



# **Yolo County Housing**

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## BOARD OF COMMISSIONERS

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DATE: August 7, 2008  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
PREPARED BY: Brenda Lomeli-Rocha,  
SUBJECT: **APPROVE RESOLUTION FOR THE PUBLIC HOUSING  
ASSESSMENT SYSTEM (PHAS) MANAGEMENT OPERATIONS  
CERTIFICATION**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Review and approve by resolution the attached Public Housing Assessment System (PHAS) Management Operations Certification of Yolo County Housing (YCH) to the Department of Housing and Urban Development (HUD).

### **BACKGROUND / DISCUSSION**

Each year, YCH must submit to HUD a report with statistics and data regarding our management of YCH Public Housing units. YCH receives a score based on the information reported. The PHAS score is comprised of assessment of four major operational areas: physical (PASS), financial (FASS), management (MASS) and resident satisfaction (RASS). The PASS, FASS, and MASS submission comprise 30 points each. The RASS is 10 points. The total possible PHAS score is 100 points. The scores in each Indicator received by YCH determine whether the agency is a High Performer, a Standard Performer or a Troubled Agency. YCH is required at this time to submit information for the Management Operations Indicator (MASS). Information on the other components is attached as exhibit I.

### ***MASS- 30 Points***

The objective of the Management Operations Indicator is to measure key management operations and responsibilities of YCH for the purpose of assessing YCH's management operations capabilities. The following sub-indicators and points listed will be used to assess the management operations:

<b><u>Sub-Indicator</u></b>	<b><u>Points</u></b>
Vacant Unit Turnaround Time.....	4.0
Capital Fund.....	7.0
Work Orders.....	4.0
Inspections of Units and Systems.....	4.0
Security.....	4.0
Economic Self-Sufficiency.....	7.0

Each Sub-Indicator has various components that are scored based on a grading system A to F. The grades for each component are assigned values (1.0 – 0.0) to indicate the percentage of the component points that will be awarded in the calculations. When a non-assessed sub-indicator exists, such as a housing authority that does not have a HUD funded Economic Self-Sufficiency program, the value of the non-assessed sub-indicator will be redistributed proportionately across the sub-indicators that have been assessed. YCH is required to submit electronically a certification of its performance under each of the sub-indicators, the PHAS Management Operations Certification. The attached certification for YCH is required by August 31<sup>st</sup>, 2008. The certification requires a Board Resolution approving the certification prior to submission. A late submission will result in late points assessed. The self-certification we will submit is based on un-audited finance statements as of June 30, 2008 and is subject to review and acceptance by HUD.

**FISCAL IMPACT**

Not adopting the certification by resolution would have future funding impacts which are unknown at this time.

**CONCLUSION**

Staff recommends approving by resolution the attached Public Housing Assessment System (PHAS) Management Operations Certification for Yolo County Housing (YCH) to the Department of Housing and Urban Development (HUD) in order to comply with HUD regulations and maximize PHAS points. Because of how PHAS is structured, staff, at this time, cannot give a total point estimation for PHAS scoring. Staff will bring back a follow up report to the Board regarding the unaudited preliminary PHAS score once it has been posted.

**Attachments:** Resolution  
 PHAS Exhibit I  
 PHAS Management Report 07-08

**YOLO COUNTY HOUSING AUTHORITY  
RESOLUTION NO.**

**(Resolution Regarding Public Housing Assessment System (PHAS)  
Certification for Year Ending June 2008**

**WHEREAS**, Yolo County Housing must submit to the U.S. Department of Housing and Urban Development (“HUD”) the Public Housing Assessment System (“PHAS”) on or before August 30, 2008;

**WHEREAS**, the submittal of the PHAS Certification requires the approval and authorization of the Board of Commissioners of Yolo County Housing;

**WHEREAS**, the PHAS Certification will be submitted to HUD electronically through HUD’s website on or before August 30, 2008 after review by the Public Housing Supervisor and the Executive Director;

**WHEREAS**, the Board of Commissioners of Yolo County Housing have determined to the best of their knowledge that the PHAS Certification for year ending June 30, 2008 is true and correct.

**NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED as follows:**

1. The Board of Commissioners of Yolo County Housing hereby finds and determines that the foregoing recitals are true and correct.
2. The Board of Commissioners of Yolo County Housing hereby ratifies, confirms, and approves the submittal of the PHAS Certification for the year ending June 2008 which will be submitted electronically through HUD’s website on or before August 30, 2008.
3. This resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED**, by the Board of Commissioners of Yolo County Housing, County of Yolo, State of California, this 7<sup>th</sup> day of August 2008 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Michael H. McGowan  
Yolo County Housing Commission

Approved as to Form:

By: \_\_\_\_\_  
Sonia Cortés, Agency Counsel

Attest:  
Ana Morales, Clerk  
Yolo County Housing Commission

By: \_\_\_\_\_  
Deputy

Exhibit I:

**PASS-30 points**

The objective of the Physical Condition Indicator (PASS) is to determine the level to which YCH is maintaining its public housing in accordance with the standard of decent, safe, sanitary, and in good repair as stated in the Code of Federal Regulations (CFR) 902. 23. The Real Estate Assessment Center (REAC) provide for an independent physical inspection of YCH's property. The following areas are assessed and are weighted as indicated to comprise the total 30 points possible for the PASS score:

<u>Areas</u>	<u>Weight in %</u>
Site.....	15
Building exterior.....	15
Building systems.....	20
Common areas.....	15
Dwelling units.....	35

**FASS-30 points**

The objective of the Financial Condition Indicator is to measure the financial condition of YCH for the purpose of evaluating whether it has sufficient financial resources and is capable of managing those financial resources effectively to support the provision of housing that is decent, safe, sanitary and in good repair. YCH's financial condition will be assessed under this indicator by measuring the PHA's entity-wide performance in each of the components listed in CFR 902.35, on the basis of the annual financial report. Both unaudited and audited financial data must be submitted to HUD on an annual basis. The components of PHAS Indicator #2 (FASS) are:

<u>Scoring Components</u>	<u>Measurement</u>	<u>Points</u>
<i>Current Ratio:</i> current assets divided by current liabilities	Liquidity	9.0
<i>Number of Months Expendable Fund Balance:</i> expendable fund balance divided by monthly operating expenses. The expendable fund balance is the portion of the fund balance representing expendable available financial resources, that is, the unreserved and	Adequacy of reserves	9.0

undesignated fund balance		
<i>Tenant Receivable Outstanding:</i> the average number of days tenant receivables are outstanding and is calculated by dividing tenant accounts receivable by Daily Tenant Revenue (rental revenue/365)	Ability to collect payment of tenant receivables	4.5
<i>Occupancy Loss:</i> one minus unit months leased divided by unit months available	Ability to lease up units and maximize rental income	4.5
<i>Expense Management/Utility Consumption:</i> the expense per unit for key expenses, including utility consumption, and other expenses such as maintenance and security.	Ability to maintain expense ratios at a reasonable relative level to peers (adjusted for size and region)	1.5
<i>Net Income or Loss Divided by the Expendable Fund Balance:</i> measures how the year's operations have affected the PHA's viability	Effect of current year operations on existing reserves	1.5

In order to receive a passing score under the Financial Condition Indicator (FASS), the PHA must achieve a score of at least 18 points, or 60% of the available points under this indicator. If YCH fails to receive a passing score on the Financial Condition Indicator, YCH will be categorized as a substandard financial agency. The YCH is required to submit the FY 2007-2008 unaudited financial data to HUD by August 31<sup>st</sup>, 2008. The audited financial data is required by March 31<sup>st</sup>, 2009.

**RASS- 10 points**

The objective of the Resident Service and Satisfaction Indicator is to measure the level of resident satisfaction with living conditions at YCH. The assessment required under PHAS Indicator #4 is performed through the use of a resident survey. The survey process is managed by YCH and will be audited as part of the Independent Audit to ensure that the resident survey process has been managed as directed by HUD. YCH is responsible for electronically updating unit addresses and certifying languages of residents, promoting the survey to residents, and certifying the implementation plan. Once the survey results are available to YCH, the final step is to certify a follow-up plan based upon the scores of the survey. Under this Indicator, REAC will calculate a score based upon two components that receive 5 points each and a third component that is a threshold requirement.

<b><u>Component One- Survey Results (5 points)</u></b>	<b><u>Point Range</u></b>
Maintenance and Repair Section.....	0-1

Communication Section.....	0-1
Safety Section.....	0-1
Services Section.....	0-1
Neighborhood Section.....	0-1
<b><u>Component Two- Implementation/Follow-Up Plan (5 points)</u></b>	
Survey Implementation Plan.....	0 or 2
Survey Follow-Up Plan.....	0 or 3
Total Possible Score:	10

The threshold requirement requires that YCH will not receive any points under the PHAS Indicator #4 (RASS) if the survey process is not managed as directed by HUD, if the survey results are determined to be altered, or if the public housing unit addresses are not updated electronically prior to the survey.

## Estimated PHAS Management Report for Fiscal Year 2007-2008

### PHA Information

<b>PHA Code:</b>	CA044	<b>PHA Name:</b>	YOLO COUNTY HSG AUTHORITY	<b>Fiscal Year End:</b>	06/30
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### Management Score (rounded)

Management Sub-Indicator[2]		Estimated Score	Maximum Score
1	Vacant Unit Turnaround Time	3.00	4.00
2	Capital Fund	7.00	7.00
	Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	Excluded	Excluded
	Timeliness of Fund Obligation	Excluded	Excluded
	Adequacy of Contract Administration	1.30	1.75
	Quality of the Physical Work	3.50	3.50
	Adequacy of Budget Controls	1.30	1.75
3	Work Orders	4.00	4.00
	Emergency Work Orders	2.00	2.00
	Non-Emergency Work Orders	2.00	2.00
4	Annual Inspection of Dwelling Units and Systems	0.00	4.00
	Annual Inspection of Dwelling Units	0.00	2.00
	Annual Inspection of Systems Including Common Areas and Non-Dwelling Space	0.00	2.00
5	Security	3.00	4.00
	Tracking and Reporting Crime-Related Problems	1.00	1.00
	Screening of Applicants	1.00	1.00
	Lease Enforcement	1.00	1.00
	Drug Prevention and/or Crime Reduction Program Goals	0.00	1.00
6	Economic Self-Sufficiency	Excluded	Excluded
<b>Total Management Score</b>		<b>19.0</b>	<b>30.0</b>

(2)"Excluded" will be displayed in both the Actual Score and Maximum Score columns when the PHA does not use the optional sub-indicators/components. The points will be reallocated to other sub-indicators/components by way of renormalization.

**The sum of the sub-indicator scores may not equal the overall indicator score due to rounding.**

Comments or Questions? Contact the [REAC Technical Assistance Center](#).