



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: March 11, 2010
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
SUBJECT: Review and Approve Proposed SEMAP Corrective Action Plan for the Housing Choice Voucher Program

RECOMMENDED ACTIONS

That the Board of Commissioners:

Review and approve the proposed Corrective Action Plan for the HCV program and authorize the Executive Director to follow up on program improvements.

BACKGROUND / DISCUSSION

The Section Eight Management Assessment Program (SEMAP) is a regulatory tool used by the U.S. Department of Housing and Urban Development (HUD) that measures the performance of public housing agencies (PHAS) across several areas of key voucher administration areas. There are fourteen indicators which are used to assign the performance ratings.

As part of the 2008 Confirmatory Review and the subsequent 2009 SEMAP self assessment, there were areas where HUD determined a CAP (Corrective Action Plan) was required and areas where the YCH assessed itself zero (0) points. In any indicator where a PHA assesses itself zero (0) points (excluding bonus point areas), a Corrective Action Plan (CAP) is required, along with regular reporting and documentation submission to HUD until those areas improve.

The areas of improvement are: Rent Reasonableness, Expanding Housing Opportunities and Family Self-Sufficiency. The main issue with Rent Reasonableness is that the indicators in the Administrative Plan do not match the available indicators in our software. We will be proposing to amend the Administrative Plan for consistency. The main issue with Expanding Housing Opportunities is that the maps provided to voucher holders do not identify areas of low income and/or availability of resources, such as location to schools. Staff has contracted with the County of Yolo for GIS mapping services and is in the process of creating new maps to meet this requirement.

The issues in Family Self-Sufficiency have been the subject of an ongoing CAP as the YCH works to improve this program, which had been allowed to lapse in prior years. This improvement project has been ongoing since 2007 when staff contracted for an assessment of the program. The YCH subsequently received some assistance from HUD in working

through these issues and the program is moving through the process of new enrollment for interested voucher recipients.

Public Housing Agencies are measured (rated) in three categories based on their SEMAP scores as per 24 CFR 985. Those categories are: High Performers, Standard and Troubled. During our 2007-2008 review YCH was rated as Standard. In order to remain a Standard Performer, YCH must comply with HUD's request for a CAP.

Included with this staff report is the proposed Corrective Action Plan that addresses those indicators where improvement is needed. Staff is addressing the Rent Reasonableness indicator in a separate staff report.

FISCAL IMPACT

None at this time. Funding for PHAs and availability for additional monies can be based on how agencies are rated.

CONCLUSION

In order to advance YCH's mission and proceed with the closing of the 2008 SEMAP review and Corrective Action Plan staff recommends that the board adopt the proposed CAP.

Attachment: Draft CAP

Corrective Action Plan
2008 SEMAP Confirmatory Review

Indicator Number	Title Item	Current Status	Anticipated Completion	Comments
# 2	1)Revise Policies to Reflect Consistency in Policy and Practice	In Progress	4/01/2010	In process of amending current rent reasonableness policy
	2)Factors in Admin Plan and RR Database Revision	In Progress	2/28/2010	Forms have been revised to include all factors at time of submission of RFTA (attached). RR Database is being updated

Indicator Number	Title Item	Current Status	Anticipated Completion	Comments
7	Expanding Housing Opportunities	Completed		YCH maintains a referral list where landlords can advertise their units. This list is updated biweekly and monthly in the YCH website. Sample attached.
		In Progress	04/01/2010	YCH conducts Landlord outreach yearly at Fair Housing Workshop in the month of April. YCH has contacted the County of Yolo and is in the process of obtaining new maps to be included in the Briefing Packet

#14	Family Self-Sufficiency	<p>1) Revised FSS Action Plan to determine requirements of the PHA's program.</p> <p>2) Obtain formal training on the FSS program and provisions of 24CFR.</p> <p>3) Determine the PHA'S minimum program size under 24 CFD984.105.</p> <p>4) Determine the current number of FSS participants enrolled in the program.</p> <p>5) Determine amount in escrow accounts for each participant.</p> <p>6) Create program brochure and other FSS program forms</p> <p>7) Program Coordinating Committee formed.</p>	7/31/07	Completed 4-2-09	<p>Revised and adopted by Board of Commissioners 4-2-09.</p> <p>Held a Program Coordinating Committee meeting in accordance with HUD requirements.</p> <p>FSS Coordinator Certified in Family Self-Sufficiency and Homeownership Specialist</p> <p>YCH received correspondence from HUD confirming that the YCH minimum FSS program size was 34.</p> <p>YCH graduated 9 FSS participants between 9-08 and 10-09.</p> <p>As of 11-09, the YCH minimum FSS program size is 25.</p> <p>Hired consultant to make recommendations regarding FSS program eligibility.</p> <p>Hired consultant to calculate escrow balances for eligible participants. On-going.</p> <p>Completed (17 community agencies attended).</p>
			9/20/07	Completed 8-27-08	FSS Coordinator Certified in Family Self-Sufficiency and Homeownership Specialist
			12/20/07	2-27-08	YCH received correspondence from HUD confirming that the YCH minimum FSS program size was 34.
			2/1/09	Completed 1/20/09	YCH graduated 9 FSS participants between 9-08 and 10-09.
			2/1/09	Completed 1/20/09	As of 11-09, the YCH minimum FSS program size is 25.
			6/30/09	Completed 6/30/09	Hired consultant to make recommendations regarding FSS program eligibility.
			6/30/09	Completed 6/30/09	Hired consultant to calculate escrow balances for eligible participants. On-going.
			6/30/09	Completed 5-4-09	Completed (17 community agencies attended).

	8) Outreach letters sent to all HCV clients to recruit	6/30/09	5/14/09	111 applications received.
	9) Program briefings	3/31/10	In progress	Scheduled for February & March.
	10) Individual meetings with applicants to complete personal assessments	6/30/10	In progress	on-going after briefings
	11) Execute Contract of Participation for 21 HCV clients	6/30/10	In progress	on-going after briefings
	12) Submit FSS participant status information to PIC	6/30/10	In progress	on-going after briefings

Indicator 14 - Family Self Sufficiency:

FSS participants: A consultant was hired to analyze the status of the agency's FSS program and made recommendations. Eight (8) participants were determined to be ineligible for the program (4 of which had no escrow accrued). One (1) participant ported to another PHA. One (1) participant ported to YCH. Nine (9) participants graduated (with escrow). YCH currently has two (2) participants under contract with escrow. After graduations, YCH has twenty-five (25) mandatory slots, with four (4) filled. Briefings are scheduled and the remaining twenty-one (21) mandatory slots will be filled by 6-30-10.

Escrow Balances: Nine (9) participants graduated with escrow. Four (4) participants remaining under contract have escrow accrued.