



## ***Yolo County Housing***

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**DATE:** February 17, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marianne Krager, Director of Operations  
**SUBJECT:** **REVIEW, APPROVE AND AUTHORIZE OPENING AND CLOSING  
THE HOUSING CHOICE VOUCHER WAIT LISTS**

### RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Review the proposed methodology for opening the wait lists for tenant and project-based vouchers;
2. Approve the opening and closing of the Wait List for the Housing Voucher Programs; and
3. Authorize the Executive Director to open and close the List in accordance with the methodology laid out in this staff report

### BACKGROUND / DISCUSSION

#### ***Overview***

YCH must have policies regarding various aspects of organizing and managing the wait list for applicant families. This includes:

- Opening the list to new applicants,
- Closing the list to new applicants,
- Notifying the public of wait list openings and closings,
- Conducting outreach to ensure that a sufficient number of applicants are received.

In addition, HUD imposes additional statutory and regulatory requirements on how YCH may structure its wait list and how families must be treated if they apply for assistance from YCH in more than one assisted housing program. Both the federal and YCH specific requirements are included in the YCH Administrative Plan.

Under the law, if the wait list has been closed, it cannot be reopened until YCH publishes a notice in local media, including newspapers of general circulation. As part of Fair Housing

requirements, YCH must also use other media, including minority media, to reach populations that are underserved or difficult to reach.

### ***Background***

The YCH last opened its Wait List in the spring of 2007. Currently, YCH has been aggressively calling remaining families from the list to fill vacancies in the voucher program. During this time, staff has learned that many families are no longer interested in the program, have moved away or had other life events take place, all of which means they are not interested, eligible or available to participate in our programs.

In accordance with our Administrative Plan, HUD and Fair Housing requirements, staff have been conducting a purge of the existing wait list to ensure that only interested families remain. At this time, there are not sufficient families remaining on the list to be served within a one year period. As a result, the YCH needs to reopen its list to accept new families.

### ***Opening the Wait List***

Staff recommends that the Board of Commissioners authorize the Executive Director to reopen the wait list. Reopening the list includes the publication of notices as outlined above. The notices must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

In addition, the YCH Administrative Plan states that YCH will announce the reopening of the waiting list prior to the date applications will first be accepted.

Staff recommends that the following actions, consistent with our policies, the law and regulatory requirements be taken:

1. Authorize the opening and closing of the wait list for the Housing Choice Voucher program, both tenant and project-based – Open the list on May 16, 2011 and accept applications until either May 26, 2011 or until the Executive Director determines that a sufficient number of applications have been received to be served within a three (3) year period, whichever occurs first;
2. Authorize the Executive Director to conduct outreach and publication in media outlets, including minority media, to reach all populations, including underserved and hard to reach populations.

### **FISCAL IMPACT**

There are costs that are unknown at this time for media outreach and publication, as well as staff time that will be accrued to this project. Funds are currently budgeted to

meet these needs. Not opening the wait list will mean that there will be insufficient families to fill future available vouchers.

### **CONCLUSION**

In order for to ensure that YCH has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted YCH is proposing a request to provide authorization to open its Housing Choice Voucher wait list.