



# **Yolo County Housing**

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## BOARD OF COMMISSIONERS

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**DATE:** July 14, 2011

**TO:** YCH Board of Commissioners

**FROM:** Lisa A. Baker, Executive Director

**PREPARED BY:** Marianne Krager, Director of Operations

**SUBJECT:** **REVIEW AND APPROVE PROPOSED CHANGES TO YOLO COUNTY HOUSING'S ADMINISTRATION PLAN TO UPDATE POLICIES PERTAINING TO HOUSING CHOICE VOUCHER (HCV) REINSPECTION AND HOUSING ASSISTANCE PAYMENTS POLICIES**

### RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Review and approve Updated policies pertaining to the HCV Re-inspection;
2. Review and approve Updated policies pertaining to Housing Assistance Payment policies;  
and
2. Authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION

The purpose of the HCV program is to provide rental assistance to eligible families through assistance provided by the federal government. Regulations for the program come from three (3) sources – the statutory requirements approved by Congress and authorized by the President, program regulations created by the U.S. Department of Housing and Urban Development (HUD) and local regulations adopted by the Public Housing Authority, in this case Yolo County Housing (YCH). YCH's local regulations are set out in the YCH Administrative Plan.

To continue to provide good program delivery, while streamlining and maintaining program accountability, two changes are proposed to the YCH Administrative Plan, which are discussed in the following sections.

#### ***Housing Assistance Payment Policies***

As part of the requirements of the HCV program, units that receive subsidy are required to pass an inspection using Housing Quality Standards protocols. Units that fail inspection are given 30-days to make repairs, in accordance with those requirements. If repairs are not made within the time period, YCH must take steps to abate rent. Rent abatement is a permanent daily rent loss for each day over

the 30 day period in which the landlord fails to make repairs. If the rent is abated for 30 days, YCH must take steps to terminate the contract with the property owner.

*Currently, our Policy states, "YCH will make all HAP abatements effective the first of the month after the second failed HQS inspection. During any abatement period, the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction."*

Staff proposes the following revision, *"YCH will make all HAP abatements effective as of the first day following the expiration of the PHA specified correction period (including any extension). During any abatement period, the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction."*

This will ensure program integrity and increase compliance with federal requirements by enforcing the requirement to abate after 30-days in instances where no extension of time to make repairs has been granted.

#### ***Re-inspection Policy***

Per federal regulations, each unit under HAP contract must have an annual inspection no more than 365 days after the most recent inspection. Additionally, each unit must pass its annual inspection. Currently, if the unit has failed its annual inspection, the unit will be rescheduled within 30 days for a follow up inspection by YCH staff.

Due to declining administrative fees to implement service and in order to streamline the process for landlords, staff recommends amending the Administrative Plan to allow YCH to accept Owner third party certification that the repairs have been completed as required. This is allowed by federal regulation. Third party certification would include completed work order or receipt of repairs that have been completed.

The proposed language addition is as follows, *"YCH may accept an owner's certification that required repairs were made (accomplished with a work order or receipt of repairs that have been completed). This will be reviewed on a case-by-case basis and will require Supervisor approval. Repairs made must be verified at the subsequent annual inspection. If required repairs were not made, HAP is immediately abated in accordance requirements and the 30 day repair is waived."*

#### **FISCAL IMPACT**

No impact anticipated with respect to Housing Assistance Payment Policies. Unknown savings in staff time due reduced inspection workload.

**CONCLUSION**

As a way to improve HCV processes by streamlining and improving accountability staff recommends that the Board adopt the proposed Administrative Plan changes. Because the proposed language change is a clarification of policy and not a substantial amendment to the Agency Plan, no public hearing is required for adoption.