



# **Yolo County Housing**

**Lisa A. Baker, Executive Director**

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## BOARD OF COMMISSIONERS

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DATE: March 5, 2009  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
PREPARED BY: Judson Brown, Housing Administrator  
SUBJECT: **Review and Approve Resolution Adopting the Housing Choice Voucher Program Administrative Plan Update**

### **RECOMMENDED ACTIONS**

1. That the Board of Commissioners review, approve and adopt the Resolution adopting the Housing Choice Voucher Program Administrative Plan Update.

### **BACKGROUND/DISCUSSION**

In accordance with federal requirements, Yolo County Housing (YCH) held a public hearing on January 15, 2009 to formally adopt the 2009 update to its Administrative Plan. At that time, the Board reviewed and approved the update to the Administrative Plan, but the resolution reflecting the adoption was not formally approved. The Board of Commissioners is asked to formally adopt the Resolution adopting the 2009 update of its Administrative Plan.

HUD expects the YCH to develop policies and procedures that are consistent with mandatory policies and to make clear the optional or discretionary policies YCH has adopted. YCH's administrative plan is the foundation of those policies and procedures. HUD's directions require YCH to make policy choices that provide guidance to staff and consistency to program applicants and participants.

### **Approved Major Changes**

The main changes approved on January 15, 2009 by the Board are as follows:

- a. Implementing a uniform policy of 15 calendar days for reporting information, providing documentation, etc.
- b. Changing Subsidy Standards so that they are based on family size instead of family composition. This is proposed because basing subsidy standards on family composition results in households, in some but not all circumstances, receiving larger units than what is recommended by HUD. Changing the standard will not have an impact on households currently in place that might now qualify for a smaller bedroom size. It will have an impact on

households that move to a new unit and for households coming from the wait list onto the program.

Currently, we have rising Housing Assistance Payments (HAP) costs due to the economic downturn. Unfortunately, when costs rise, the total amount of funding received from HUD does not rise. YCH has budget authority for 1,489 units. At current HAP, it can support less than 1,240 units. This is a loss of 249 vouchers or 249 families we cannot serve due to the cost of rentals in this market. Costs per unit are rising all over the State and agencies are looking at ways in which to help the greatest number of households find decent and affordable housing.

c. Adds two (2) new wait list preferences:

i. allows a preference for households with Special Provisions where the tenants residing in units owned or managed by the YCH are required to move (it is similar to the existing preference for families required to move due to emergency situations that are no fault of their own [such as Building and Safety declared non-habitable structures, or fire and earthquake as examples]).

ii. And it adds a previous tenancy preference so that, if the YCH has insufficient funds to support the full number of vouchers under lease and must terminate tenancy due to lack of funds, it will be able to automatically place that family's name on the wait list with their original date and time of initial application along with the preference for previous tenancy.

d. Ensuring that the YCH does not screen for tenant suitability in conformance with federal requirements (the YCH did not do this screening, but the Administrative Plan stated that it would. This is inconsistent with court rulings that have determined that, in the voucher program where the housing authority does not own the units, that housing authorities are not owners of real property and do not have the property right to determine suitability for the unit - only eligibility for the voucher).

e. Authorizing a reinspection of a failed unit inspection at initial occupancy without requiring submission of a new Request for Tenancy Approval (RFTA) as long as there are no changes in terms or conditions (e.g. change in rental terms or utilities).

f. Removing extra requirements from the inspection criteria so that supply of available units is not overly restricted, making it easier for a voucher holder to find a qualifying unit.

g. Updating tracking and processes to streamline the process and also to be consistent and compatible with federal SEMAP requirements.

h. Lowered tenant rent to \$0 so that participants who lose a job or suffer other adverse actions will receive maximum subsidy allowable.

i. Adding language that encourages landlords to use the new direct deposit system for checks.

The Administrative Plan is intended to be a "living document" and staff will make ongoing recommended changes to the Plan as needed - both to improve readability and accessibility, as well as to comply with changes in State and Federal law that have an impact on how the program can operate.

**FISCAL IMPACT**

Having an up-to-date compliant Administrative Plan Update is required by the Corrective Action Plan, the federal regulations and is the basis for continued receipt of federal funds from HUD.

**CONCLUSION**

Staff recommends that the Board adopt the Resolution

Attachments: Resolution

**YOLO COUNTY HOUSING  
RESOLUTION NO. 09-\_\_\_\_\_**

**(Resolution Adopting Proposed Changes to the Housing Choice Voucher  
Program's Administrative Plan )**

**WHEREAS**, the Housing Authority of the County of Yolo (“YCH”) must comply with the regulations and guidelines set forth by the U.S. Department of Housing and Urban Development (“HUD”); and

**WHEREAS**, the original Housing Choice Voucher Administrative Plan (“HCV Administrative Plan”) and any changes requires the approval and authorization of the Board of Commissioners of YCH; and

**WHEREAS**, the 2009 Update to the HCV Administrative Plan will be submitted to HUD; and

**WHEREAS**, the Board of Commissioners of YCH have determined to the best of their knowledge that the 2009 Update to the HCV Administrative Plan is in conformance with federal requirements.

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

1. The foregoing recitals are true and correct.
2. The Board of Commissioners hereby confirms and adopts changes to the Housing Choice Voucher Program Administrative Plan.

**EFFECTIVE DATES:** This Resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED**, by the Board of Commissioners of the Housing Authority of the County of Yolo, State of California, this 5th day of March 2009, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Helen M. Thomson, Chair  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

Agency Counsel

By \_\_\_\_\_  
Sonia Cortes

Attest:  
Ana Morales, Clerk  
Board of Commissioners of the  
Housing Authority of the County of Yolo

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