unavailable on the portal at this time and when accessible will not be for emergency maintenance needs. Payments online can be made with a credit/debit card or checking account and walk in payments (WIPs) can be made at locations such as Walmart and CVS.
- Lynn Pannell discussed the services that are currently available at the EnVision Center including GED classes, Peer Health with Ballard, Project Dads and the BRHA Kids Club. She informed attendants that the EnVision Center would be moving to the HCS building. The larger space will allow for expansion in services. The staff will be helping with email set up and portal setup Tuesday and Thursday from 1pm to 4pm.
- Amber Hagan stated that the features provided through the portals would allow staff to be out on properties having face to face interactions by freeing up some time taken that had been previously used for by paperwork. She encouraged residents to remember that the transition would be a learning process for both residents and staff.
- Amy Thompson shared her excitement about the ability to pay rent online. This will be a great benefit for those who have to schedule arrangements to come to the office to make a payment. She also reminded residents that tax credit recerts would still take place annually.
- Christy Napier said that this transition would allow us to keep up with other authorities as everyone is using or is going to the use of portals. All the MTW changes are positive changes for both tenants and staff. The increased payment standards will help cover the cost of rising rent. If anyone has any questions as the changes go into effect, she encouraged everyone to call the office and ask for assistance.

III. Feedback

Ms. Porter shared that MTW is a demonstration program and feedback leads to changes. BRHA MTW Waivers were created by feedback and suggestions made by the residents in the beginning of the development process. The following comments and questions were received:

- I just completed a re-exam. When will my next re-exam occur? It depends on where you are placed on the scheduling to begin the tri-annual re-exams.
- I live in Sapling Grove. Will I be affected? Tax credits will still have a yearly re-exam, but subsidy will go to tri-annual re-exam schedule.
- I'm on social security. Will I continue to report my income every year? No, income will only be submitted during recertifications every 3 years.

- Can I make payments online if I have a voucher? Yes. Only the amount the tenant is responsible for will appear on the portal.
- My current landlord uses Yardi and I love it!
- Thanks for listening to our feedback and request!
- Is a track and soccer field still being planned? The property originally considered for the track and soccer field is the most easily available for development, so that is now in consideration. We can readdress this when Mr. Musick is available.

Ms. Porter thanked everyone for their comments and suggestions. We will be following up with concerns and will continue holding Resident input meetings.



MAKE A PAYMENT AT



Cash Payment Frequently Asked Questions

Pay Rent with cash at neighborhood retail locations with PayNearMe.



THOUSANDS OF
PAYMENT LOCATIONS



GUARANTEED
PAYMENTS



MANY LOCATIONS
OPEN 24/7

What is PayNearMe?

PayNearMe makes it easy and convenient for you to make a payment with cash at thousands of trusted payment locations nationwide, including participating 7-Eleven, CVS Pharmacy, Walmart, Casey's General, and ACE Cash Express.

How can I make a PayNearMe payment?

Making a cash payment is easy! Follow these three steps:

- 1 Contact your property manager to get a mobile barcode or your printed payslip.
- 2 Show your barcode to any participating CVS Pharmacy, 7-Eleven, Walmart, Ace Cash Express or Casey's General Store to make a cash payment. A transaction fee of \$3.99 will be added to your payment.
- 3 Keep your receipt. RENTCafé is notified of your payment the next business day.

How can I get my barcode?

You can get your barcode by contacting your property manager. The property manager will either send the barcode via email to display on your smartphone or they can print out a PaySlip. Log in to RENTCafé to get a mobile barcode or your printed slip.

To view payment locations near you on your mobile device, visit www.paynearme.com/yardicashmap

Where can I make a payment?

Visit www.paynearme.com/yardicashmap and enter your zip code or city and state to find a retail location near you.

Who can I contact for help or questions about my account?

For questions about your account, please contact your property manager.

When will my property manager be notified of my payment?

RENTCafé is notified of your payment the next business day.

Is there a fee to make a cash payment?

A transaction fee of \$3.99 will be added to your payment up to \$2,000 at CVS Pharmacy, Walmart, Casey's General Store and ACE Cash Express or up to \$1,500 at 7-Eleven.

For questions please call (800) 866-1124

Walk In Payment System (WIPS™)

For PayNearMe

Resident Questions and Answers

Q: How do I make a WIPS payment?

A: Go to the customer service center of a participating PayNearMe agent or store. Show them your printed PaySlip or the mobile barcode on your phone and then give them your payment and the transaction fee. You may be asked to show identification.

Keep your receipt—it is your only proof of payment!

Q: How much does it cost to make a WIPS payment?

A: Each time you make a WIPS payment, there is a minimal transaction fee of \$3.99.

Q: How do I get a WIPS number?

A: Contact your property manager to request a WIPS number.

Q: How do I find the nearest PayNearMe location where I can make a WIPS payment?

A: Go to <http://paynearme.com/yardicashmap>. Enter the ZIP code of the property where you live to see a list of participating agents that are nearby. Major national retailers including Walmart, 7-Eleven, and CVS accept WIPS rent payments through the PayNearMe network.

Q: Do I need to show the cashier my PaySlip or mobile barcode when making a payment?

A: Yes. Your WIPS number is encoded in the barcode that is on your phone or on the printed PaySlip and it uniquely identifies your account. Your WIPS number is required to properly credit your rent payment.

Q: Do I need to give any additional information when making a payment?

A: Besides the WIPS number, some retail agents require personal identification such as name, address and phone number to properly credit your rent payment. Some states require you to show a photo ID by law.

Q: Will the participating PayNearMe agent or store know how much I owe?

A: Make sure you know your ledger balance before arriving at the participating agent or store location. Agents may not have access to this information.

Q: My rent is due today. Can I make a same-day payment?

A: Payments made before 7 P.M. local time generally post in the early morning hours of the following day. Contact your property manager for specific posting times.

Q: What happens if I forget to include my transaction fee when I make a payment?

A: Your account will only be credited for the amount that you pay. If you have not included the transaction fee with your rent payment, the agent will deduct the fee from your payment amount. In this scenario your rent will not be paid in full and the property manager may consider it to be late.

Q: What if I overpay? Can I get a refund?

A: Any overpayment will be considered a credit on your account ledger. Refunds are not possible through WIPS.

Q: Can I use my WIPS number and pay with a check, money order, debit card, or credit card?

A: Generally, most PayNearMe agents only accept cash. However, some agents may also accept debit cards.

Q: Does every household member need a WIPS number?

A: Only those household members (roommates) making rent payments will need a WIPS number. A transaction fee will apply each time that you or a roommate makes a payment using your WIPS numbers.

Q: What if I forget or lose my WIPS number?

A: Contact your property manager.

Q: What if I move?

A: Your WIPS number is only good for your specific apartment. If you move between units within the same property or to another property that is managed by the same property management company, the property manager will issue you a new WIPS number.

Q: Can I make any other payments besides rent with my WIPS number?

A: No. You may only pay for rent and related charges that you owe to your property management company.



CASH ACCEPTED AT     



Pay Rent with cash at 7-Eleven, CVS Pharmacy, Walmart and more

HOW IT WORKS

1. Contact your Property Manager or Log in to RENTCafé to get a mobile barcode or your printed payslip.
2. Show your barcode to any participating CVS Pharmacy, 7-Eleven, Walmart, Ace Cash Express or Casey's General Store location to make a cash payment.
3. Keep your receipt. RENTCafé is notified of your payment the next business day.

Got questions? Call (800) 866-1124 or visit www.yardi.com

Powered by  PayNearMe

RRB August 11, 2022

Name		YOUR LOCATION: (Development)		Email
1.	ETREER MAYNARD	HEV		MAYNARD EIRENS@gmail.com
2.	Lynn Pannell	BRHA		lpannell@brha.com
3.				
4.	Ms. Phyllis Eaton 160 Azalea Ln Bristol, VA 24201	S. D.		NONE
5.				
6.	Nancy Gray	Stark DJ)		n-nitshell-people@yahoo.com
7.	Amy Thompson	BRHA		athompson@brha.com
8.	Camilia McNew	BRHA		cmcnew@brha.com
9.	Lisa Porter	BRHA		lporter@brha.com
10.	KATHIE NELSON	BRHA		knelson@brha.com
11.	Christy Taylor	BRHA		ctaylor@brha.com
12.	Charmagne	BRHA		chagnan@brha.com
13.	Wanda	BRHA		dianc@brha.com
14.	Donita Lester	BRHA		donitalester.d1@gmail.com
15.				
16.				
17.				
18.				
19.				



RESIDENT ADVISORY BOARD

A G E N D A

**August 11, 2022
11:30 a.m. – EnVision Center**

Welcome – Lisa Porter, Executive Director

Information Updates:

- Labor Shortage
- Eviction and Rent Collection Concerns
- Development Plans
- EnVision Center and Kids Activities
- Yardi
- WIPS
- Resident Portals
- MTW Update

Feedback

Resident Advisory Board

August 11, 2022

11:30 AM

Present:

Staff:

Lisa Porter, Executive Director
Lynn Pannell, Resident Services Manager
Diana Carter, VP of Compliance and Planning
Amber Hagan, Housing Programs Manager
Amy Thompson, Tax Credit Manager
Katie Nelson, Voucher Program Specialist
Christy Napier, Voucher Programs Manager
Camilia McNew, Executive Assistant

Residents:

Eileen Maynard
Phyllis Eaton
Nancy Gray
Donita Lester

I. Welcome

Lisa Porter, BRHA Executive Director/CEO, welcomed everyone to the meeting. She announced that a long-time resident Mr. Bowman had passed, and she acknowledged his longstanding service to the Resident Advisory Board. Ms. Porter informed the group that again the purpose of the meeting was to discuss MTW and any other concerns or issues they may have.

II. Information Updates

- Ms. Porter expressed that BRHA continues to serve the tenants as always, but the labor shortage is an ongoing issue. As a result, the maintenance department is suffering from a lack of personnel. Contractors are allowing for maintenance to be freed up for work orders, but they are also dealing with staff shortages. BRHA will continue to try to recruit new workers.
- Ms. Porter shared that rent relief had ended at the state level and BRHA is working to make sure that everyone is prepared. Applications are no longer being taken for rent relief. If you need assistance, please call your case manager or the EnVision Center. Ms. Pannell shared that if the need is based upon being directly affected by COVID, the City

does have some remaining funds through the end of December. Courts are now open for nonpayment cases.

- Ms. Porter addressed the topic of a soccer field at Bonham Circle. She confirmed that there are plans for Bonham Circle to be redeveloped into an apartment complex and the soccer field would be considered for another location, in the future.
- Ms. Porter said that all possibilities for the new office space were being considered. She also shared that the BRHA Kids Club had gone to the movies and seven scholarships for the Boys and Girls Club had been submitted. She asked that ideas for kid's events be shared. Ms. Lester said that during past volunteer events she had taken children to sporting events and to dine in restaurants. Everyone agreed that giving them experiences that they may not experience otherwise was important. Ms. Thompson announced that she wanted to do treat bags and hand them out as encouragement at the bus stops on the first day of school.
- Ms. Hagan updated the group on tenant portals and shared that portal email could go to the junk folder. Ms. Lester shared that registration was easy. Ms. Hagan also noted that the EnVision Center was providing help with registration on Tuesdays and Thursdays from 1-4 pm or by appointment.
- With regard to the applicant portals, Ms. Carter stated that if a person doesn't register immediately and decides to apply in the future, a new link could be sent out at any time. She encouraged everyone to share information about the portals and to inform others that applications would soon be on the portals. She also shared that the portals would be convenient during winter weather and COVID peaks. She covered that recertifications can be uploaded, tenants can easily connect with staff, account statuses can be checked and landlords have portal access to view accounts.

III. Feedback

Ms. Porter reminded everyone that Moving to Work (MTW) is a 20-year demonstration program and feedback leads to changes. BRHA MTW Waivers were created by feedback and suggestions made by the residents in the beginning of the development process. MTW can incentivize people to work because three-year recertifications mean that rent will not change immediately, allowing tenants to save. Currently BRHA is working on future year changes. Ms. Porter shared that a child support incentive had been previously discussed and tenants added that it should be for recipients and payers.

In other comments provided:

- There was an incident that involved a prescription being delivered to the wrong building. When will building numbers be changed? Ms. Porter said she would follow up with Mr. Musick.

- During a recent storm, some trees on the property had been damaged. Ms. Thompson said those concerns had been addressed.
- Vandalism had occurred at the Village on a column. The markings were created with a pen. Ms. Thompson said she would let maintenance know. She was asked if similar incidences could be reported on the portal. She reminded the tenants that yes at this time only non-emergency work orders could be done on the portal.

Ms. Porter thanked everyone for their comments and suggestions. We will be following up with concerns and will continue holding Resident input meetings. The meeting was adjourned at 12:45 pm.

Name		YOUR LOCATION: (Development)		Email
1.	EILEEN MAYNARD	THOMAS JEFFERSON	see	MAYNARD EILEEN@BRHA.ORG
2.	Samuel Jones	VILL of OAKMAN		samuelj@bristolpromise.org
3.	Donita Lester	VED		donitalester.d@gmail.com
4.	Cindy Wampson	RidgeCrest		cindy@mail1964@gmail.com
5.	Amy Thompson	BRHA		
6.	Adrian Sebastian	SAP. Greene		adriansebastian@hotmail.com
7.	Lisa Foster	BRHA/ED		Lisa@brha.com
8.	Amber Hayes	BRHA PH		ahayes@brha.com
9.	Shirley Mappin	BRHA/HEV		shirley@brha.com
10.	Deborah	BRHA/EVISION		twills@brha.com
11.	Baruch Nicholas	BRHA		
12.	Camilla Menlew	BRHA		cmcnew@brha.com
13.	Diana Carter	BRHA		dianac@brha.com
14.				
15.				
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17.				
18.				
19.				



RESIDENT ADVISORY BOARD

A G E N D A

November 9, 2022
11:30 a.m. – EnVision Center

Welcome – Lisa Porter, Executive Director

Information Updates:

- Annual Plan
- Development
- New Faces
- Kids Activities
- EnVision Center

Diana Carter

- MTW, Supplement #2
- 30 Day Notice/Unlawful Detainers
- Portals
- Flat Rents/FMRs

Amber Hagan

- Delinquent Accounts

Amy Thompson

- Rent Increases

Christy Napier

Resident Advisory Board

November 9, 2022

11:30 AM

Present:

Staff:

Lisa Porter, Executive Director
Diana Carter, VP of Compliance and Planning
Amber Hagan, Housing Program Manager
Christy Napier, Voucher Programs Manager
Lois Willis, Self-Sufficiency Navigator
Rachel Nichols, Elderly Services Coordinator
Camilia McNew, Executive Assistant

Residents:

Eileen Maynard
Samuel Jones
Donita Lester
Cindy Wampler
Amy Thompson
Arlene Sebastie

I. Welcome

Lisa Porter, BRHA Executive Director/CEO, welcomed everyone to the meeting. She reminded the attendees that their input is very important to our success.

II. Information Updates

- She announced that BRHA's fiscal year would end in March and the public hearing to make comments on flat rent adjustments would be held December 21st, at noon at the administrative building. The process of making the adjustments was also explained as they relate to Fair Market Rents established by HUD.
- Ms. Porter recapped last month's BRHA Kids Club trip to Just Jump and asked what ideas the tenants had for the kid's events. Mr. Jones offered to provide a seatbelt safety course and Ms. Lester suggested the children work on posters for the VAHCDO poster contest together.

- Ms. Porter shared that the CBDG grant was approved and raised flower beds would be going in at Stant/Jones. The bus stop at Stant/Jones is also moving forward.
- Ms. Carter informed the group that state and federal guidelines have changed for delinquent notices and 30-day notices are now being sent to anyone 30 days past due. She reminded everyone that repayment plans may be available and encouraged them to share that assistance may be available with this option. She also shared that several tenants have signed up for portal access and have been successful at making payments, requesting maintenance (non-emergency) and completing certifications through this method.
- Updated Fair Market Rents were released by HUD and flat rents have increased accordingly. The increases have been posted in common areas, on the website and are being mailed out with rent statements. The changes will go into effect on January 1, 2023.
- Ms. Hagan reiterated information about delinquent accounts.
- Ms. Thompson informed everyone that rent increases would also be taking effect on tax credit properties. She pointed out that increases helped with maintaining properties.
- Ms. Napier stated that flat rent increases could benefit those on the voucher program. Due to Fair Market Rents, rent will increase but the vouchers will cover most of the increase.
- Ms. Willis reminded everyone that assistance with portal set up was available at the EnVision Center. She also let everyone know that the phone number for the EnVision Center was the same even though the location has changed.

III. Feedback

With regard to Moving to Work (MTW), Ms. Porter shared that if anyone had questions about the tri-annual recertifications, they could schedule an appointment with their case worker. She also reminded the group that the ideas for the first supplements were taken directly from ideas given by them. The second supplement will be submitted with the annual plan and all suggestions are valued:

- The contract that includes the changing of the building numbers has started and all the building numbers should be changed in the coming weeks.
- Concerns about the sidewalks that lead to the mailboxes were shared and Ms. Porter stated that she would relay the information to Mr. Musick so it could be addressed.
- Ms. Porter clarified that all residents are welcome to attend the Resident Advisory Board meeting.

Ms. Porter thanked everyone for their comments and suggestions. We will be following up with concerns and will continue holding Resident input meetings.

Bristol Coalition Meeting Minutes and Attendee List – 02/07/2022

Attendees:

- Lynn Pannell (BRHA)
- Victoria Morenings (BRHA)
- TJ Bradley (BRHA)
- Amber Hagan (BRHA)
- Karla (
- Tom Quickel (Volunteer)
- Brea Burke (Healing Hands)
- Helen Scott (Healing Hands)
- Angela Gentry (People INC)
- Danielle Fields (People INC)
- Lacey Ball (People INC)
- Denise Dutton (People INC)
- Christie Davenport (People INC)
- Shasta Sowers (VHCC)
- Mariah Evens (Mount Rogers Health District)
- Michael Whiteaker (Mount Rogers Health District)
- Jami Kinkead (VA Veteran and Family Support)
- Elvis Fields (VA Veteran and Family Support)
- Anna Bryant (Appalachian Independent Center)
- Lena Jefferson (Appalachian Independence Center)
- Andy Strader (Optima Health)
- Lorie Bradley (United Way)
- Kay Ward (Bristol TN City Schools)
- Christina Blevins (City of Bristol, TN)
- Ellen Tolton (City of Bristol, VA)
- Patricia Thomas (Bristol City Health Department)
- Rema McCue (HCS)
- Melissa Easterling (HCS)
- Marsha Martin (HCS)
- Dave Ledgerwood (HCS)
- Eric Barker (Ballad Health)
- Kylee Moffett (Partners for Stronger Communities)
- Sonya Durham (Molina Healthcare)
- Margaret Feirabend (Bristol Promise and Family's Promise)
- Brandi Peters (Bristol's Promise)

Minutes:

Anna Bryant

- Center for Independent living serving anyone with a disability (all ages and all disabilities)
- Only cover counties in SWVA, with main office in Abingdon with satellite offices in Wytheville and Galax
- All services are free, and anyone can make a referral to receive services
- Board of Directors and agency workers are mostly comprised of individuals with disabilities
- Non-residential, private non-profit agency. They receive most of their funding though the State of VA
- Appalachian Independence Center Core Services:
 - o Advocacy
 - Self-advocacy
 - Individual Advocacy
 - Systems Advocacy
 - o Peer Counseling
 - o Independent Living Skills training
 - o Information and Referral Services
 - o Transition
 - Nursing Home Transition/Prevention
 - Youth Transition
 - o Accessible Home Modifications
 - o Access to Mobility Devices/Assistive Technology
 - o Community Services:
 - Information and Referral
 - Public information
 - Education
 - Disability awareness
 - Person first language
 - Technical Assistance
 - ADA accessibility surveying
 - ADA training
 - Fair housing
- Provided client story “snapshots” to show how they help community members
- Willing to help community members file for disability and SSI in a streamline way

Dave Ledgerwood

- Continue to host Parenting Classes at HCS Abingdon Campuses and Victory Baptist Church
- Also hosts Fathering Class at EnVision Center on Thursday’s at 05:00

Helen Scott

- Helps uninsured of NETN and SWVA with dental and medical issues
- Looking for patients that are low income and uninsured looking for medical help
 - o \$25 copay

- \$5 name brand medications
- Can apply to be a patient through their website, go to the clinic, or they can mail an application

Kay Ward

- Looking to re-start reading buddy program in all schools
- Received a “Book Bus” grant and working to launch this on April 05th at Fairmount Elementary School

Ellen Tolton

- Bristol, VA CDBG grant applications due February 25th
- Can apply by contacting Ellen through email at ellen.tolton@bristolva.org

Denise Dutton

- Down to 5 homeless living in motels through People INC
- Difficulty finding housing for the remaining 5 persons

Jami Kinkead

- No updates
- Open for business as usual

Lorie Bradley

- Still have air purifiers available to low-income residents of Bristol, TN
 - Can apply online at Unitedwaybristol.org
- Received grants through both Bristol VA and TN to assist with utility bills to those who were affected financially by COVID
- Referring community members to other agencies to meet their needs

Mariah Evens

- Mobile vaccine clinics
 - Friday, 02/11 at the Abingdon Public Library
- Contact Mariah Evens or Michael Whiteaker to schedule a mobile vaccine clinic
 - Mariah.evans@vdh.virginia.gov
 - Michael.whiteaker@vdh.virginia.gov
- Peak in cases, but still having an abundance of cases daily

Shasta Sowers

- No updates

Christy Davenport

- Always accepting referrals
 - o Pregnant woman or with a child up to age 6
 - o If on Medicaid, they are eligible
- People INC is also offering free tax prep for those making less than \$57,000 yearly
 - o Conducting mostly through Zoom
- People INC offices have shut down until 02/22 due to COVID

Kylee Moffett

- Continuing services for victims of assault and domestic violence
- Recently signed up for UNITE US platform
- Always taking referrals

Margaret Feirabend

- Family Promise is still working on Day Services Program
- Hunt Memorial Church is open to homeless on Monday's and Wednesdays to meet basic needs
- Coordinate Community Response is 02/25 at 11:00

TJ Bradley

- EnVision Center still taking referrals although staff is out of office 2 days a week for the foreseeable future
 - o Phone number: 276-821-3080
 - o Remind clients that if their call is not answered that they will receive a return call

Lynn Pannell

- MTW is coming to town!!! BRHA is looking forward to hearing recommendations from partners about changes that could be beneficial for those they serve. If anyone has ideas about changes that could help our residents and improve the quality of life for them, we would like to hear about them. We will be updating folks along the way as the changes come about. MTW will allow us to change public housing as well as our voucher program.
-

- Several positive comments were made. One CHIP home visitor asked if they could share the news with those they serve. She went on to say that she had talked with some of her clients and told them that changes were happening. They indicated that they were glad for the changes and felt that it would help them to get ahead better. Several folks attending the meeting said they felt the changes would make a difference for the families they serve.

Bristol Coalition Meeting Minutes and Attendee List – 08/09/2022

Attendees:

- TJ Bradley (BRHA)
- Ray Austin (BRHA)
- Diana Carter (BRHA)
- Lisa Porter (BRHA)
- Lois Willis (BRHA)
- Camilia McNew (BRHA)
- Amy Thompson (BRHA)
- Danielle Fields (People INC)
- Patricia Thomas (Bristol VA Health Dept)
- Sharon Dixon (American Red Cross)
- Eric Barker
- Gary Cody (SWVA Legal Aid Society)
- Linda Austin (ASAC)
- Jennifer Joliffe
- Ellen Tolten (City of Bristol, VA)
- Lena Jefferson (AIC)
- Beth Counts (People INC)
- Shasta Sowers (VHCC)
- Melissa Easterling (HCS)
- Marsha Martin (HCS)
- Nikki Fraction (SSVF Volunteers of America)
- Jami Kinkead (VA Veteran and Family Support)
- Candace Miller (Ballad Health)
- Andrea Birchfield (United Way)
- Christina Blevins (City of Bristol, TN)

Minutes:

- Lisa Porter
 - o Labor shortage
 - Maintenance department
 - 18 years and older
 - o Lease terminations
 - BRHA is owed about \$94,000 in total rent by tenants
 - Eviction moratorium and RRP have enabled this amount
 - o Updates
 - Incentivizing landlords to participate with BRHA
 - Looking at developing more properties for PH/HCV/Tax Credit
 - Redevelopment of Stant Hall and Jones Manor in the next 3-5 years

- Would lose around 24 units, but would turn provide those residents with tax credits or vouchers
 - EnVision Center is moving to the other side of the BRHA Main Office
 - Kid's activities are in full swing this summer with outings to the Splash Pad, Movie Theatre, etc.
 - Software transition
 - Opening portals for clients to make payments, put in work orders, update lease information, and more
 - EnVision Center is available on Tuesday's and Thursday's from 1-4 for clients to come in for assistance
 - Mobile Maintenance
 - Completing work orders out in the field via smart phone or tablet
 - Applications will soon be available online
 - Moving to Work (MTW)
 - Put in the first supplement and were approved. Starting to implement that supplement now
 - Triennial recertifications in HCV and PH
 - Tax Credit will still be yearly
 - Can request an interim once yearly due to increase/decrease in income
 - HCV participants with also be moving to a triennial inspection if they qualify
 - Need new ideas for waivers for the upcoming years of MTW
- Diana Carter
 - HUD established deductions for Elderly/Disabled and childcare deductions
 - BRHA did away with these deductions and are receiving a standard deduction to help reduce their rent
 - Allowing residents to self-certify their assets up to \$50,000
 - Will save time and stress for residents and staff
 - Have a group of landlord incentives to encourage them to participate and offer their properties to our residents
 - BRHA must document the feedback from residents. We ask that you please let us know our client's feedback so we can change these waivers accordingly
 - Looking for new ideas for upcoming waivers to implement over the next 19 years
 - Online portals are very useful and should be utilized by all residents
- Lena Jefferson
 - No new updates
 - Still accepting referrals for home modifications for disabled populations

- Linda Austin
 - o SWVA Recovery Connections in Saltville, VA last Saturday
 - o Live streamed videos of their speakers are on their Facebook page
 - o ASAC meeting this Thursday at the Chilhowie Lion's Club
 - Chris Alderman and the Aspire Program

- Jennifer Jolliffe
 - o Changed company names
 - o Can work 20 hours per week and still qualify for Medicaid
 - o Dental insurance provided for all now
 - Difficulty finding dentists to accept Medicaid

- Ellen Tolten
 - o CDBG Action Plan has been approved
 - Home Repairs for LMI population
 - Bus Shelter located on MLKJ Blvd for easier access
 - Rental and Mortgage Relief for City of Bristol, VA residents who can prove they were financially affected by COVID

- Lynn Pannell
 - o Moving the EnVision Center
 - o Looking for additional partnerships with community agencies

- Danielle Fields
 - o Doing more with outreach services
 - Spreading to outer counties to assist additional clients in rural areas
 - o Excited for the MTW changes that will be coming. Wanted to know what she could do to help her families know about these changes and be ready for them. Stated that she was especially excited about the triennial recerts.

- Patricia Thomas
 - o Health Department has been busy with back-to-school physicals and more for the children

- Sharon Dixon
 - o Free smoke alarm program

- Up to 3 per household
 - Red Cross will install them

- Gary Cody
 - No updates
 - Housing shortage is in full effect
 - Have been educating landlords
 - Accept most of any kind of referral for those in poverty
 - Webinar in September with the VA State Police
 - Will send out in an email once he receives the date

- Andrea Birchfield
 - Continues to work on applications for community residents affected by COVID in City of Bristol, VA/TN for utility assistance

- Jami Kinkead
 - In early stages of planning the SWVA Veterans Expo
 - October 13th at the Higher Education Center in Abingdon, VA
 - Provided email to those community agencies that want to provide information for this expo
 - Jami.kinkead@dvs.virginia.gov

- Beth Counts
 - Always accepting referrals for all SWVA
 - Danielle Fields covered most updates

Bristol Coalition Meeting Minutes and Attendee List – 10-11-22

Attendees:

In person:

- Lynn Pannell – BRHA
- Lisa Porter - BRHA
- Camilia Mcnew – BRHA
- Amy Thompson - BRHA
- Rachel Nichols -BRHA
- Lori Bradley - United Way of Bristol TN/VA
- Caroline Hawthorne – Hunt UC /Proverbs 3:27
- Brea Burke – Healing Hands
- Candace Miller – Peerhelp
- Mitch Branch -Peerhelp
- Les Elwick – Outlaw Church
- Jessica Conley – Outlaw church & VPLC

Via Zoom:

- Chelsey Collea - Mountain Home VA
- Jessie W – Optimal Health
- Lena Jefferson – Appalachian Independent Center
- Lacey Ball – People Inc.
- Christina Blevins – City of Bristol, TN
- Candice Polk – Peerhelp
- Polly Easterling – Highlands Community Services
- Joshua Bass – SSUMC

Minutes:

Lori Bradley - discussed the topic of the United Way of Bristol TN/VA . Her points included: history, services offered, current campaign: donations & volunteering welcomed, changes over the years, changes due to Covid, resources, and programs.

Gabby Smith – discussed the topic of Human trafficking. Her points included: the casino and training for casino staff.

Brea Burke – discussed updates: now accepting applications for Medicaid patients for Dental, and a free cooking class.

Lena Jefferson – discussed updates: hiring a Youth Transition Specialist

Candice Miller – discussed scope of Peerhelp: receives client referrals for substance abuse; mental health; justice involved.

Les Elwick: Discussed updates: Hat for Homeless, dropoff locations needed; help distributing hats

Jessica Conley – discussed program basics: Enroll Va – assists with Medicaid, ACA, and food stamp applications.

Camilia Mcnew – discussed updates: Trunk or Treat, candy needed

Carolyn Hawthorne – discussed updates: increase in homelessness (60/mth)

Lynn Pannell – discussed updates: new software system, Envision center availability for agencies/organizations meeting spaces, and Computer Lab hours. She also reminded everyone of the changes resulting from MTW. She reminded everyone who serves BRHA residents that the Housing Manager would be communicating with residents and asked if folks would remind those they serve to keep in touch with management so they could take advantage of opportunities coming to them because of MTW.

Conversation continued about the impact that MTW would have on PH families. Several folks attending the meeting serve BRHA families. They said they were excited about the changes coming and felt that our families would have more opportunities. One worker stated that her families work to “climb out” of poverty, and this will make the burden a bit easier for them.

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
March 30, 2022**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, March 30, 2022, at the Administrative Office located at 120 Hope Lane, Bristol VA.

A. Call to Order – Roll Call

Chair Fleenor called the meeting to order at 12:00 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 (Virtual)

Ms. Denise Franklin, Vice-Chair

Mr. Mark Cofer

Dr. Gary Poulton

Ms. Jennifer Taylor

COMMISSIONERS ABSENT: None

ALSO PRESENT:

Ms. Lisa R. Porter, Secretary

Mr. Ray Austin, VP Finance & Administration

Ms. Camilia McNew, Executive Assistant

B. Public Comment

There were no public attendees.

C. Approval of Minutes

Vice Chair Franklin made a motion to approve the minutes of the Regular Meeting of February 16, 2022. Chair Fleenor 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.

Staff Spotlight – Mr. Chester Gray

Gray joined BRHA in February of 2022 as a member of the maintenance department. He is the owner of a painting, drywall, and trim business. The Commissioners had a brief conversation with Mr. Gray and thanked him for joining the BRHA team.

D. Presentation/Approval of Reports

1. Monthly Program Reports February 2022
RECOMMENDED ACTION: Receive and File
2. Collection Loss February 2022
RECOMMENDED ACTION: Approve as
Submitted
3. Monthly Financial Report February 2022
RECOMMENDED ACTION: Receive and File

Monthly Reports Update – Porter reported that staff changes within the EnVision Center have taken place. Victoria Morenings has joined the occupancy department and Lois Willis is now the Self-Sufficiency Navigator. Ms. Willis has a background in teaching and will be a great asset to the children at BRHA. She is currently working to hold an Easter Egg Hunt for the April BRHA Kids Club Event. Staff will continue to market meetings and events at the EnVision Center.

Porter explained that the board packet looked different for March and would continue to look different for the near future as we work through the Yardi transition. Only half a month of February’s data was available as access to TenMast closed. When the transition is complete, we will be able to provide information from the months that were not previously provided.

Porter explained that emergency vouchers are for the homeless,

people becoming homeless and/or domestic violence victims. She also shared that turn around times are continuing to improve. Ms. Porter was asked how the waiting list is purged. She stated that mass briefings and letters were used to gather information and update the list. Yardi portals for tenants will give an automated update on the waiting list.

Financials – Austin shared that he hoped to have more reports soon and reminded the board that all unavailable information would be shared when accessible.

He explained that utility reimbursements are no longer going directly to voucher clients, and we are working with BVU to make sure they are properly credited to the tenants' accounts. This is beneficial to tenants who do not have a checking account to cash the small utility checks.

Most of the MTW Waivers will be implemented on July 1st. Advertisement, public hearings and then board approval will need to take place prior. Payment standards may increase from 110% to 111-120%.

Rent Café is anticipated to go live mid-April. We will begin by allowing Mosby tenants to use the program first, enabling us to adapt before letting the larger developments have access. Applications will continue to be completed on the kiosk in the lobby. The portals will also simplify the recertification process, and Austin hopes to have at least 50% of all tenants using the portals.

Ms. Taylor asked if there would be a charge to the tenants to use the portals. Austin explained that the service was free to tenants. He shared that it would provide more detailed information and cut down on face-to-face interaction with staff for both tenants and landlords. It will show where a tenant is on the waitlist, workorder charges and allow tenants to put in non-emergency workorders. Cofer asked what other features would be available to landlords. Austin stated that HAP statements and 1099s are documents that will be available for landlords. Tenants can pay rent at MoneyGram locally, which we hope will cut down on cash payments.

After reviewing the collection loss material, Chair Fleenor asked if there was any discussion on the monthly reports. Vice Chair Franklin made a motion to receive and/or approve the reports, as recommended. Commissioner Poulton seconded and upon roll call the following vote was recorded:

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

E. Executive Director Reports

- A. MTW Supplement Approved – The approval letter for the MTW Supplement was shared with the board.
- B. CDBG Applications – BRHA has applied to the city for CDBG funds for raised garden boxes. There is also an application to fund a bus stop for city transit services in front of the Stant Hall and Jones Manor on Martin Luther King, Jr. Boulevard.
- C. Audit RFP Issues – The RFP for audit services has been posted and we are awaiting responses. The deadline is April 15, 2022.
- D. Legislative Updates/Meetings – Four new bills have passed through the General Assembly that were supported by the Virginia Association of Housing and Community Development Officials (VAHCDO). One of these bills will enable housing authorities to be renamed.
- E. Yardi Transition Date – Austin covered the details regarding the Yardi transition. Porter shared that the program is living up to expectations.

F. Items for Consideration/Discussion

- A. Resolution to Approve Award for Lawncare – The Authority received three bids for Lawncare with 3-D Renovations being the low bidder. Commissioner Poulton inquired about the time frame for the contract. Austin shared that the quote was for a year’s service. He also shared that the contract included the price for mulching services but not mulch itself. Cofer expressed concerns that the bid was for half the price of all the other submitted bids.

Commissioner Poulton made a motion to approve the resolution to award the contract for Lawncare to the low bidder of 3-D Renovations. Chair Fleenor seconded and upon roll call the following vote was recorded:

Fleenor, Aye, Franklin, Nay Cofer, Aye, Poulton, Aye, Taylor, Aye
Commissioner Poulton left the meeting.

- B. Resolution to Approve Renewal Lines of Credit – BRHA has had two lines of credit since 2020 with First Bank and Trust and New Peoples Bank to aid with development projects. The pandemic has slowed progress in this area, but we remain committed to the work. Porter explained that these two lines of credit have not been used and no fees have been charged to BRHA.

Commissioner Taylor made a motion to approve the resolution for lines of credit, as recommended. Vice-Chair Franklin seconded and upon roll call the following vote was recorded:

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

- C. Resolution to Approve the Authority’s Budget for FYB 4/1/2022 – Poulton previously requested salary options including a 4%, 5% and 6% increase. Austin explained that not everyone would be in the pool for an increase due to reassignments, promotions, and new hires. Health insurance had a 8.5% increase, and there is an open enrollment for two weeks in May. Austin also explained that those impacted would receive the same COLA but not the same merit. Porter shared that within six months we plan to conduct a salary

study with updated job descriptions and a new personnel policy.

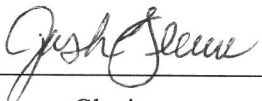
Following a lively discussion of the various percentages for a salary increase pool, Vice-Chair Franklin made a motion to approve the budget for FYB 4/1/2022 with a 4% pool with the understanding that a salary study would be conducted within six months. Commissioner Taylor seconded and upon roll call the following vote was recorded:

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

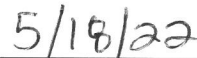
D. Audits for LIHTC Properties – The LIHTC Audits for Sapling Grove and the Village at Oakview were presented for informational purposes.

G. Adjourn

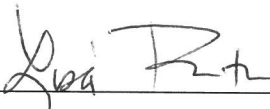
With no other business to be discussed, Commissioner Taylor made a motion to adjourn, Vice Chair Franklin seconded the motion, and the meeting was adjourned at 1:47 p.m.



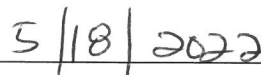
Chair



Date



Secretary



Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY,
June 15, 2022**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, June 15, 2022, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Franklin called the meeting to order at 12:00 p.m. and declared that a quorum was present. Franklin led everyone in the “Pledge of Allegiance”.

ROLL CALL

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

COMMISSIONERS ABSENT: None
OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Todd Musick, Senior VP Operations & Dev.
Ms. Camilia McNew, Executive Assistant

Public Comment/Public Hearing

Chair Franklin opened the public hearing for discussion of amendments to the Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP). Since there were no public attendees, the public hearing was closed.

II. Approval of Minutes

Commissioner Fleenor made a motion to approve the minutes of the Regular Meeting of May 18, 2022. Commissioner Poulton seconded and upon roll call the following vote was recorded:

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

Chairman Franklin thereupon declared the motion carried as introduced.

III. Presentation/Approval of Reports

1. Monthly Program Reports May 2022

RECOMMENDED ACTION: Receive and File

2. Monthly Financial Report May 2022

RECOMMENDED ACTION: Receive and File

Resident Services Update – The May Kids Club Event had 11 children participate. We partnered with Boys and Girls Club and served 120 kids lemonade at their End of School Year Block Party. The EnVision Center staff also helped District 3 Senior Services distribute 25 Farmer’s market vouchers to those that qualify. Family Assessment and Planning Team (FPAT) which provides funding for “at risk” youth has also met regarding providing services at The EnVision Center.

Social Media Report – Porter reported the June edition of the newsletter had 239 total “opens”. Twitter had 19 tweets. BRHA continues to work on building our online presence.

Occupancy and Collection Loss Report – Porter reviewed the occupancy reports with the Board. The overall occupancy rate is 97.56%. Rent collections continue to be concerning with a large carryover amount owed from the pandemic issues. We are awaiting the remainder of what will be coming from the “Rent Relief Program” which would put us at 84% of rent collected. The total for the collection loss report is \$17,164.26. This amount is for seven accounts and is reflective of the environment we are in due to the pandemic and the previous eviction moratorium.

Financials – Porter indicated that Austin would not be participating in today’s meeting as he was focusing on submitting the unaudited financial report that is due to HUD today. An extension for the submission was requested but denied. He plans to provide a year-to-date budget at next month’s meeting.

Porter shared that Vice Chair Taylor had completed the trial portal run for Yardi’s Rent Cafe and asked that she share her experience. Taylor said the process was simple and the program provided step by step instructions. Porter confirmed that there will be a test run with the walk-in payment option as well.

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

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

Chair Franklin thereupon declared the motion carried as introduced.

IV. Executive Director Report

1. Fahe Membership – BRHA’s application for membership will be reviewed at the Fahe meeting taking place today. We have participated in grant programs with the organization, and we look forward to a continued partnership.
2. Office Space and Tour – At the end of the meeting, everyone is invited to tour the new office space. Highlands Community Services has moved out before their deadline of end of September. We are currently working to get quotes for cleaning, and we are contemplating uses of the new space.
3. SERC-NAHRO Annual Conference – For the first time in two years, both Porter and Austin will attend the conference in person. The conference will be a good chance to connect with other MTW agencies.

V. Items for Consideration/Discussion

Resolution 2022-06 to update the Administrative Plan and Admissions and Continued Occupancy Policy (ACOP) for implementation of approved MTW Supplement was introduced. Porter reviewed the landlord incentives, reexaminations and other MTW Waivers. There were no questions or issues expressed.

Commissioner Poulton made a motion to approve the Resolution and Commissioner Taylor seconded and upon roll call the following vote was recorded:

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

Chair Franklin declared the motion approved with an affirmative vote of all present, and she indicated the next regular meeting is scheduled for Wednesday, July 20, 2022, at 12:00 PM.

A tour of the new EnVision Center space was taken.

With no other business to be discussed, Commissioner Fleenor made a motion to adjourn, Commissioner Cofer seconded. The meeting was adjourned at 1:01 p.m.

Denise Franklin

Chair

7/20/22

Date

Lois R. Taylor

Secretary

7-20-2022

Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE
BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY, July 20, 2022**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, July 20, 2022, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Franklin called the meeting to order at 12:03 p.m. and declared that a quorum was present. Franklin led everyone in the “Pledge of Allegiance”.

ROLL CALL

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

COMMISSIONERS ABSENT: None
OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Todd Musick, Senior VP Operations & Dev. (Virtual)
Mr. Ray Austin, VP Finance and Administration
Ms. Camilia McNew, Executive Assistant

II. Approval of Minutes

Commissioner Taylor made a motion to approve the minutes of the Regular Meeting of June 15, 2022. Commissioner Poulton seconded and upon roll call the following vote was recorded:

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

Chair Franklin thereupon declared the motion carried as introduced.

III. Presentation/Approval of Reports

Resident Services Update – Porter shared that planning is taking place for the new EnVision Center location and the building has been cleaned. Forty-two referrals have been made to the EnVision Center. Two staff members have completed the FSS Certification Course. July 22nd is the splash pad event for the BRHA Kids Club, and eight kids have registered to attend.

Social Media Report – Porter reported that the July newsletter was opened 224 times. Facebook is growing in followers. We currently have 400 on our page. Porter expressed that our Twitter is primarily for our community partners, but our engagement rate is at a record high, and we had shared 15 new tweets in June. BRHA won a drawing at the SERC-NAHRO Annual Conference for a website or website upgrade valued at approximately \$3000. This gives us the opportunity to update our website and the software we use to create the newsletter as the technology we currently use is getting dated.

Occupancy and Collection Loss Report – Porter shared that the occupancy rate is at 97.5% overall. However, we are seeing an increase in the units turnaround time (UTA). Due to the current labor shortage, it is taking longer to begin preparing the units for lease-up. Porter reminded the board that they had previously discussed an eviction diversion plan. That plan was put on hold due to COVID, and she looks to revisit it in the upcoming months. With regard to the Housing Choice Voucher Program, the 120% payment standard began on July 1st and is helping meet the demand for rising rental costs. Charge offs have improved from last month and rent relief with the State nears an end as they finish processing applications received by the May 15th deadline. There was a total of \$2,937.83 on the charge off accounts for the month of June. The break down of the charges were discussed with the Board, the majority going to attorney fees, rent and cleanout.

Financials – Austin stated that the budget is in Yardi. Commissioner Poulton asked about the unaudited submission, and a discussion followed about how it is expected to be rejected due to MTW modifications. There is a variance in the budget for the first time since the transfer to Yardi. Austin also shared that BRHA had received a bill from BVU for the new EnVision Center. The location is currently being charged an industrial rate, and Austin explained that we will be working to get this corrected.

Commissioner Cofer asked how the Exit 5 apartments would impact BRHA. Porter said that the increase of payment standards to 120% would help and that housing is needed at all ends of the spectrum, so this is welcome news.

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

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

Chair Franklin thereupon declared the motion carried as introduced.

IV. Executive Director Report

1. ROSS Grant – Porter reported that the ROSS Grant funds the salary of a EnVision Center employee who coordinates the ROSS Program. The grant is good for 3 years. BRHA submitted the application for the ROSS Grant on Monday, July 18th, and the current grant expires at the end of May 2023.
2. Thank You Card from Girls, Inc. – Porter shared a Thank You card from Girls, Inc. showing their appreciation for the \$500 donation to their gym/community center. She thanked the Board for suggesting the donation be made. A card from SERC recognizing Kendon Lester as the second-place winner in the middle school division of the 2022 “What Home Means to Me” poster contest was also shared.
3. Moving to Work (MTW) Implementation – The Board was told that an invitation to register for a portal was sent to all Mosby tenants. One third of those invited are now registered for portal access. The remaining properties will be included on a staggered rollout. The schedule for MTW implementation was discussed.
4. Resident Advisory Board (RAB) – Porter informed the Board a RAB meeting was held on July 19th and the minutes for that meeting would be provided at the August board meeting. A discussion on the feedback and questions given and asked during the meeting were covered and Porter expressed that all conversations held at the meeting were positive.
5. FOIA Request – The “Bristol Now” newspaper made a recent Freedom of Information Act (FOIA) request. Information requested on lease terminations was provided.
6. The “Unhoused” – Porter addressed the ongoing issue of the “unhoused” in our area. She stressed that there is a shortage of all forms of housing including transitional and supportive housing. The Day Center now opens on Tuesday, Wednesday, and Thursday at the Salvation Army. The Family Promise Staff is providing counseling for those weekdays. On Monday and Friday, Hunt Memorial hosts the Day Center. The board discussed that housing needs to be addressed by dealing with the underlying issues, such as substance abuse and mental illness. No camping laws in Tennessee have forced many of the unhoused to migrate to Virginia.
7. FAHE Membership – Porter was pleased to announce that BRHA is an official member of the Federation of Appalachian Housing Enterprise (FAHE). The approval letter was shared with the Board. FAHE membership gives us access to a network of housing providers and advocates in the Appalachian area.

V. Items for Consideration/Discussion

Porter requested that the Board reappoint the Executive Director of BRHA as the 504 Compliance Officer.

Commissioner Cofer made a motion to approve the appointment of the Executive Director as 504 Compliance Officer and Chair Franklin seconded and upon roll call the following vote was recorded:

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

Chair Franklin declared the motion approved with an affirmative vote of all present, and she indicated the next regular meeting is scheduled for Wednesday, August 17, 2022, 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 1:15 p.m.

Demise Tubli

Chair

8/17/22

Date

Joi Ruth

Secretary

8/17/2022

Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE
BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY**

September 21, 2022

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, September 21, 2022, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Vice-Chair Taylor called the meeting to order at 12:03 p.m. and declared that a quorum was present. Taylor led everyone in the “Pledge of Allegiance”.

ROLL CALL

COMMISSIONERS PRESENT: Ms. Jennifer Taylor, Vice-Chair
Mr. Mark Cofer
Dr. Gary Poulton (Virtual)

COMMISSIONERS ABSENT: Ms. Denise Franklin, Chair
Mr. Josh Fleenor

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Todd Musick, Senior VP Operations & Development
Ms. Camilia McNew, Executive Assistant

II. Approval of Minutes

Commissioner Cofer made a motion to approve the minutes of the Regular Meeting of August 17, 2022. Vice-Chair Taylor seconded and upon roll call the following vote was recorded:

Taylor, Aye; Cofer, Aye; Poulton, Aye

Vice-Chair Taylor thereupon declared the motion carried as introduced.

III. Presentation/Approval of Reports

Resident Services Update – Porter shared that BRHA has hired a new Elderly Services Coordinator, Rachel Nichols. She discussed her work experience with the board and enthusiasm about having her as a part of the team. Nichols has an office in the new EnVision Center, where renovations continue. Porter hopes to have everyone moved by the last week of October and the first GED class in the new space will take place on October 3rd.

Social Media Report – Porter stated that the September newsletter was opened 164 times. The BRHA twitter account now has 358 followers and continues to steadily grow. The Facebook account is now followed by 414 people.

Occupancy and Collection Loss Report – Over \$62,000 is owed in past due rent after subtracting Rent Relief applications pending. The Rent Relief Program (RRP) is ending, and the housing staff is discovering many unreported income increases. Three-year recertifications will begin in October and this should help with the income increase reporting as requirements will change. Abandoned apartments, due to avoidance of rent payment, and labor shortages are leading to longer UTAs. Pest control issues are also an ongoing issue we are working to address.

Financials – Porter shared that the unaudited financial submission was rejected on September 1st and was resubmitted on the fourteenth. Once approval has been received, an audit will be scheduled. Austin continues to work on the ability to present individual AMPs, financials for vouchers and clarity on consolidated finances. Presenting special voucher programs separately going forward could isolate HCV/MTW for a better view.

September will be the last month of double software charges. All the old debt data has been extracted from TenMast and we are solely dependent upon Yardi as our software provider.

In public housing, maintenance costs for repairs, replacements and damages to units is well over budget. Salaries have increased for the management at The Village and will continue to be up due to dedicated staff.

Vice-Chair Taylor asked if there was any further discussion on the reports. There being none, Commissioner Cofer made a motion to receive and/or approve the reports, as recommended. Commissioner Poulton seconded and upon roll call the following vote was recorded:

Taylor, Aye; Cofer, Aye; Poulton, Aye

Vice-Chair Taylor thereupon declared the motion carried as introduced.

V. Executive Director Report

- A. Unaudited Submission – Covered during financial report.
- B. RAB Meetings – The August RAB Meeting was discussed during last month's board meeting. However, we are providing minutes in this month's packet. We will continue to hold frequent meetings to collect feedback on Moving to Work.
- C. Moving to Work Implementation – BRHA continues to track changes made during the implementation of Moving to Work. In October, the tri annual recertifications will begin. Currently Yardi is working on making changes to the software that will support MTW.

- D. FAHE Tour – FAHE will tour the new EnVision Center during their annual meeting later this afternoon. We are expecting a charter bus around 2:30 pm, and we are excited to showcase our facility and our work with our partners.
- E. Update on HUD Complaint – BRHA has not heard anything regarding the complaint made to HUD. The tenant’s rent has been paid by the Rent Relief Program.
- F. Stant/Jones Bus Stop – Porter shared that after the legal team did some research, it will be easier to assist the City with the bus stop than previously thought. We are awaiting a description of the bus stop from the City to submit for an easement.
- G. Rent Collection – UTA dates are expected to increase due to an increase in vacancies as we continue to see the impact of the eviction moratorium.

VI. Items for Consideration/Discussion

- A. Resolution 2022-07 to Approve Contract for Exterior Renovations: The project for exterior renovations went out three times for bids due to a lack of contractors. The bid has been approved by HUD and the higher cost of the project is due to labor cost. Trademark is a local company, and the work can continue into December, before weather impacts their ability to paint.

Commissioner Cofer made a motion to approve the contract for exterior renovations and Vice-Chair Taylor seconded. Upon roll call the following unanimous vote was recorded:

Taylor, Aye; Cofer, Aye; Poulton, Aye

- B. Resolution 2022-08 to Adopt an updated Family Self Sufficiency (FSS) Action Plan: The grant that covers the coordinator position is due in October. HUD requires an action plan update this year from all grantees to comply with regulatory changes.

Commissioner Cofer made a motion to adopt the Family Self Sufficiency (FSS) updated action plan and Commissioner Poulton seconded. Upon roll call the following unanimous vote was recorded:

Taylor, Aye; Cofer, Aye; Poulton, Aye

- C. Development of Bonham Circle Phase II: We are developing plans to build approximately 40 townhouses on the former Bonham Circle site on Mary Street as well as additional property on Moore Street. The project will be a mix of two and three bedroom townhomes, along with accessible units. Public housing and vouchers may help with scoring of the properties and like past developments, storm water control will be a part of this project.

Commissioner Cofer made a motion to approve the preliminary plans for development of Bonham Circle Phase II and for staff to continue to put together a funding package. and Commissioner Poulton seconded. Upon roll call the following unanimous vote was recorded:

Taylor, Aye; Cofer, Aye; Poulton, Aye

Vice-Chair Taylor declared the motion approved with an affirmative vote of all present, and she indicated the next regular meeting is scheduled for Wednesday, October 26, 2022, at 12:00 PM.

With no other business to be discussed, Commissioner Cofer made a motion to adjourn, Commissioner Poulton seconded. The meeting was adjourned at 1:00 p.m.

Dennis Trullie

Chair

10-26-22

Date

Joel Ritz

Secretary

10-26-22

Date

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE
BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY**

October 26, 2022

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, October 26, 2022, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Franklin called the meeting to order at 12:04 p.m. and declared that a quorum was present. Franklin led everyone in the “Pledge of Allegiance”.

ROLL CALL

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

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Todd Musick, Senior VP Operations & Development
Mr. Ray Austin, VP of Finance and Administration
Ms. Camilia McNew, Executive Assistant

II. Approval of Minutes

Commissioner Poulton made a motion to approve the minutes of the Regular Meeting of September 21, 2022. Commissioner Fleenor seconded and upon roll call the following vote was recorded:

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

Chair Franklin thereupon declared the motion carried as introduced.

III. Presentation/Approval of Reports

Resident Services Update – Porter shared that Ms. Pannell and her department have successfully moved to the new EnVision Center and GED classes have begun in the new space. A

banner will be hung outside the entrance to direct clients to the new location. Phone calls to the EnVision Center have slowed due to Rent Relief ending.

Social Media Report – Porter stated that the October newsletter was opened 238 times. The BRHA twitter account now has 360 followers, and 17 tweets were made in October. The Facebook account is now followed by 414 people.

Occupancy and Collection Loss Report – Thirty-day notices are going out and we will work with the court system to carry out as many as allowed per month. We continue to offer repayment plans but units are being abandoned due to pressure for payment. The cost of unit clean outs is more expensive due to the issues with the landfill.

Musick shared that the physical plan for development has begun to combine Bonham Circle and Moore Street. Bonham Circle will have approximately 26 units and Moore Street 12 to 14 units. These units will be family style homes. All units will be subsidized along with being tax credits, which would ensure that the units will fill quickly. Also, some Virginia Intermont Properties are going up for public sale and discussions about obtaining specific properties may arise.

Financials – Austin shared that the consolidated financial report shows a profit of \$80,000 and that the tax credits are under budget. As expected, the financial reports improve as we continue using Yardi. The tenant rents on the ledgers have been fixed and individual amp financials are being created. Auditors are scheduled to be on-site beginning November 14th and are currently working on it remotely. The grant that pays for Ms. Pannell’s salary has been spent and the remaining portion of her salary will be paid for with public housing funds through the end of the calendar year. A large amount of money has been spent on unit repairs, but it may be possible to ask for reimbursements for carpet. Even with repair cost, Sapling Grove still created a profit of \$40,000.

Chair Franklin asked if there was any further discussion on the reports. There being none, Vice-Chair Taylor made a motion to receive and/or approve the reports, as recommended.

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

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

Chair Franklin thereupon declared the motion carried as introduced.

V. Executive Director Report

A. Unaudited Submission – Covered during financial report.

- B. Update on HUD Complaint – HUD has contacted BRHA’s attorney and asked to conduct staff interviews in November.
- C. Recent Events - The Glow Crazy 5k was the first Greater Kingsport Family YMCA fundraising race! It was a special health-oriented event geared toward rebuilding hope and wellness within our community, while also providing support to their special programs and their annual giving campaign. We were proud to sponsor our Vice Chair, Jennifer Taylor, who completed the race.

At their recent retreat, the Little Ten brought in HUD experts and a committee was formed to discuss how redevelopment can be achieved as a group, especially as it relates to the unsheltered in the region.

The BRHA Kids Club visited Just Jump in September. The kids enjoyed the experience and ideas for other adventures were discussed. BRHA is currently exploring the possibility of purchasing a van and will share any information gathered with the Board.

FaHe did tour the new EnVision Center in September with over forty members and discussions were sparked about what funding is provided and what options are available for organizations interested in opening an EnVision Center or its equivalent.

- D. Moving to Work Supplement #2 – The second Moving to Work Supplement is due with the Annual Plan, which is approved by the Board in December and then submitted in mid-January. The requested changes for the second supplement are mostly refinements to the waivers submitted with the first supplement, along with some continued ideas for rent and FSS reforms.
- E. Rent Relief Program Ended – The Rent Relief Program provided an estimated \$250,000 for rent relief but our tenants are still approximately \$200,000 in arrearage. The program has ended but mortgage relief is still available through the City for those directly affected by Covid.

VI. Items for Consideration/Discussion

- A. Flat Rents Comment Period – Flat Market Rent increases published by HUD will allow us to cover more rent for our clients. As a negative, the flat rent schedule will also increase. Those proposed rents are out for comment.
- B. Housing Affordability Report – A listening session was held at Virginia Highlands. What is happening in the housing market throughout the State and what it means and what programs may be developed as a result were discussed. What is affordable housing? Porter shared that traditionally thirty percent of a person’s income for rent and utilities was the rule of thumb for defining affordability. Everyone was in strong agreement that the reported percentage was too high.

With no other business to be discussed, Commissioner Fleenor made a motion to adjourn, Commissioner Taylor seconded. The meeting was adjourned at 1:14 p.m.

Jennifer Taylor

Chair

12-21-2022

Date

Yvonne R. ...

Secretary

12-21-2022

Date



Bristol Redevelopment and Housing Authority

120 Hope Lane, Bristol, Virginia 24201

Office: (276) 642-2001 Fax: (276) 642-2015
www.brha.com

Agency Analysis Comments

BRHA continues to hold meetings with stakeholders (staff, residents, community, Board) on a regular basis to keep everyone informed about our current MTW activities and plans for future years. Comments from all have been positive. Any suggestions received are evaluated and discussed. Since this was the first MTW year, no new major changes are being requested to implemented activities. Several suggestions were made by staff and residents which will be requested in future MTW Supplement submissions.

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 (04/01/2023), 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 identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (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 1 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 and Housing Authority

VA002

MTW PHA NAME

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).

Denise Franklin

Chair, Board of Commissioners

NAME OF AUTHORIZED OFFICIAL

TITLE



SIGNATURE

12/21/2022

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.*