

# Yolo County Housing Yolo County, California

March 20, 2019

## MINUTES

The Yolo County Housing met on the 20th day of March, 2019, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

Staff Present: Lisa Baker, CEO  
Hope Welton, Agency Counsel  
Janis Holt, General Director  
Julie Dachtler, Clerk

### CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 19-14: Approved agenda as submitted, noting the Orientation for New Members, Agenda Item No. 5, will be heard after the public hearings.

MOTION: Neu. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

During public comment, General Director Janis Holt and Chair Arnold presented recognitions from the League of California Cities, State Legislature and Yolo County Board of Supervisors to CEO Lisa Baker as a recipient of the League of California Cities "2019 Woman of Persistence" Award.

## PRESENTATIONS

4. Presentation of Certificate of Recognition to Yolo Interfaith Immigration Network (YIIN)

General Manager Janis Holt presented Certificate of Recognition to Yolo Interfaith Immigration Network (YIIN).

5. Presentation: Orientation for New Members, Introduction

CEO Lisa Baker presented the Orientation for New Members.

## CONSENT AGENDA

Minute Order No. 19-15: Approved Consent Agenda Item No. 6.

MOTION: Sandeen. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

6. Review and Approve the Minutes of February 20, 2019

Approved the minutes of February 20, 2019 on Consent.

## PUBLIC HEARINGS

7. Public Hearing to Consider Adoption of a Resolution Approving the Proposed FY 2019 Annual Plan and Authorize the CEO to Submit to the U.S. Department of Housing and Urban Development (HUD) (Holt, Baker)

Minute Order No. 19-16: Held public hearing and approved recommended action by **Resolution No. 19-02**.

MOTION: Sandy. SECOND: Sandeen. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

8. Public Hearing to Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Holt, Baker)

Minute Order No. 19-17: Held public hearing and approved recommended action by **Resolution No. 19-03**, with the clarification that Alternates be included under Appendix A, Designated Positions/Employees to read: Member, Housing Commission (and Alternates).

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

9. Public Hearing to Consider Adoption of the FY 2019 Capital Fund and Annual Statement and Authorize the CEO to Execute the Required Documents and Submit to the U.S. Department of Housing and Urban Development (Ichtertz, Holt, Baker)

Minute Order No. 19-18: Held public hearing and approved recommended action.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

## REGULAR AGENDA

### 10. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Update on the Family Unification and Mainstream Vouchers (checking availability from the waitlist)
- Beginning the first week of April, Lisa will be in Wash DC for the National Budget Discussion and as vice-chair for the Fannie Mae Duty to Serve Council, she will be meeting at Fannie Mae headquarters to talk about developing new financial tools specifically for housing authorities. In addition, she has been asked to make a presentation on public/private partnerships to a public/private partnership.

### 11. Receive Comments from Commissioners

Received the following comments from Commissioners:

- Commissioner Lansburgh was interested in knowing what the current administration's intentions were in addressing housing, to which Lisa Baker explained that the president's budget includes a cut to HUD of 17%, which really impacts them. Congress is usually a friend to housing authorities, as housing is a public issue, not a partisan one.
- Lisa Baker explained what the flyer for the upcoming Yolo County Annual Fair Housing Conference was about in answer to Commissioner Sandeen's question. Legal Services of Northern California puts on this Fair Housing Conference and YCH is the principal funder for this conference, with support through the cities of Davis and Woodland through the Community Development Block Grant Program. This conference is specifically geared to educate private landlords throughout the jurisdiction so they can be up-to-date on housing laws.

## ADJOURNMENT

Next meeting is April 17, 2019 at 3:00 p.m.

# YOLO COUNTY HOUSING

## AGENDA

### REGULAR MEETING

March 20, 2019

PLEASE NOTE TIME 3:00 p.m.



**YOLO COUNTY HOUSING**  
HOUSING COMMISSION

WILL ARNOLD  
RICHARD LANSBURGH  
PIERRE NEU  
BABS SANDEEN  
GARY SANDY  
KAREN VANDERFORD  
JOE WALTERS

**BOARD OF SUPERVISORS CHAMBERS**  
625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
CHIEF EXECUTIVE OFFICER

HOPE WELTON  
AGENCY COUNSEL

## **Reminder: Please turn off cell phones.**

### **CALL TO ORDER**

1. Pledge of Allegiance.
2. Consider approval of the agenda.
3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

### **PRESENTATIONS**

4. Presentation of Certificate of Recognition to Yolo Interfaith Immigration Network (YIIN)
5. Presentation: Orientation for New Members, Introduction

### **CONSENT AGENDA**

6. Review and Approve the Minutes of February 20, 2019

### **PUBLIC HEARINGS**

7. Public Hearing to Consider Adoption of a Resolution Approving the Proposed FY 2019 Annual Plan and Authorize the CEO to Submit to the U.S. Department of Housing and Urban Development (HUD) (Holt, Baker)
8. Public Hearing to Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Holt, Baker)
9. Public Hearing to Consider Adoption of the FY 2019 Capital Fund and Annual Statement and Authorize the CEO to Execute the Required Documents and Submit to the U.S. Department of Housing and Urban Development (Ichtertz, Holt, Baker)

## REGULAR AGENDA

10. Receive Comments from CEO
11. Receive Comments from Commissioners

## ADJOURNMENT

Next meeting is April 17, 2019 at 3:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted by Friday, March 15, 2019 by 5:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: [www.yolocounty.org](http://www.yolocounty.org).

Julie Dachtler, Clerk of the Board

By: \_\_\_\_\_  
Clerk

### NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 72 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Yolo County Housing  
c/o Clerk of the Board of Supervisors  
County of Yolo  
625 Court Street, Room 204, Woodland, CA 95695

Yolo County Housing  
Yolo County, California

Meeting Date: March 20, 2019

To: County Counsel ✓  
Yolo County Housing ✓

5.

Presentation: Orientation for New Members, Introduction

CEO Lisa Baker presented the Orientation for New Members.

# New Member Orientation

Yolo Housing - Mission, Programs, Opportunities, Constraints, 2019

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

# Overview of Presentation:

Process: short overview and interactive  
questions



Covering:

- Background and History of a housing authority
- Mission
- How a Public Housing Authority is funded
- Programs history and overview
- How our programs serve Needs, along with constraints, opportunities and threats

# Background and History - PHAs and YCH



- Public Housing started during the Great Depression -
  - Decades of no policy, followed by a focus on building code and blight removal.
  - Began with **Title II of the National Industrial Recovery Act**.
  - 1937 Housing Act - Authority moved to the States Became extremely active during the post-war boom.
  - Expanded to homeownership and other programs from 1950's through 1970's.
  - Public Housing construction program eliminated in the 1980's.
  - Current funding is fragmented and there is no dedicated public housing funding for development.

# Programs History & Overview - another view

## Growth and Expansion

Greatest Generation era - Safety, security, Post War Boom. Roughly 1937 - late 1970's. YCH founded 1950. Affordable housing predominantly created by PHAs.

**Units constructed: 1951 - 1968:**  
126

## Contraction and Marginalization

Late Swinging 70's to Go-Go 1980's - Rise of experimental programs, homeownership, program moratoriums and elimination of funding, including mental health hospital system.

**Units constructed: 1984 - 1988: 146**  
Programs added: Housing Certificates, later replaced by Vouchers. Homeowner and sweat equity development.

## Partnerships and Possible Deregulation

1990's through present- Chronic underfunding, gov disinvestment, prorated fees, homeownership at any cost, dismantling of public housing through HOPE VI and RAD. Rise of 3P and tax credits.

**Units constructed: 1992 - 2005: 85**  
**2006 - 2018: 291**  
**Vouchers 2006 - 2018: 334**  
Programs added: Bonds, Services, Homeless Programming

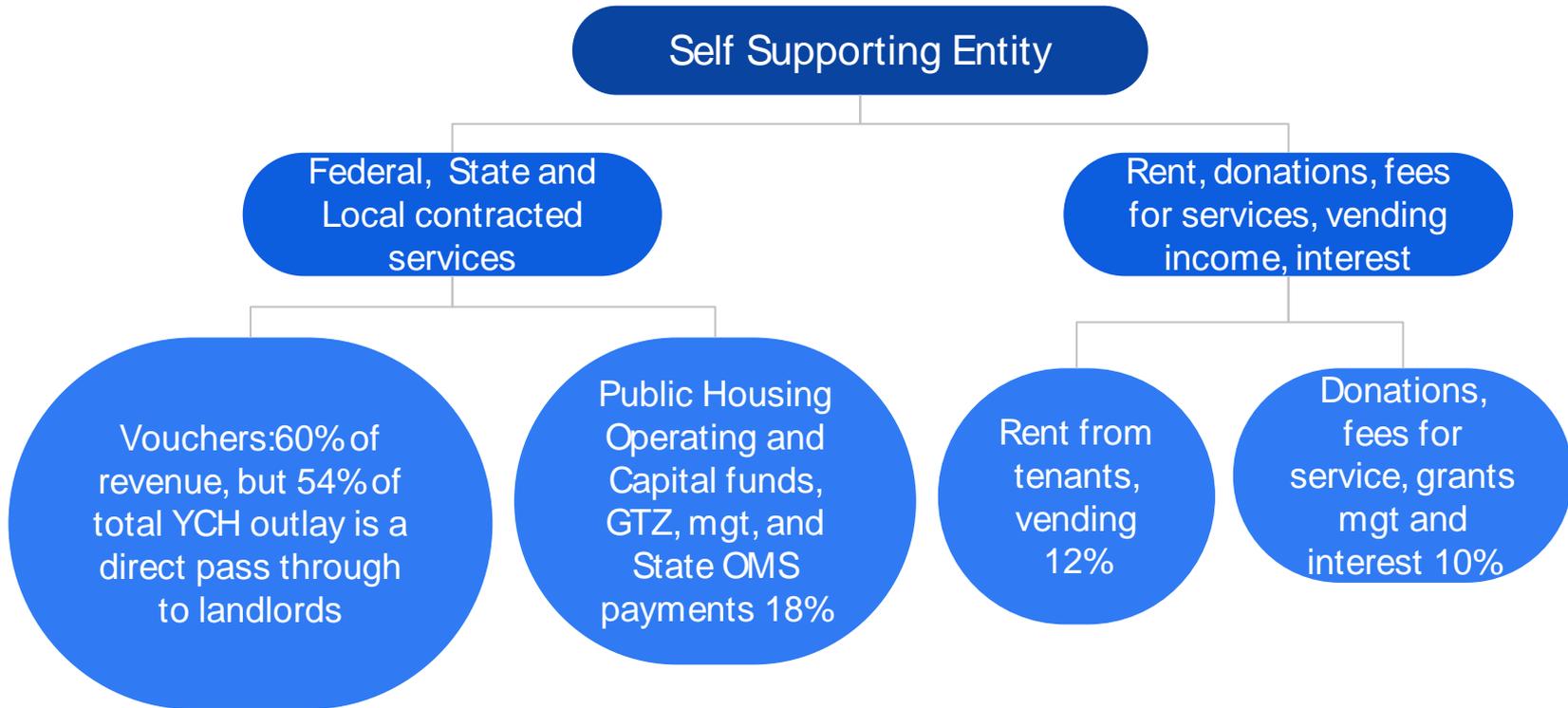
# Public Housing Authorities (PHA) in California

PHA law in CA is embedded in the **Health and Safety Code 34200-34606**. The clearance, replanning, and reconstruction of the areas in which insanitary or unsafe housing conditions exist and the providing of safe and sanitary dwelling accommodations for persons of low income are public uses and purposes for which public money may be spent and private property acquired and are governmental functions of state concern...

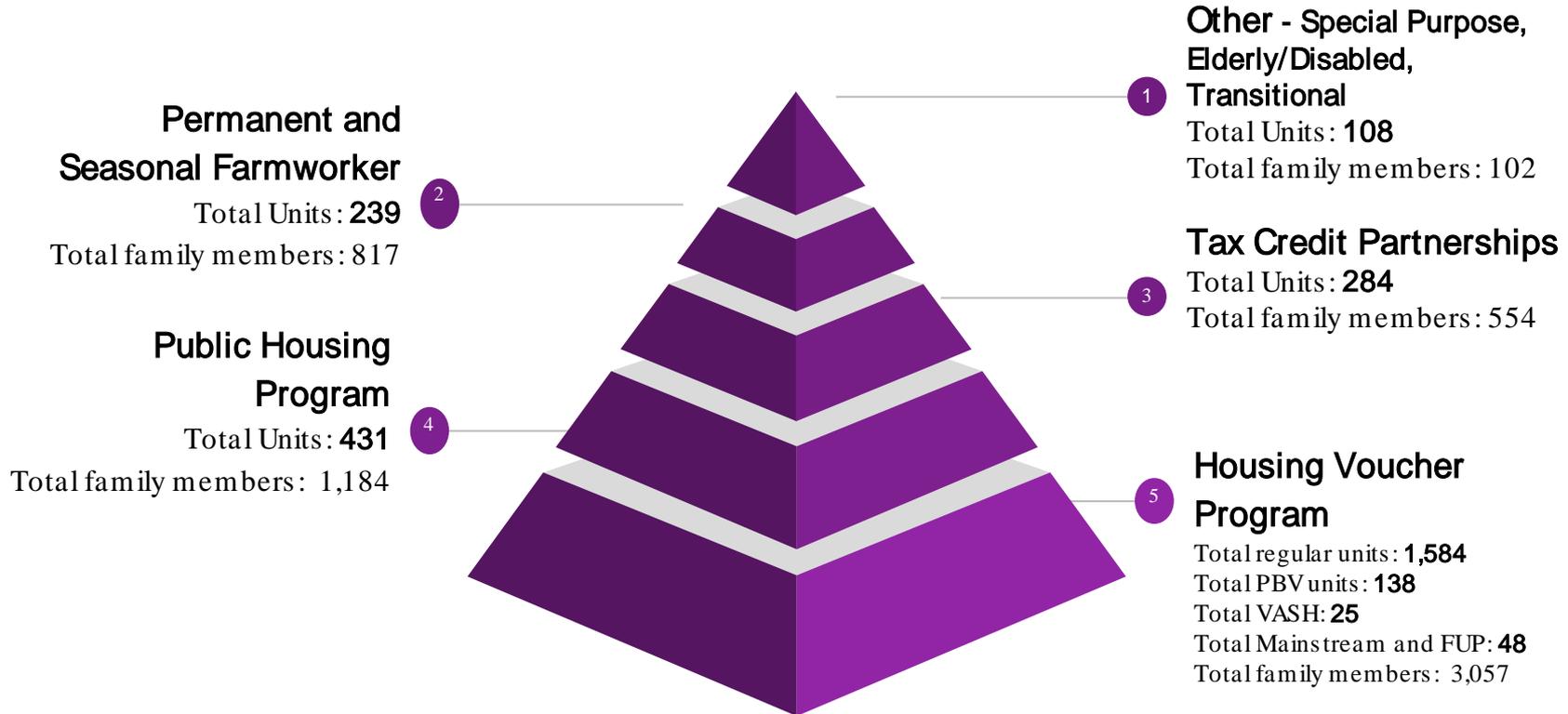
This includes:

- Providing decent, safe and sanitary housing;
- Lease, own, rent and manage land, units, dwellings, structures, infrastructure and facilities;
- Own, hold and improve real or personal property or interest therein;
- Acquire property through eminent domain;
- Sell, lease, exchange, transfer, assign, pledge or dispose of property;
- Receive and administer federal contracts, accept local and state funds and donations;
- Borrow, bond, lend, retain and administer funds and loan portfolios;
- Investigate conditions, engage in research and experimentation. Share findings with appropriate public agencies.

# How are we funded?



# YCH Participants and Programs



# Constituents, Needs and Wait Lists

YCH balances many constituencies in delivering service to try and meet the unique needs of families, farmworkers, elderly/disabled and others. Below are basic statistics for Yolo out of a population of 212,605 . 22.3% of population 18 - 64 is below the poverty threshold. (based on 2017 census 5-year population estimate. Income estimates are based on a family of 4)

01	27,161 Total Number Below 80% of median	<ul style="list-style-type: none"><li>• Very few programs for those above 60% of median</li><li>• HOME and Tax Credits can serve those at 60%</li></ul>
02	16,782 Total below 30% of median	<ul style="list-style-type: none"><li>• 75% of all new Voucher admits go to this group</li><li>• 60% of new public housing admits go to this group</li></ul>
03	86,921 Total elderly/disabled	<ul style="list-style-type: none"><li>• Most likely to have fixed income</li><li>• Renters are vulnerable to rent rise. Homeowners to unmet rehabilitation needs</li></ul>

# Opportunities, Threats and Constraints

## Opportunities:

- Housing is high priority for 1st time since 1980's;
- New State Planning/Housing funding coming;
- New product types becoming viable;
- New potential opportunities for aging stock through Rental Assistance Demonstration (RAD);
- Many partners and positive working relationships with stakeholders;
- New Opportunities for housing special populations

## Constraints:

- Funding is a major constraint - planning funds, dedicated funding, lack of predevelopment funding;
- Need for land, including public surplus land;
- No separate authority outside of existing programs or as delegated to the Authority by jurisdictions.

## Threats:

- Prorated funding creates challenges to just deliver existing mission;
- Growing instability of federal funding for core programs;
- Aging housing and infrastructure;
- Managing expectations to ensure folks understand timelines, requirements and capabilities;
- Needs of increasingly higher need populations place added strains on quality of units, management and service delivery

# All things considered...



- Manage existing portfolio, ensuring current and future viability;
- Look for opportunities for state and federal funds - how to leverage State interest in Housing
- Finding the opportunities and intersections to deepen and grow relationships
- Generate new ideas for meeting local needs
- Other?



Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-15 Item No. 6, of the Yolo County Housing meeting of March 20, 2019.

MOTION: Sandeen. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

6. Review and Approve the Minutes of February 20, 2019

Approved the minutes of February 20, 2019 on Consent.

# Yolo County Housing Yolo County, California

February 20, 2019

## MINUTES

The Yolo County Housing met on the 20th day of February, 2019, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

Staff Present: Lisa Baker, CEO  
Hope Welton, Agency Counsel  
Janis Holt, General Director  
Lupita Ramirez, Clerk

### CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 19-12: Approved agenda as submitted.

MOTION: Neu. SECOND: Sandeen. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

## ANNOUNCEMENT

4. Swearing in of New Commissioner

The Clerk swore in Tenant Commissioner Joe Walters.

5. Determination of Terms as required by Yolo County Code Sec. 2-2.3704

Terms were determined as follows:

City of Woodland: 1 year

City of Davis: 2 years

City of Winters: 3 years

City of West Sac: 4 years

County of Yolo: 4 years

## PRESENTATIONS

6. Presentation of Certificate of Completion for Family Self-Sufficiency Specialist to Isaac Blackstock, Lead Client Services Coordinator

General Director Janis Holt presented the Certificate of Completion for Family Self-Sufficiency Specialist to Isaac Blackstock, Lead Client Services Coordinator.

7. Presentation of Certificate of Completion to Family Self-Sufficiency Graduate, La Toiche "Tasha" Adams

Lead Client Services Coordinator Isaac Blackstock presented the Certificate of Family Self-Sufficiency Graduate to La Toiche "Tasha" Adams, along with an escrow check.

8. Presentation of Certificate of Recognition - YCH Voucher HUD High Performer, 2019

General Director Janis Holt presented the Certificate of Recognition - YCH Voucher HUD High Performer, 2019 to Irma Jimenez-Perez, Housing Assistance Supervisor.

9. Presentation - YCH Year in Review, 2018

CEO Lisa Baker presented YCH Year in Review, 2018.

10. Presentation of 2019 Annual Report (and Calendar)

CEO Lisa Baker presented the 2019 Annual Report and Calendar.

## **CONSENT AGENDA**

Minute Order No. 19-13: Approved Consent Agenda items 11 and 12.

MOTION: Sandy. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

11. Review and Approve the Minutes of January 23, 2019

Approved the minutes of January 23, 2019 on Consent.

12. Review, Approve and Adopt Resolution of Proposed Changes to California Housing Workers Compensation Authority (CHWCA) Joint Powers Agreement (Holt, Jimenez-Perez)

Approved **Resolution No. 19-01** on Consent.

## REGULAR AGENDA

13. Provide Guidance on Conceptual Direction for New Member Orientation and future Strategic Planning (Baker)

Provided Guidance on Conceptual Direction for New Member Orientation and future Strategic Planning.

14. Receive Verbal Update on Status of Federal Government and Impacts, if any, on Programming

Received verbal update on status of Federal Governments and impacts on programming.

15. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Permanent housing found for Camp Fire family
- Update on the Pacifico Project in Davis

16. Receive Comments from Commissioners

There were no comments from Commissioners.

**CLOSED SESSION**

17. Conference with Legal Counsel - Existing Litigation  
Pursuant to Government Code Section 54956.9 (d)(1)  
Name of case: Reyes V Yolo Housing Authority  
Yolo Superior Court Case No. CV17-1347

**ADJOURNMENT**

Next meeting is March 20, 2019 at 3:00 p.m.

Yolo County Housing  
Yolo County, California

Meeting Date: March 20, 2019

To: County Counsel ✓  
Yolo County Housing ✓

7.

Public Hearing to Consider Adoption of a Resolution Approving the Proposed FY 2019 Annual Plan and Authorize the CEO to Submit to the U.S. Department of Housing and Urban Development (HUD) (Holt, Baker)

Minute Order No. 19-16: Held public hearing and approved recommended action by **Resolution No. 19-02.**

MOTION: Sandy. SECOND: Sandeen. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE: March 20, 2019  
TO: YCH Housing Commission  
FROM: Lisa A. Baker, CEO  
PREPARED BY: Janis Holt, General Director

**SUBJECT: Public Hearing to Consider Adoption of a Resolution Approving the Proposed FY 2019 Annual Plan Update and Authorizing the CEO to Submit to the U.S. Department of Housing and Urban Development (HUD).**

### **RECOMMENDED ACTION:**

That the Housing Commission:

- a) Hold a public hearing to solicit public comment regarding the proposed Annual Plan; and
- b) After public testimony, comments and any changes, adopt Resolution to adopt the FY 2019 Annual Plan, and;
- c) Authorize the CEO to submit to HUD.

### **BACKGROUND / DISCUSSION**

As part of its federal funding requirements, Yolo County Housing (YCH) is required to have an adopted Five Year Agency Plan, updated annually, regarding its Housing Choice Voucher and Public Housing Programs. On March 19, 2015, the Commission adopted the Five Year Plan and the 2015 Annual Plan. Annually, the Agency must review its Five-Year Plan and adopt a new Annual Plan regarding how it will handle its Admissions, Occupancy, Residency, Capital Fund Plan and Strategic Plans for federally-funded housing. This is the final annual update of this Five Year plan.

In conformance with these requirements, YCH has reviewed the Five Year Plan and prepared the annual plan. The draft Plan has been circulated for a 45-day comment period to the public and stakeholders. The draft Plan was also presented to the Resident Advisory Board (RAB) as required. A combined Public Notice was published for the comment period and public hearing in the local newspapers on February 15, 2019. The comment period began on February 13, 2019 and will end on March 29, 2019. The public hearing is scheduled on Wednesday, March 20, 2019 at 3:00pm.

If YCH receives additional public comment after the public hearing, but prior to the expiration of the public comment period on March 29, 2019 that would require a change to the Plan, staff will bring any necessary changes to the Board of Commissioners for its review and approval at the April 17, 2019 Commission meeting.

### Resident Advisory Board (RAB)

In partnership with the RAB, staff held an initial informational meeting to engage members in the review of the Annual Agency Plan Update and the Capital Fund Annual Statement and Five-Year Plan Update. Members received presentations from each department or division including Finance, Administration, Facilities, Public Housing and Housing Assistance (Vouchers).

The initial information meeting with the RAB was held on Wednesday, December 5, 2018. During this meeting, staff provided an overview of the 2018 Annual Plan, 2018 Capital Fund Plan Update and of the updated Admissions and Continued Occupancy Plan (ACOP). During this meeting, RAB members were engaged in the discussion around the ACOP. Their comments were addressed during the RAB meeting and are provided on pages 55-56 of the draft 2019 Annual Plan Update.

The RAB held one (1) subsequent public comment meeting on Thursday, February 21, 2019. Staff provided RAB members with an overview of the draft Annual Plan Update, Capital Plan Fund Update and Five Year Plan. Staff received the following comments:

- Post the Emergency Operations Plan for Yolo County Housing to the website.
  - *YCH Emergency Operations Plan is posted to [www.ych.ca.gov](http://www.ych.ca.gov)*
- Revive the Community Awareness and Support Team (CAST) program in public housing and work with RAB members to increase participation.
  - *Real Estate Services and Client Services staff will develop a one-year plan to increase participation in CAST at the three large public housing campuses.*
- Make corrections to PBV and Rental Assistance Demonstration (RAD) areas of the Annual Plan.
  - *Completed in this final draft.*

RAB members also asked that YCH staff work more closely with residents on parking and pet responsibility issues in public housing. These issues will be addressed by the Real Estate Services Supervisor with the property management staff.

### Public Comment

No additional public comment has been received to date.

### **FISCAL IMPACT**

Timely submission and approval of the Plan is the basis for receipt of federal funds from HUD. Failure to adopt the Plan would result in the loss of funding and subsidy.

### **CONCLUSION**

Staff recommends, that, after public testimony, comments and any changes, the Commission adopt the 2019 Annual Plan and authorize submission to the Department of Housing and Urban Development (HUD).

**Attachments:** Draft 2019 Annual Plan  
Resolution  
HUD Form 50077

YOLO COUNTY HOUSING

FY2019 ANNUAL UPDATE TO THE FY2015 – FY2019 FIVE-YEAR AGENCY PLAN

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**A. PHA Information**

<b>A.1 PHA Name:</b>	Yolo County Housing
<b>PHA Code:</b>	CA044
<b>PHA Type:</b>	Standard Performing PHA
<b>PHA Plan for Fiscal Year Beginning:</b>	07/2019
<b>Public Housing Units:</b>	431
<b>Housing Choice Vouchers:</b>	1,795
<b>Total Combined Units/Vouchers:</b>	2,226
<b>PHA Plan Submission Type:</b>	Annual Plan

**Availability of Information**

The FY2019 Agency Plan Annual Update will be available for review during the 45-day Public Hearing Notice period at Yolo County Housing’s Main Office which is located at 147 West Main Street in Woodland, California.

Supporting documents to the FY2019 Agency Plan Annual Update are also available for inspection at the Main Office.

A copy of the FY2019 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year.

## **Introduction**

Yolo County Housing is dedicated to providing quality affordable housing and community development services to all persons within its service area. Yolo County Housing was first created in 1950. Its primary programs are funded by the United States Department of Housing and Urban Development (HUD) and through the State of California (OMS and HCD). The Housing Authority and its allied organizations provide assistance to approximately 2,910 households. Housing assistance is provided throughout the region and can be found in Woodland, West Sacramento, Davis, Winters, Esparto, Yolo, Knight's Landing, Dunnigan, Madison and Dixon (Solano County).

YCH provides year-round rental assistance through low cost housing that it owns and manages, as well as through housing that it owns in partnership. It also provides assistance through its Housing Choice Voucher Program, its Project-Based Voucher program and through its Housing Choice Voucher Homeownership program. Additional units are available as well as through housing programs provided by its non-profit subsidiary, New Hope Community Development Corporation.

YCH also provides decent and safe temporary housing to migrant farmworker families during the County's growing season. YCH operates two centers in Yolo County. In addition, YCH also provides staff and services to the Dixon Housing Authority and manages its Dixon Migrant Center.

YCH provides space that is used by a number of local City, County, University and non-profit organizations to provide after-school and educational programs for youth, as well as senior meal programs and classes to City and County residents regardless of whether or not they receive other services through YCH.

## **B. Annual Plan Elements**

### **B.1 Revision of PHA Plan Elements**

#### **Statement of Housing Needs and Strategy for Addressing Housing Needs**

##### **Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for

each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	8,565	5	5	5	3	4	4
Income >30% but <=50% of AMI	5,465	4	4	4	3	3	3
Income >50% but <80% of AMI	4,410	3	3	3	3	2	3
Elderly	2,130	3	3	3	4	2	3
Families with Disabilities	9,215	3	4	4	5	4	4
White	8,045	3	3	3	3	3	3
Black	710	3	3	3	3	3	3
Hispanic	5,065	3	3	3	3	3	3
Native American	120	3	3	3	3	3	3
Asian	2,420	3	3	3	3	3	3
Pacific Islander	120	3	3	3	3	3	3

Note: Overall figures for income categories have been updated. Remaining figures have not been updated from FY2017 Annual Update due to lack of available information.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2011 - 2015
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,835		n/a
Extremely low income (<=30% AMI)	3,798	78.6%	
Very low income (>30% but <=50% AMI)	782	16.2%	
Low income (>50% but <80% AMI)	210	4.3%	
Families with children	2,008	41.5%	
Elderly families	649	13.4%	
Families with Disabilities	1,188	24.6%	
White	2,139	44.2%	
African American	1,428	29.5%	
Amer. Indian/Alaskan Native	113	2.3%	
Asian	277	5.7%	
Native Hawaiian/Pacific Islander	79	1.6%	
Other/Declined	2	0.1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
<b>How long has it been closed (# of months)?</b> 24 months as of 1/2019			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Displaced by government action)			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	18,432		
Extremely low income (<=30% AMI)	14,913	80.9%	
Very low income (>30% but <=50% AMI)	2,745	14.9%	
Low income (>50% but <80% AMI)	774	4.2%	
Families with children	9,656	52.4%	
Elderly families	3,453	18.8%	
Families with Disabilities	4,159	22.6%	
White	8,461	47.9%	
African American	5,808	32.9%	
Amer. Indian/Alaskan Native	417	2.4%	
Asian	876	5.0%	
Native Hawaiian/ Other Pacific Islander	335	1.9%	
Other/Declined	1,777	10.1%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	9	0.01%	
1 BR	5,317	28.5%	
2 BR	8,046	43.2%	
3 BR	4,576	24.5%	
4 BR	629	3.4%	
5 BR	69	0.1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
<b>How long has it been closed (# of months)? N/A</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

## Strategy for Addressing Housing Needs

### Strategies

#### **Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line: YCH continually operates at a 96% and above occupancy rate.
- Reduce turnover time for vacated public housing units: YCH has set a goal of completing all unit turnarounds in an average of twelve days. Maintenance and housing management staff have developed more streamlined processes for unit turnovers which has resulted in a 50% reduction in vacant turn time over the last six months. Unfortunately, due to some very difficult unit turns, reasonable accommodation upgrades, and staff changes in public housing eligibility, the average turnaround time was longer than twelve days.
- Reduce time to renovate public housing units: Due to the increased funding received through the 2018 CFP in addition to paying off the Capital Fund Financing Plan, YCH will be able to put more money towards unit renovations.
- Maintain or increase Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, while preserving the maximum number of families able to be assisted: Payment standards are adjusted based on the current rental market on an annual basis to allow the maximum number of families to be assisted.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required: Through marketing efforts, YCH has extended outreach to additional landlords with the hopes of increasing the unit size mix.
- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: Landlord workshops were held in conjunction with Legal Services of Northern California. Additional activities and staff dedicated

to landlord recruitment and engagement have been implemented.

**Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional Housing Choice Voucher units should they become available: YCH continues to administer the five tenant-based vouchers received in 2017 through the Veterans Affairs Supportive Housing (VASH) Program. In addition, YCH has also recently received 5 additional VASH Vouchers, 22 Mainstream Vouchers and 26 Family Unification Program (FUP) Vouchers.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance: Through a partnership, constructed new affordable housing at West Beamer Village.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing: Goal was exceeded: Due to the population served, YCH consistently exceeds this goal.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based housing choice voucher assistance: Due to the population served, YCH consistently exceeds this goal.

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working: YCH has a preference for working families which is also given to elderly and disabled families.
- Adopt rent policies to support and encourage work but, that are mindful

of current unemployment rates: YCH updates the flat rents annually to stay current with the rental market trends and to provide a more affordable rent for those families who may have employment incomes which may make paying 30% of income unreasonable.

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Maintain housing that is designated for elderly occupants. YCH continues to maintain Riverbend Manor I and II for elderly occupants.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing: YCH has scheduled needed 504 improvements at all sites through the Capital Fund Program in upcoming years.
- Affirmatively market to local non-profit agencies that assist families with disabilities: Issued 22 project-based vouchers for seniors with special needs.

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units:

At voucher issuance, YCH staff provides information to families concerning the opportunity to locate housing outside of these areas.

### **Reasons for Selecting Strategies**

- Funding constraints – Although increased funding was received through the 2018 CFP, rising operations and housing costs continue to put a strain on YCH’s budgets.
- Influence of the housing market on PHA programs – The on-going rise of rents in the housing market continues to negatively affect the Housing Choice Voucher Program by reducing the number of families that YCH can serve.

### **Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions**

YCH’s policies governing resident eligibility, selection, and admission including admissions preferences for both the Public Housing and Housing Choice Voucher Programs are described in this section. Unit assignment policies for public housing and wait list procedures for both programs are also described.

The Admissions and Continued Occupancy Policy (ACOP) covers the specific requirements for admission to the Public Housing Program. These requirements for the HCV Program are stated in the Administrative Plan. The information listed below highlights some of the main factors used in determining eligibility and admission to both programs and is not meant to be exhaustive. Currently, YCH is completing reviews of both the ACOP and Administrative Plan. The purpose of these reviews is to make sure both plans are compliant with current regulations as well to analyze and revise, as necessary, any policies related to the operational efficiency of each program. Once finalized, both documents will be posted per HUD requirements to allow for public comments.

### **Public Housing – Admissions and Continued Occupancy Policy (ACOP)**

#### **Deconcentration Policy**

It is Yolo County Housing’s (YCH) policy to provide for deconcentration of poverty and encourage income mixing. The goal of this policy is lessen the concentration of poverty

and to create mixed-income communities within YCH's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, YCH will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with YCH's annual income targeting requirements. Regulations require that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

YCH will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

The full Deconcentration Policy is part of the ACOP and can be reviewed at YCH's main administrative office located at 147 West Main Street in Woodland or on the agency website at [www.ych.ca.gov](http://www.ych.ca.gov).

### **Eligibility**

All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:

- a. The applicant family must qualify as a family as defined in Part B of the ACOP.
- b. The single person applicant must qualify as a single person as defined in Part B of the ACOP.
- c. The applicant's Annual Income as defined in Part B of the ACOP (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of YCH jurisdiction.
- d. The applicant family must conform to the Occupancy Standards contained in the ACOP regarding unit size and type and the family will occupy unit as its sole place of residence.

- e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained YCH shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
- f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing and Section 8 Housing Choice Voucher Program.
- g. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
- h. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity convictions shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by YCH, and/or if the circumstances leading to eviction no longer exists.
- i. If YCH determines that any applicant or household member is a person currently engaging in illegal use of drugs, or currently engaged in criminal activity, or a person convicted of methamphetamine production, a person subject to sex offender registration, a person showing a pattern of alcohol abuse; YCH has the right to use criminal conviction records to make such determinations. Any of the above are subject to denial. In accordance with HUD guidance outlined in PIH Notice 2015-19, YCH will not consider an arrest as evidence of criminal activity for the purpose of denial of admission to the public housing program. YCH may consider the conduct of the individual is not suitable for tenancy if there is sufficient evidence other than the arrest record.

QWHRA further stipulates that individuals convicted of manufacturing or producing methamphetamine on federal property will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

- j. Notwithstanding any other provision of the law, YCH shall prohibit admission to public housing for any household with a member who YCH determines is illegally using a controlled substance; or, YCH determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to public housing to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, YCH may consider whether such household member:

- i. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
  - ii. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or
  - iii. Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- k. YCH shall prohibit admission for any applicant or member of the applicant's household that YCH determines is subject to a lifetime registration requirement under a state sex offender registration program. YCH will conduct sexual offender registration background checks on all household members, ten (10) years of age or older.

### **Denial of Admission**

#### Conditions for Denial

- a. The applicant or resident currently owes rent or other amounts to a PHA or to another agency in connection with HCV, Public Housing, or any other subsidized affordable housing program operated by the PHA.
- b. The applicant has committed any fraud in connection with federal housing assistance program.

- c. New admission has breached an “Agreement to Repay” any monies due YCH. If the applicant owes money as a prior participant, the applicant will not be accepted, nor placed on the waiting list, until payment in full has been received.
- d. The applicant family must have no record of eviction or for disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse; or, any ongoing pattern over the last three years of tenancy history that would reasonably be expected to adversely affect:
  - 1. The health, safety, or welfare of other residents;
  - 2. The peaceful enjoyment of the neighborhood by other residents; or
  - 3. The physical environment and fiscal stability of the neighborhood.
- e. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping that meets the definition of a health and safety code violation. For example, this could include the creation of a fire hazards, infestation due to improperly disposed of garbage/trash, serious neglect of the premises affecting neighbors and the community, neglect to mitigate mildew/mold issues in unit caused by tenant. This is verified through photographic or documented evidence by previous or current landlords. When a qualified agency is successfully working with the applicant family to improve its housekeeping, the decision as to eligibility shall be reached by the General Director and/or s/he designee
- f. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations.
- g. Selected families must have capacity to comply with all terms and conditions of the lease.
- h. A former resident who owes a balance to YCH or any other PHA will not be considered for re-admission until the account is paid in full.

### **Selection**

Any family that wishes to reside in public housing must apply for admission to the program. HUD permits YCH to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by YCH.

YCH's application process will involve two phases:

The first is the "initial" application for admission (referred to as a pre-application). This phase is to determine the family's eligibility for public housing and placement on the waiting list.

The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At that time YCH ensures that verification of all HUD and YCH eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit. Applicants are required to attend an application interview to discuss the family's circumstance in greater detail.

YCH will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will YCH discriminate because of religion, age, physical or mental disability, medical condition, pregnancy, parenthood, familial status, marital status, military or veteran status, political affiliation, actual or perceived sexuality, or gender identity.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

### **Preferences**

YCH will offer the following preferences for the Public Housing Program. During the pre-application period, families can update their preferences in writing. Preferences will be verified at the time of full application (determination of eligibility) and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

Yolo County Resident The residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the creed, familial status, sexual orientation, race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of determination of eligibility. [1 Point]

Veteran Preference Any individual who served in the active military, naval, or air service of the United States who received an honorable discharge or was released from active duty under honorable conditions. This preference also applies to veterans and the surviving spouses of U.S. veterans. [1 Point]

Working Preference Families with at least one adult who is employed and has been employed for at least 6 months at an average of at least 20 hours per week at the time of determination of eligibility. This definition includes families where at least one adult was employed and is receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability. [1 Point]

Involuntarily Displaced Families who, within 2 years of the determination of eligibility, are displaced through no fault of their own for one or more of the following reasons. Families will receive credit for this preference only once, regardless of whether or not they qualify under more than one of the instances below. [2 Points]

Natural Disaster

Families that are displaced as a result of a federally-declared natural disaster that extensively damaged or destroyed their dwelling.

Governmental Action

Families that are displaced as a result of governmental action or that reside in dilapidated housing that is cited by local government officials or a local code enforcement agency. This preference applies to housing that does not provide safe, adequate shelter, has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of the family or has been declared unfit for habitation.

Victims of Domestic Violence

Families where the head or spouse is the victim of domestic violence. This preference must be documented by a referral from a social service agency, restraining order, proof of residency in a domestic violence shelter, or other similar means.

### Witness Protection

Families that are part of a Witness Protection Program and, after a threat assessment, the applicable law enforcement agency recommends housing the family to avoid or reduce the risk of violence against the family.

### Hate Crime

Families who are displaced due to a family member being the victim of one or more hate crimes and the family has vacated the unit because of the crime. Documentation of a hate crime includes a police report clearly indicating the nature of the crime or referral from local law enforcement.

Section 8 Participant Families who were terminated by YCH from YCH Section 8 Housing Choice Voucher Program solely due to the lack of funding for their assistance. [1 Point]

At pre-application, the family will be placed on the waiting list based upon their total points, thereafter ordered by date and time of application. Preferences will be verified at the time of full application (determination of eligibility) and families must meet the qualification requirements at that time.

Applicants are responsible for updating any information and reporting any changes to their mailing address, contact information, preferences, income, and family composition. Applicants are advised that the failure to update information may dramatically affect their position on the waiting list and full eligibility is determined from the full application.

In the event of a declared natural disaster in or around the service area, YCH may, at its discretion, provide preference to those families displaced as a result of natural disaster and will house evacuees as priority over current applicants on the waiting list. Disaster-affected families that were currently residing in public housing prior to the disaster will be first offered a unit in public housing, if available.

### **Unit Offers**

**One unit offer:** YCH operates site-based wait lists in its public housing portfolio. If YCH makes a unit offer to an applicant from the designated site wait list and that unit is rejected, the applicant will be removed from that site-based wait list. The family will remain on any and all other site-based wait lists. (For example, a family is determined

eligible for Vista Montecito in Esparto. If the family denies the unit because they want to live in West Sacramento, the family will be removed from the Vista Montecito wait list but will remain on all other site-based wait list unless they request "in writing" to be removed.)

When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an applicant moves nears the top of the waiting list, YCH will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the very near future, and to inform the applicant about the requirements for move-in (i.e. utility deposits, security deposits, etc.).
- b. Upon availability for occupancy, an applicant will be offered a unit and the opportunity to see it.
- c. Upon offer of an apartment, the applicant shall have 5 (five) calendar days to accept or reject the unit offered. Additional business days may be granted if necessary to allow the applicant to inspect the apartment or as a reasonable accommodation. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

#### Unit Refusals

- a. Applicants will be made one (1) offer of a unit of appropriate size and type from the site-based wait list. Should the family reject the offer, the family will be removed from that site-based wait list unless the family refuses for good cause.
- b. Applicants not responding to an offer of housing by YCH shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.

- c. An applicant will have five (5) calendar days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.
- d. Any other wait list the applicant may be on will remain unaffected.
- e. In accordance with the YCH Reasonable Accommodation Policy appendix to the ACOP, a unit refusal may be reasonable as an accommodation due to disability. (Example: Unit offer is two story and the disabled individual has difficulty climbing stairs.)
- f. Good Cause for refusal of unit:
  - Unit is not ready for move-in at the time of the offer of housing. Ready for move in means the unit has no Uniform Physical Condition Standard (UPCS) deficiencies.
  - Inaccessibility to source of employment, education, or job training, children’s day care, educational program for children with disabilities, so that accepting the unit offer would require the family undue hardship.
  - The family demonstrates to YCH’s satisfaction that accepting the offer will place a family member’s life, health or safety in jeopardy.
  - A health professional verifies temporary hospitalization or recovery from illness of the head of household, other household members or live in aide.
  - Elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing as outlined in ACOP.

*Housing Choice Voucher Program – Administrative Plan*

**Eligibility**

YCH is responsible for ensuring that each individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by YCH to confirm eligibility and determine the level of assistance.

To be eligible for the HCV program, each applicant family must:

- Qualify as a family as defined by HUD and YCH. A family, regardless of actual or perceived sexual orientation, gender identity, or marital status, may be a single person or group of persons. Family as defined by HUD

includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. YCH has the discretion to determine if any other group of persons qualifies as a family.

- Have income at or below HUD specified income limits. To be income-eligible, a family must be a very low-income family or a low-income family which has been “continuously assisted” under the 1937 Housing Act. A very low-income family is a family whose annual income does not exceed 50 percent of the median income for Yolo County, adjusted for family size. A low-income family is a family whose annual income does not exceed 80 percent of the median income for Yolo County, adjusted for family size.
- Qualify on the basis of citizenship or the eligible immigrant status of family members. Housing assistance is only available to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible immigration status. At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
- Provide social security number information for all family members as required. Every family member must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued.
- Consent to YCH’s collection and use of family information as provided for in YCH-provided consent forms. HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age to sign form HUD-9886, Authorization for the Release of information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family’s eligibility and level of assistance.
- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

## **Selection**

Although an applicant may be eligible for the Housing Choice Voucher Program, it does not mean that they will be provided assistance. HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity. YCH will admit an otherwise eligible family who was evicted from federally assisted housing within the past three (3) years for drug-related criminal activity, if YCH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program as approved by YCH, or the person who committed the crime, is no longer living in the household.
- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member that is subject to a lifetime registration requirement under a state sex offender registration program.

If any household member is currently engaged in, or has engaged in any drug-related or violent criminal activity, within the last three years, the family will be denied admission.

HUD authorizes YCH to deny assistance based upon the family's previous behavior in assisted housing. YCH will deny assistance to an applicant family if:

- The family does not provide information that HUD or YCH determines is necessary to the administration of the program.
- The family does not provide complete and true information to YCH.
- Any public housing agency has terminated assistance under the program for any family member within the last three (3) years.
- Any family member has been evicted from federally assisted housing in the last three (3) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any other federal housing program.
- The family owes rent or other amounts to any public housing agency in connection with the HCV, Certificate, Moderate Rehabilitation, or public housing programs, unless the family repays the full amount of the debt

- prior to being selected from the waiting list.
- The family has breached the terms of a repayment agreement entered into with YCH, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.
- A family member has engaged in or threatened violent or abusive behavior towards YCH personnel.

YCH is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists YCH in complying with HUD requirements and in-house policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to access these records, YCH requires each applicant household to submit a consent form signed by each adult household member.

### **Wait List**

Each eligible applicant household shall be placed on the waiting list based on preference and then by date and time of application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

YCH will maintain information that permits proper selection from the Waiting List. The Waiting List will be organized to contain the following information for each applicant.

- Applicant name
- Family unit size (number of bedrooms for subsidy standards)
- Date and time of application
- Preference score
- Racial or ethnic designation of the head of household

YCH shall make known to the public that applications are being taken at least 10 business days prior to the date applications will first be accepted. Publicity will include:

- (i) The dates, times, and location where families may apply;
- (ii) The programs for which applications will be taken;
- (iii) A brief description of the program; and
- (iv) Limitations, if any, on whom may apply.

Public notice shall be in the form of, but be limited to, newspaper ads and radio announcements. YCH will give the public notice by publication in a local newspaper of

general circulation and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

YCH shall make known to the public that the waiting list will be closed and pre-applications will no longer be taken until further notice. Public notice may be in the form of, but will not be limited to, newspaper ads and radio announcements. YCH may give the public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

Closing the waiting list is defined that no applications will be received except for applicants that are direct referrals from local government agencies that are displaced as a result of governmental action. Once the referral is verified and accepted by YCH, the person is placed on the waiting list in accordance with this policy.

### **Selection and Special Funding Sources**

Special Admissions [24 CFR 982.203] HUD may award funding for specific families living in specified types of units (e.g. a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, YCH may admit families that are not on the waiting list, or without considering the family's position on the waiting list. YCH must maintain records showing that such families were admitted with special program funding.

### **Targeted Funding**

HUD may award YCH funding for a specified category of families on the waiting list. YCH must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C of the Administrative Plan.

YCH may administer the following types of targeted funding in the future:

- Mainstream
- Shelter Plus Care Program
- Moderate Rehabilitation Program
- Family Unification Program administered in accordance with the Memorandum of Understanding (MOU) between the Public Housing Authority (PHA), Public Child Welfare Agency (PCWA) and the Continuum of Care (CofC)

### **Preferences**

YCH offers the following preferences for the Housing Choice Voucher Program. Preferences will be verified at the time of full application (determination of eligibility)

and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

- Applicants with Special Provisions, which includes, tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Chief Executive Officer.
- Yolo County residents (residency preference). This residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of application qualify for this preference.
- Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.
- Section 8 participants who have been terminated due to over-leasing or lack of federal funding. At the time a participant is terminated due to over-leasing or lack of federal funding, that person's name will automatically be placed on the waiting list and given the appropriate preference.
- Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.
- Non-Elderly Person with Disabilities - Limited Preference: A person 18 years of age or older and less than 62 years of age who has a disability **and** is are currently in institutional or other segregated settings or at risk of institutionalization; **or** homeless or at risk of becoming homeless. (Definitions available in the YCH Administrative Plan Glossary). Wait list applicants that meet this limited preference will be identified on the wait list for the issuance of Mainstream Housing Choice Vouchers by order of preference points in addition to date/time of application.
- Displaced by Government Action
  - a. Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:

- b. Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family Has been declared unfit for habitation by a government agency.
- c. Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.
- d. Displaced due to a family member being the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

### **Point Values of Preferences**

Points are not assigned for "Special Provisions" preferences. Applicants who qualify for special programs (e.g., Section 8 Moderate Rehabilitation, Mainstream or Welfare-to-Work Vouchers) will be placed on lists specific to those programs in order of the date and time the application was received in the office of Yolo County Housing and according to other preferences for which they are entitled.

Other preferences have point values, which determine, in addition to the date and time of application or lottery selection, the Applicant's order of placement on the waiting lists. The point values are:

#### Points Preference

- Residency in Yolo County Terminated Section 8 participants (due to over-leasing or lack of federal funding) (1 point)
- Working/Permanently Disabled/Elderly (1 point)
- Members of Military/Veterans (1 point)
- Involuntarily Displaced (2 points)

Points are cumulative. Applicants with the most points are ranked highest on the waiting lists.

### **Financial Resources**

The table below lists Yolo County Housing's anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2019.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2019 PH Operating Fund	\$1,230,000	PH Operations
FY2019 Capital Fund Program	\$1,172,886	PH Modernization
FY2018 Capital Fund Program	\$1,172,886	PH Modernization
FY2017 Capital Fund Program	\$267,426	PH Modernization
Housing Choice Voucher Program	\$12,000,000	HCV Operations
HCV Administrative Fees	\$1,200,000	HCV Operations
Public Housing Dwelling Rent	\$1,857,000	PH Operations
Interest	\$5,700	PH/HCV Operations
Other Income	\$29,150	PH Operations
<b>Total</b>	<b>\$18,935,048</b>	

*Note: The Capital Fund amounts for FY2018 and FY2017 are the unobligated amounts as of 12/31/2018. The projected FY2019 CFP amount is based on the actual FY2018 amount received.*

## **Rent Determination**

### **Public Housing**

Determining the Total Tenant Payment is a two-step process. Total Tenant Payment shall be the highest of the following rounded to the nearest dollar:

- a. 30 percent of monthly Adjusted Income; or
- b. A minimum rent amount of \$25. Note: QHWRA (Quality Housing Work Responsibility Act) established certain exceptions to the minimum rent requirements relating to hardship, which are discussed in the Rent Collection Policy of the ACOP.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

### **Housing Choice Voucher**

Family share of rent shall be calculated based on:

- 30% of the monthly adjusted income of the family; or,
- 10% of the monthly income of the family; or,
- Welfare Rent (payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated), or
- Minimum Rent.

YCH has established a minimum rent policy to require families to pay a minimum monthly rent of \$25. This minimum rent shall include any amount allowed for utilities.

**Operations and Management**

In addition to the Admission and Occupancy Policies for each program, other management policies have been developed to help YCH staff operate in a consistent and effective manner. The following includes a list of the more significant policies adopted by YCH:

- |                 |                         |
|-----------------|-------------------------|
| Cash Management | Disposition of Property |
| Insurance       | Repayment Policy        |
| Maintenance     | Safety                  |
| Procurement     | Smoke-Free              |

Because YCH owns the Public Housing properties, it is important to ensure they are properly maintained. YCH’s highly trained and effective maintenance staff is responsible for completing work orders in a timely fashion.

To ensure sanitary conditions are maintained, periodic pest control visits are made to all apartments.

**Grievance Procedure**

**Public Housing**

All Public Housing residents have the right to appeal decisions or actions of the YCH staff through application of the Grievance Procedure. The full Grievance Procedure is part of the ACOP and can be reviewed at YCH’s main administrative office.

The Grievance Procedure cannot be used in cases of criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and any drug-related criminal activity on or near the premises.

Applicants are afforded an informal review process if they believe they have been wrongly denied eligibility to the Program. The informal review process provides the applicant with an opportunity to present new information or refute existing information. The informal review process is covered in the ACOP.

### Housing Choice Voucher

YCH must give an applicant to the HCV Program an opportunity for an informal review of the decision to deny assistance to the applicant.

In addition, YCH must give a participant of the HCV Program an opportunity for an informal hearing to consider whether certain decisions relating to the individual circumstances of the participant are in accordance with the law, HUD regulations and YCH policies.

The process for conducting an informal review and informal hearing are included in the HCV Administrative Policy.

### Homeownership Programs

#### Public Housing

YCH does not currently operate a public housing homeownership program.

#### Housing Choice Voucher - Tenant Based Assistance

Yolo County Housing has established a housing choice voucher tenant-based homeownership option in Yolo County, USA, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option.

Any voucher eligible program participant who has been issued a Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following:

- 1) A family must meet the requirements for continued participation in the

- YCH Tenant-based HCV Program.
- 2) The homeownership option will be included in all Briefing and Re-Housing classes as well as media and community announcements. Current HCV participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
  - 3) A family in which the head of household or co-head has previously received assistance and has defaulted on a mortgage obtained through the Homeownership Option is barred from participation.
  - 4) Participant families must be any of the following: “first-time homeowners,” in which no family member owned any present ownership interest in a residence of any family member in the last three years; residents of limited equity cooperatives; or, a family of which a member is a person with disabilities, and use of the Homeownership Option is needed as a reasonable accommodation. (Title to a mobile home is not considered as homeownership for purposes of this option.)
  - 5) Participants in the HCV Homeownership Option must attend and satisfactorily complete the pre-purchase homeownership counseling program and be deemed to be “mortgage ready” before a homeownership voucher will be issued. Participants are also required to attend and complete post-purchase, ongoing homeownership counseling. At a minimum, the counseling will cover the following:
    - Home maintenance
    - Budgeting and money management
    - Credit counseling
    - Negotiating the purchase price of a home
    - Financing
    - Locating the home
    - De-concentration issues
    - Family must only purchase a home that passes HQS inspection and has been satisfactory according the independent inspection
  - 6) The head of household and/or co-head must be currently employed on a fulltime basis (as defined by HUD to average 30 hours per week) and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household, spouse or co-head is disabled or elderly are exempted from this requirement. Families that include a person with disabilities may request an exemption as a reasonable accommodation.
  - 7) The family’s income must be equal to or exceed the HUD minimum income requirement, currently set at 2000 hours times the current

Federal minimum wage or \$14,500. Welfare assistance will not be counted (used) for meeting the income requirement, except for households in which the head or co-head is elderly or disabled and for households that include a disabled person other than head or co-head. ("Welfare assistance" includes federal housing assistance or the housing component of a welfare grant; Jobs and Family Services assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a federal, state or local program that provides assistance available to meet family living or housing expenses.)

- 8) Participants may be enrolled in the Family Self-Sufficiency (FSS) Program but are not required to do so for qualifying in the program. Participants enrolled in the FSS will have a preference over non-FSS families. Funds accumulated in the escrow account may be advanced for purchase of the home or home maintenance, subject to the guidelines of the FSS Program.
- 9) YCH requires the applicant for the program to be a current participant of the Voucher program and must have been in the program for at least one year, and be a participant in good standing.

The full homeownership plan can be found in the Administrative Plan for the Housing Choice Voucher Program.

### **Community Service and Self-Sufficiency Programs**

It is the policy of YCH to enhance and promote economic and social self-sufficiency. As such, YCH shall provide the following for the enhancement of the economic and social self-sufficiency of assisted families:

- Income mix (YCH may establish and utilize income-mix criteria for the selection of residents.)
- Targeting (mandatory): Not less than 40% of dwelling units owned by YCH shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.
- Cooperation Agreements for Economic Self-Sufficiency (mandatory): YCH shall enter into cooperation agreements with state, local, and other agencies providing assistance to covered families under welfare or public assistance programs. The cooperation agreements shall facilitate the administration of this policy and the sharing of information regarding rents, income, assistance, or other information that may assist YCH or welfare or public assistance agency to

carry out its functions. YCH shall also seek to include in cooperation agreements with welfare or public assistance agencies provisions to provide for economic self-sufficiency services within the properties owned by YCH, provide for services designed to meet the unique employment-related needs of residents, and provide for placement of work fare positions on-site.

### Community Service Requirement

As a condition of continued occupancy, with the exception of excluded residents, each adult resident of YCH shall:

- a. Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides; or,
- b. Participate in an economic self-sufficiency program for eight (8) hours per month.

Definition of “economic self-sufficiency program”: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, work fare, financial or household management, apprenticeship, or other activities as the Secretary may provide.

### Safety and Crime Prevention

The Department of Housing and Urban Development (HUD) requires public housing authorities to track, report and work to prevent crime. In order to meet these requirements, YCH has entered into cooperative agreements with local law enforcement agencies in order to ensure that affordable housing developments, public housing and housing subsidy households are safe environments for families. A strong partnership with local law enforcement can benefit both agencies and prevent incidents from becoming a continuing problem. Through mutual support, both agencies can work together at decreasing crime in their jurisdiction. YCH and the City of Davis have worked together to create the Memorandum of Understanding (MOU) that will meet state and federal requirements and allow for improved informationsharing between the City and YCH while respecting the rights of our residents. The original MOU template used initially in 2009 with the City of Woodland was developed in partnership with Legal Services of Northern California and reviewed by legal counsel for the Agency. It will be executed by the City of Davis Police Chief and YCH CEO.

MOU’s between YCH and the City of Woodland, City of Winters, and the Yolo

County Sheriff's Department have been enacted.

A security camera system has been installed at Yolano Village. Plans are in the works to install a similar type system at Donnelly Village through an MOU with the Woodland Police Department. Security cameras have been installed on the exterior of the office located at 62 Shams Way in the El Rio Villas campus with options to expand the camera system being evaluated. Staff is also seeking funds to install similar systems at in AMP III which includes Las Casitas and Riverbend Manor I & II.

### **Pet Policy**

Yolo County Housing has adopted a Pet Policy covering the ownership of pets in its' public housing developments. The policy explains the YCH's policy on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the Agency. The full Pet Policy is an appendix to the Admissions and Continued Occupancy Plan (ACOP) and is available for review at the main office during normal operating hours or accessible on the agency website: [www.ych.ca.gov](http://www.ych.ca.gov).

### **Asset Management**

YCH's twelve (12) public housing properties have been grouped into three (3) Asset Management Projects (AMPs). The AMPs were determined using various factors including proximity, number of units, etc. Each AMP operates as though it is a separate entity with dedicated management and maintenance. Each AMP has its own budget which is monitored very closely.

Management continually assesses all properties to determine how to keep operating costs down and extend the property life by addressing capital improvement needs. Also, as some properties begin to reach the end of their useful life, management will need to determine what can be done to help keep the properties affordable for low-income residents.

### **Substantial Deviation**

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Agency pertaining to the Authority's Goals and Objectives. This includes revising or modifying the Agency's Goals and Objectives.

As part of the possible conversion to Rental Assistance Demonstration (RAD), YCH is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

### **Significant Amendment**

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## **B.2 New Activities**

### **Hope VI or Choice Neighborhoods**

At this time, there are no plans to submit an application for a Hope VI or Choice Neighborhoods Grant in the upcoming Fiscal Year. YCH reserves the right to submit an application if circumstances change. The Plan will be amended accordingly.

### **Mixed Finance Modernization or Development**

At this time, there are no plans to submit an application for approval of a Mixed Finance Modernization or Development project in the upcoming Fiscal Year. YCH reserves the right to submit an application for approval if circumstances change. The Plan will be amended accordingly.

### **Demolition and/or Disposition**

At this time, there are no plans to submit a Demolition and/or Disposition Application to HUD for any of its public housing properties. YCH reserves the right to submit an application for demolition and/or disposition if circumstances change. The Plan will be amended accordingly.

### **Conversion of Public Housing to Tenant-Based Assistance**

At this time, there are no plans to convert any Public Housing properties to Tenant-Based Assistance in the upcoming Fiscal Year. YCH reserves the right to submit an application for conversion if circumstances change. The Plan will be amended accordingly.

### **Conversion of Public Housing to Project-Based Assistance using RAD**

YCH's Board of Commissioners has authorized staff to analyze the possible conversion to Rental Assistance Demonstration (RAD). YCH submitted an application to HUD in late 2018 to convert to RAD. Please see additional information on the possible conversion located on the following pages.

The Rental Assistance Demonstration (RAD) program is a federal housing program that was enacted as part of the Consolidated and Further Continuing Appropriations Act, 2012 administered by the Department of Housing and Urban Development (HUD). Broadly, the purpose of RAD is to provide a set of tools to address the unmet capital needs of deeply affordable, federally assisted public housing properties in order to maintain both the viability of the properties and their long-term affordability.

The 1.2 million units in the Public Housing program nationally have a documented repair backlog of nearly \$26 billion. Yolo County Housing (YCH) owns and operates 431 public housing units across its' portfolio located in City of Woodland, City of West Sacramento, and the unincorporated areas of the County in Knights Landing, Yolo, Esparto and outside the City of Winters. YCH public housing properties were built between 1950 and 2001 and have received 80 or above in their REAC scores over the last 6 years. Staff maintain safe, decent affordable housing throughout their portfolio through innovative, effective management and maintenance techniques with funding through rents (calculated at 30% of the family's eligible income and family size), federal operating funds and capital fund. However, funding is often prorated at 82% or less of what YCH is contracted for. Nevertheless, YCH still needs to meet operational and capital improvement costs which have continued to accumulate over the years.

RAD was created to give public housing authorities (PHAs) a tool to preserve and improve public housing properties assisting with meeting any deferred maintenance needs as well as providing an opportunity to create a long term, permanent solution to preserving affordable housing. In considering RAD, some of the potential advantages for YCH could be:

- Moving units to a project-based voucher (Section 8) platform with a long-term contract that, by law, must be renewed. This ensures that units remain permanently affordable to low-income households. There would be two options, Project-Based Rental Assistance (PBRA) or Project-Based Vouchers (PBV) that the agency could consider when moving to RAD.
- Shift of units from a public housing program to a project-based program may allow YCH to leverage additional private capital markets to make capital improvements without having to rely on HUD Capital Funds which have historically been grossly underfunded or to seek cumbersome Section 30 approvals.
- Continues to maintain the public stewardship of the converted property through ongoing ownership and property use rules.
- Less burdensome regulatory reporting which could allow YCH to use resources more effectively based on local and portfolio wide need.

One of the common questions is, “How will this affect current public housing residents?” For the extremely-low to low income residents in public housing, there will be very little effect. In fact, there could be advantages to those who reside in public housing, such as:

- Residents will still only pay 30% of their household’s adjusted gross income, therefore, their rent contribution will remain the same.
- Properties will remain under the control of the housing authority, so the responsive service they are accustomed to will continue.
- More stable platform so their affordable housing/unit will be preserved.
- More flexibility and more funding to do improvements and/or borrow funds for rehabilitation work.

On October 25, 2017, the YCH Housing Commission authorized staff to issue the LOI and apply to the RAD waitlist.

On May 25, 2018, HUD announced in an email that all waitlisted agencies would be required to submit a complete application to the RAD program within 60 calendar days in order to retain its position on the waiting list and begin working with HUD to evaluate various RAD options for long-term preservation of affordable housing in Yolo County.

On July 2, 2018, HUD changed the submission date to September 4, 2018 as its drop dead deadline for waitlisted agencies to apply.

On August 15, 2018, YCH submitted the RAD application to HUD. Staff is moving forward the next steps of the RAD process in order to meet the next deadline of April 14, 2019.

<b><u>Name of Public Housing Development:</u></b>  Yolano Drive	<b><u>PIC Development ID:</u></b>  CA044000001	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  60	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$111,339
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	20	20	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  El Rio Villa I	<b><u>PIC Development ID:</u></b>  CA044000002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  30	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$55,670
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	4	4	0
Two Bedroom	14	14	0
Three Bedroom	10	10	0
Four Bedroom	2	2	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Vista Montecito	<b><u>PIC Development ID:</u></b>  CA044000002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – With Section 18 Demolition/Disposition	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  16	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$29,690
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Ridgecut Homes	<b><u>PIC Development ID:</u></b>  CA044000001	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – With Section 18 Demolition/Disposition	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  10	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$18,557
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Yolito	<b><u>PIC Development ID:</u></b>  CA044000001	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – With Section 18 Demolition/Disposition	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  10	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$18,556
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	0	8	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Donnelly Circle	<b><u>PIC Development ID:</u></b>  CA044000001	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  72	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$133,607
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	24	24	0
Four Bedroom	12	12	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  El Rio Villa II	<b><u>PIC Development ID:</u></b>  CA044000002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  26	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$48,247
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	2	2	0
Two Bedroom	12	12	0
Three Bedroom	8	8	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Riverbend Manor I	<b><u>PIC Development ID:</u></b>  CA044000003	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  39	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$72,370
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	4	4	0
One Bedroom	31	31	0
Two Bedroom	4	4	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Riverbend Manor II	<b><u>PIC Development ID:</u></b>  CA044000003	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  24	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Senior units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$111,339
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	6	6	0
One Bedroom	18	18	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  El Rio Villa III	<b><u>PIC Development ID:</u></b>  CA044000002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  50	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$92,783
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	10	10	0
Two Bedroom	10	10	0
Three Bedroom	20	20	0
Four Bedroom	8	8	0
Five Bedroom	2	2	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  El Rio Villa IV	<b><u>PIC Development ID:</u></b>  CA044000002	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  18	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$33,402
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	0	0	0
Three Bedroom	18	18	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

<b><u>Name of Public Housing Development:</u></b>  Las Casitas	<b><u>PIC Development ID:</u></b>  CA044000003	<b><u>Conversion type (i.e., PBV or PBRA):</u></b>  Either PBV or PBRA – To Be Determined	<b><u>Transfer of Assistance:</u></b>  No (if yes, please put the location if known, and # of units transferring)
<b><u>Total Units:</u></b>  76	<b><u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u></b>  Family units	<b><u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u></b>  No changes	<b><u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u></b>  \$141,030
<b><u>Bedroom Type</u></b>	<b><u>Number of Units Pre-Conversion</u></b>	<b><u>Number of Units Post-Conversion</u></b>	<b><u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u></b>
Studio/Efficiency	0	0	0
One Bedroom	16	16	0
Two Bedroom	28	28	0
Three Bedroom	26	26	0
Four Bedroom	6	6	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<b><u>(If performing a Transfer of Assistance):</u></b>	Not applicable		

### Resident Rights, Participation, Waiting List and Grievance Procedures

Sections 1.6 B, 1.7 B and 1.7 C of PIH-2012-32 REV-3 are incorporated as part of this Plan. Please see the Tab related titled Conversion to Rental Assistance Demonstration.

### Site Selection and Neighborhood Standards Review

No Transfer of Assistance is planned. Therefore, this section is not applicable.

### Relocation Plans

The renovations planned to be completed as part of the conversion to RAD should not cause tenants to be relocated. Therefore, no relocation plans are necessary at this time.

### Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), YCH is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- c. Changes to the financing structure for each approved RAD conversion.

### Occupancy by Over-Income Families

Federal Regulations allow that a PHA which owns or operates less than 250 public housing units may lease a unit to an over-income family provided that certain criteria are met. Since YCH's portfolio includes more than 250 public housing units, this section is not applicable.

### **Occupancy by Police Officers**

If it is deemed necessary to increase security for public housing residents, a PHA may allow police officers who are not otherwise eligible for the Public Housing Program, to live in a public housing dwelling unit. At this time, YCH has decided not to allocate any dwelling units for this purpose.

### **Non-Smoking Policies**

To promote a healthier living environment for residents and to eliminate the harmful effects of second hand smoke and increased fire hazards, YCH has instituted a Smoke-Free Policy. This policy made all properties owned by the Agency Non-Smoking effective July 1, 2018.

The full Policy is included as part of the Admissions and Continued Occupancy Policy (ACOP) and can be reviewed at YCH's main office or on the website at [www.ych.ca.gov](http://www.ych.ca.gov).

### **Project-Based Vouchers**

To expand the availability of affordable housing in Yolo County, YCH uses project-based vouchers. The current Annual Contributions Contract with HUD allows YCH to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. HAP contracts cannot be renewed or entered into if more than twenty (20%) of the base allocation is utilized for PBV. YCH is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available and/or authorized by HUD.

Currently, YCH uses approximately 7.9% (160 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. YCH recently published a RFP for New Construction or Rehab properties and awarded 80 additional project-based vouchers. 75 vouchers were awarded to new construction projects serving homeless populations with wrap-around services and 5 were awarded to a rehabilitation project at a senior housing complex. The table on the following page provides information on the apartment complexes which currently have project-based contracts with YCH:

<b>Complex</b>	<b>Units</b>	<b>Effective Date</b>	<b>City</b>
Fair Plaza Senior Apts.	27	10/1/2008	Woodland
Homestead Apts.	4	2/1/2009	Davis
Eleanor Roosevelt Circle	15	4/1/2009	Davis
Terracina at Springlake	15	8/15/2012	Woodland
New Harmony	17	2/1/2013	Davis
Esperanza Crossing	10	6/20/2013	Esparto
Cesar Chavez Plaza	10	11/8/2013	Davis
Hotel Woodland VASH	10	12/1/2014	Woodland
West Beamer Place	20	10/1/2018	Woodland
Esperanza Crossing II	10	10/1/2018	Esparto

*Awarded*

<b>Complex</b>	<b>Units</b>	<b>Award Date</b>	<b>City</b>
Blue Mountain Terrace	22	02/11/2016	Winters
Mercy – 1801 West Capitol	60	1/24/2019	West Sacramento
Friends of the Mission – East Beamer Way Micro-Neighborhood	15	1/24/2019	Woodland
CHOC – Walnut Terrace Apartments	5	1/24/2019	Davis

The implementation of project-based vouchers up to 20% of the Annual Budget Authority will increase the quality of affordable housing and expand housing opportunity to low-income families in Yolo County which is consistent with the Agency Plan’s Goals and Objectives.

**Units with Approved Vacancies for Modernization**

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, YCH does not have a need to request this approval from HUD. YCH reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

**Other Capital Grant Programs**

Currently, YCH is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. YCH

reserves the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

### **B.3 Civil Rights Certification**

Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with the PHA Plans and Related Regulations, will be submitted as an electronic attachment to the FY2019 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

### **B.4 Most Recent Fiscal Year Audit**

The most recent Fiscal Year Audit covers FYE June 30, 2018. There were no findings in that Audit. A copy of the Audit is included with the Annual Update.

### **B.5 Progress Report**

#### **2018 Summary**

#### **Emergency Operations Plan**

Through a Shared Services Memorandum of Understanding, the County of Yolo, City of Woodland, City of Winters, City of West Sacramento, City of Davis, the Yocha DeHe Wintun Nation and Yolo County Housing formed the Joint Emergency Management Services (JEMS) facilitating multi-jurisdictional and interagency coordination in emergency operations. This includes the development of county-wide and agency-specific planning, such as the Emergency Operations Plan (EOP).

The initial YCH EOP was adopted by the Board of Commissioners on May 19, 2011. IN 2018, staff had been working with the Yolo County Office of Emergency Services to update the EOP into a standardized format. The YCH EOP is designed to provide the basis for a coordinated response and to assist staff in the preservation of life and property in the event of a local or national incident or disaster. The two components to the YCH EOP include the Basic Plan and the EOC Annex. The EOP Basic Plan follows FEMA guidelines and is consistent with multi-jurisdictional planning.

The EOP establishes an Emergency Management Organization and assigns

functions and tasks consistent with the California Standardized Emergency Management System Working together to provide quality affordable housing and community development services for all (SEMS) and the National Incident Management System (NIMS). YCH will be an integral and coordinated partner in disaster and emergency planning, response and recovery efforts.

The protection of life and property before, during and after a disaster is an inherent responsibility of local, state and federal governments and special districts. Therefore, a comprehensive plan update has been completed to ensure the most effective and economical use of all resources (material and personnel) for the benefit of YCH and the multi-jurisdictional partnership with JEMS and the Yolo County Operational Area.

Basic tenets of emergency preparedness are self-help and mutual aid. The policies, principles, concepts and procedures contained in this plan are designed to provide the basis for YCH's emergency organization and emergency operations.

The objectives of this plan are to incorporate emergency management activities and objectives not only during times of emergencies but also during times of peace. Mitigation and preparedness are phases which occur during times without emergencies. Mitigation is taking actions to strengthen facilities, abatement of nearby hazards and reducing the potential damage. The preparedness phase involves activities taken in advance of an emergency. Personnel (i.e. Management, Logistics, Planning & Intelligence, etc.) identified in this plan have been and will continue to be trained to be acquainted to its activation and execution. The response and recovery phase of this plan have an emphasis on saving lives, controlling the situation, and minimizing the effects of the emergency or disaster. Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. The YCH EOP and Annex provides staff with direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process. The plan incorporates facilities and personnel into an efficient organization capable of reacting swiftly in the face of a disaster whether it is a local emergency or to assist other jurisdictions. Once adopted YCH EOP will be utilized in cooperation with the Yolo County Office of Emergency Services and Operational Area emergency response and as such, will be reviewed and tested periodically and revised as necessary to meet changing conditions.

### **Admissions Continued Occupancy Policy (ACOP) Update**

Staff reviewed the ACOP and determined that the format and layout of the policy was difficult to follow, presented challenges when explaining to tenants and would better serve the agency if it could be linked directly to the Electronic Code of Federal Regulations for HUD regulations under Title 24. It was further determined that the current ACOP required a comprehensive update for the administration of the public housing program to include recent changes, as well as amendments to the Plan, which have been adopted previously as standalone amendments. To complete the comprehensive revision, YCH issued a Request for Proposals (RFP) for a consulting firm. Through the RFP process, the consulting firm of National Facility Consultants (NFC) was selected. Staff met with NFC to review the current ACOP which included all Commission approved policy changes and standalone adopted policies. ACOP review meetings were held with the Resident Advisory Board (RAB), Legal Services of Northern California (LSNC), YCH agency counsel, and internally with management, staff, and the CEO to assure that the document remains consistent with previously approved policy while meeting current needs and requirements. The Policy table of contents provides an easy to follow flow from the Introduction and Definitions to the Waitlist, then to Admissions and Continued Occupancy. Where there were standalone policies (Americans with Disabilities Act [ADA] Reasonable Accommodations, Language Assistance Plan), they are now part of eleven appendices to the Plan, making access to those specific policies easier for the public, residents and staff. The Policy constitutes a comprehensive overhaul and serves as a complete replacement to the previously adopted Plan that was originally written in December 2001 and which has been subsequently updated over the years, with the most recent update in October 2017 for wait list preferences.

The revised Admissions and Continued Occupancy Policy (ACOP) includes four significant changes or additions to the Policy. They are as follows:

Appendix A - Pet Policy (pages 89-92): The pet policy has expanded its definition of household pets to include dogs. It defines public housing policy on number and size of pets and/or fish tanks, spay, neuter and license requirements, YCH registration procedures and pet deposits. It outlines pet owner responsibilities and identifies policy violations and subsequent actions that may be taken by management. In determining the update to the Policy, staff and the consultant looked at other similar practices and worked to balance family desires for a pet with overall community needs and safety for its members and to encourage responsible pet ownership.

Appendix B - Assistance Animal Policy (pages 93-98): The assistance animal policy has updated guidelines for assistance animals and is consistent, where

applicable, with the proposed pet policy. This policy will apply to families with approved reasonable accommodations for a service or companion animal. Certain restrictions outlined in the pet policy will not apply to assistance animals, however, assistance animal owners will be required to follow spay, neuter, license requirements, and registration procedures.

Rent Policy (pages 82-88): Low income public housing tenants pay 30% of their monthly adjusted income or a minimum monthly rent of \$25.00. The rent policy defines when rent is due, rent collection processes, and consequences for chronic rent delinquency. The policy outlines considerations of exemptions for hardship circumstances. Changes to this section include the incorporation of recent revisions to HUD regulations on Earned Income Disallowance.

The other proposed revision to the rent policy is an update to repayment agreement terms and conditions to help ensure that tenant owed balances are paid, but with consideration for the needs of low income tenants where possible. The revised rent policy will help staff and residents to be accountable for on-time rent payments and collections. The policy will enable staff and residents to meet and intercept signs of rent delinquency early with the intention of keeping families housed and tenant collection balances low. As families move out of public housing, having a strong rental history with YCH will help them continue in their path to self-sufficiency.

Continued Occupancy for Over-Income Families (page 58-59): HUD published a notice on July 26, 2018, implementing a statutory requirement through the Housing Opportunity Through the Modernization Act of 2016 (HOTMA) that amends the Housing Act of 1937 by placing income limitations on public housing tenancy. If a public housing family's income exceeds 120% of the area median income based on family size at the time of annual or interim re-examination and the income continues to exceed 120% of median income for 12 months, YCH must submit a notice to the family. That notice informs the family that if they exceed the over-income limit for the next 12 consecutive months, the family must pay the applicable Fair Market Rent (FMR) or the amount of subsidy for the unit - including operating and capital fund - or termination of tenancy within six (6) months of second income determination. YCH will now be required to report over-income families annually to HUD.

Resident Input to the ACOP - The Resident Advisory Board (RAB) is a jurisdiction-wide group (public housing and voucher tenants) who provide input and make recommendations in the development of the PHA Plan. Staff met with the RAB regarding the Policy on October 11, 2017 and February 22, 2018. RAB members provided input and were supportive of changes to the pet and assistance animal

policies.

On December 5, 2018, the RAB provided the following public comments on the draft ACOP:

- Recommend that staff hold pet and assistance animal owners accountable for cleaning up after their animals and assuring that animals are never left unattended on the property.

- Staff Response: Embedded in the pet policy it is clearly written that pet owners are responsible for the removal of and disposal of pet waste. Failure to dispose of waste on YCH grounds will result in a work order charge assessed. In addition it states that violation of these rules will be grounds for removal of the pet up to termination of the lease in accordance with State and local law.

- The assistance animal policy also states that the resident shall keep their unit and common areas picked up including the proper disposal of animal feces. It further states that noncompliance with the policy will constitute a material violation of the lease and be handled accordingly.

- Recommend that staff assure that residents have a clear process to dispute charges (specifically maintenance charges).

- Staff Response: There is a two-step process in which tenants may dispute charges within the Policy as follows: ■ Step #1 is within the Rent Policy (#7), it states the following: “The resident agrees to pay for all repairs made to the unit due to resident damage or neglect. The resident must pay such charges at the first of the month following the receipt of the invoice or bill for the charges. Such charges will be made based on actual cost of labor and materials. YCH will notify residents of any assessed charges in writing. In the event there is a dispute in an assessed charge, the resident must notify the Housing Manager within ten days of the date of the letter.” ■ Step #2 is the Grievance Procedure, Appendix J which outlines a step-by-step process and provides a forum and procedure for residents to seek the just, effective, and efficient settlement to their disputes/grievances.

- Recommend that staff re-evaluate parking policies and enforcement processes.

- Staff Response: The parking policies are not a component of the ACOP; however, staff will review the current lease and house rules and evaluate any necessary updates. Enforcement of current rules will be addressed with the site

property management team.

During resident meetings held in October 2018 at the three large public housing campuses, staff provided an overview of the draft Policy and the four significant policy changes and took resident input on the draft. Residents were notified that they could review the full version of the draft Policy electronically on the YCH website, accessible from the YCH Computer Learning Centers for those without access to a computer, or they could access a hard copy in their campus housing office.

Fair Housing Services Input - On July 18, 2018, Legal Services of Northern California met with staff and reviewed the draft of the ACOP. Staff incorporated recommended wording changes to the draft Policy to remain in compliance with fair housing law. The draft was also reviewed by Agency Counsel. Staff posted the draft ACOP electronically to the YCH website on October 25, 2018 and made hard copies available at the housing offices located in Winters, West Sacramento and Woodland. The 45-day public comment period began October 26, 2018 and closed December 10, 2018.

A full copy of the ACOP is available for review at the main administrative office as well as the property management offices in Winters and West Sacramento.

### **Moving To Work (MTW)**

Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing and voucher rules and more flexibility with how they use their Federal funds. MTW agencies are expected to use the opportunities presented by MTW to inform Housing and Urban Development (HUD) about ways to better address local community needs.

In 2012, staff presented the MTW concept to the Housing Commission and to the Resident Advisory Board which was well received. At the time, the agency was unable to submit a complete application to become a MTW agency and no additional opportunities to apply became available. After five years, there are potentially new opportunities to apply and staff recommends that YCH look into MTW options as a vehicle to increase housing choice and expand self-sufficiency programs for our families as well as to bring cost savings to the agency.

Within California, there are currently seven (7) MTW agencies including Tulare, San Diego, San Mateo, San Bernardino, Oakland, Santa Clara County and Santa Clara/San Jose; more than in any other state. Due to the unprecedented affordability crisis in California, public housing authorities in the state face challenges as they struggle to keep pace with the growing affordability gap and need interventions and flexibility. These challenges have launched a statewide effort to make California an MTW state. If successful, housing authorities will have the option of using MTW to create specific, local solutions for their jurisdictions.

In addition to the statewide initiative, HUD issued a draft MTW expansion notice for public comment which ended September 8, 2017. It is anticipated, that in the future, HUD will release the final notice which will provide new guidance to public housing authorities that have an interest in becoming an MTW agency. Only PHA's that are high performers in both their Low-Rent Public Housing and Housing Choice Voucher programs are eligible to apply. YCH has consistently maintained high performer status in both programs for the last four years.

In becoming an MTW agency, YCH can seek exemption from existing Public Housing and Housing Choice Voucher program rules in pursuit of three objectives:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs to assist people to obtain employment and become economically self-sufficient; and
- Increase housing choice for low-income families.

Some activities that MTW agencies have implemented include:

- Block grant approach -- combining public housing operating and capital funds with voucher funds and use them interchangeably depending on the housing needs of the service area.
- Extending FSS Escrow accounts to public housing residents
- Increased case management services
- Linking rental assistance with supportive services
- Streamlining and redesigning processes/forms
- Simplified rent calculations
- Developing mixed-income and tax credit properties
- Expansion of mortgage assistance and homeownership programs.

Becoming an MTW agency would allow YCH to expand on implementation of innovative policies and strategies that will help those families and individuals most in need (such as in homeless recovery programming), expand avenues and opportunities for family self-sufficiency and use resources to best serve Yolo County constituents. The creation of any future YCH MTW work plan would require resident/tenant participation and feedback, partner agency input, and guidance from the Housing Commission.

On October 16, 2017, staff held an initial meeting with the YCH Resident Advisory Board (RAB) to discuss the Annual Plan Update, Admissions and Continued Occupancy Plan (ACOP) updates, and the Administrative Plan updates. During this meeting, staff provided an overview of opportunities through the MTW program and received positive comments and agreement with the concept from the RAB members.

YCH continues to evaluate the possibility of becoming a Moving To Work PHA.

### **Service Partners**

YCH recognizes that in order to fulfill our mission, we require service partners who help us to support our extremely and very low income families. YCH manages over 75 service partner agreements with local jurisdictional partners and non-profit service organizations providing a variety services including health, education, insurance, social, food insecurity, nutrition, child development, youth and more.

### **Affordable Housing**

- Constructed six farmworker homeownership units in Esparto.
- Constructed 80 units located at 10 N. Cottonwood.
- Refinanced Cottonwood Meadows and will be completing energy improvements at the property as well.

### **Homelessness**

YCH continues to be an advocate for reducing homelessness. In November 2017, Sutter Health approved the City of Davis' grant proposal request for \$232,990 to address gaps in its New Pathways program. On December 6, the City Council approved a Memorandum of Understanding with Sutter Health to approve the Sutter grant to fill several gaps in its goal to move individuals who are homeless

to permanent supported housing. Late last year, Sutter Health officially launched its Getting to Zero initiative to find permanent solutions to homelessness across the tri-county region of Yolo, Sacramento, and Placer Counties.

Over the past months, it became clear that New Pathways initiated in March of 2016 is missing three needed components to achieve its goal to permanently house and support vulnerable individuals. The enhanced program, now referred to as Davis Sutter Pathways, with funding provided by the City of Davis and Sutter Health, has incorporated these additional components:

1. employment training, Pathways to Employment, operated by Davis Community Meals (DCM)
2. bridge rental assistance, to be operated by YCH Getting to Zero Vouchers,
3. support services also to be managed by YCH

YCH manages Getting to Zero Vouchers and support services with funding from an Inter-Governmental Agreement (\$162,100). Getting to Zero vouchers will function as rental assistance that bridges the gap from no housing, emergency shelter, or interim housing, to permanent housing. Yolo Housing will apply the same criteria as that for its federally funded housing voucher program. In this way, when Yolo Housing vouchers are available, the housed individual can transfer seamlessly from grant funded housing subsidy to a federally funded housing subsidy.

Support Services aimed at maximizing the success of each individual will include wrap-around services such as move-in assistance, a damages fund, and case management services. Social work staff and peer counselors will tailor the case management services to the individual needs of each participant.

One population that YCH serves less well, due to federal funding constraints, are parolees and those exiting incarceration. Those with violent criminal or drug-related offenses are not accepted in the majority of our programs until at least 3 years after the end of the offense. Although it should be noted that the prohibition can be considered on a case-by-case basis where there are other circumstances, such as successful completion of a drug rehabilitation program.

However, admission rules in private market rate housing are often more restrictive than YCH's rules. The denial of admission to rental housing for those with past criminal histories has the unintended effect of making these populations much more prone to homelessness than other populations. Indeed,

finding housing is one of the major challenges for volunteers with the County's Neighborhood Court program.

Beginning with Bridge to Housing, YCH has been in ongoing discussions with the County and cities on ways to mitigate these issues and make inroads against chronic homelessness and lack of access to affordable housing. As a result of these discussions, the County and YCH partnered in an application to the IGT (Intergovernmental Transfer) for funding for a home patterned on the successful Helen Thomson homes program (transitional housing for full service mental health clients in homes owned by YCH, with services provided through Health and Human Services Agency [HHS]).

Partnership with the Probation Department to house individuals as a step down from professional intensive substance abuse disorder/mental health services into a residential setting with wrap around services and skill building. This includes supportive housing, securing increased benefits and income, decreased drug usage and increased engagement with mental health and other services. It is designed to promote successful community engagement and pro-social interaction with a Step Up to Rent Ready component and is a permanent investment in our justice involved population.

YCH has purchased a property in Woodland. An MOU between YCH and Yolo County will provide funding for maintenance, utilities and other costs associated with the property, as is the case with the Helen Thomson homes.

### **Energy Performance Contract**

In 2013, YCH set out to improve energy efficiency and take advantage of the Energy Performance Contract financing program through HUD for its public housing sites. Since that time, this initial plan has morphed into a portfolio-wide program with three basic structures:

1. Solar arrays financed with debt repaid by monthly utility cost savings
2. Lighting and water conservation improvements on public housing sites financed with debt repaid by the savings generated by the improvements.
3. Lighting and water conservation improvements to non-HUD properties financed with a combination of debt and reserves repaid by the savings generated by the improvements.

Siemens Industry, Inc. helped YCH to secure a \$587,701 Multifamily Affordable Solar Housing (MASH) grant through PG&E and an equipment loan from PNC

bank at 3.18% fixed rate over 15 years plus 12 months of construction. This loan will be secured by the equipment, rather than the land or improvements; because of this, HUD has confirmed that Section 30 approval is not required by them. These are the final transaction documents to move forward with the solar arrays for Yolano-Donnelly, El Rio Villas and Riverbend Manor.

The electricity generated from these systems on a monthly basis will be allocated and credited on each tenant's PG&E bill. Such savings will then be billed to each tenant with that money going to fund the monthly note payments.

On May 24, 2017, the Commission voted to approve the PNC proposal, along with the MASH grant from PGE and the Installation Contract with Siemens.

At this time, all energy efficient upgrades have been installed and the cost savings are being generated.

### **On-going Goals and Objectives**

- Continue to analyze opportunities for operational cost savings that will be necessary due to cuts in funding.

**Progress: YCH has an on-going agreement to lease its vehicle fleet instead of purchasing. With maintenance included, this is expected to save approximately \$20,000 per year.**

- Complete renovations to public housing properties to meet accessibility requirements.

**Progress: Over the past few years, site improvements to the roadways, parking and sidewalks were made to the El Rio Villa properties in an effort to provide easier access to persons with disabilities. Unfortunately, an emergency replacement to the water well system at El Rio Villa delayed further scheduled accessibility improvements at other sites. Now that the water well system has been completed, these improvements can be addressed. YCH has allocated funding from the 2018 and 2019 CFP Grants allocated to accessibility improvements.**

- Continue to increase the sustainability of the Agency's portfolio by reducing energy usage using both simple and complex strategies.

**Progress:** YCH has entered into an Energy Performance Contract with Siemens to provide energy-efficient upgrades at various properties.

- Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.

**Progress:** YCH's average occupancy rate for Public Housing exceeds the Goal of 97%.

YCH's on-time rent collection rate exceeds the Goal of 95%.

- Continue to improve the Public Housing Assessment System (PHAS) score.

**Progress:** Unfortunately, it appears that YCH barely missed remaining a High-Performing agency.

- Continue to train staff on Asset Management to ensure compliance with all new HUD regulations.

**Progress:** During the last year, employees completed training in RAD, HUD-REAC, Fair Housing, Capital Fund regulations and the use of YCH's computer software.

- Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers and includes either units or budget authority).

**Progress:** While the current allotment of vouchers in the HCV Program is 1,795, funding is not sufficient to cover this level of vouchers. Presently, the Program can fund approximately 1,500 vouchers. The current lease-up rate is 100% of budget.

- Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.

**Progress:** Due to the tight housing market in Yolo County, no

homes were closed in 2018. Interest remains high but unfortunately, most participants do not meet the requirements. Client services staff work with families of credit repair and financial counseling to help meet requirements. YCH partners with the Lease-to-Own TRIO program to assist families reach their goal of home ownership.

- Continue to achieve High Performer status on Section 8 Management Assessment (SEMAP) score.

**Progress:** YCH was notified that it received a score of 100% on the SEMAP for the fiscal year ending June 30, 2018. This is the 9<sup>th</sup> consecutive year that the Housing Choice Voucher Program is a High Performer.

- Implement new owner outreach materials to attract potential new owners to participate in the HCV Program.

**Progress:** YCH continued to host the Landlord Workshop presented by Legal Services of Northern California (LSNC). The Landlord Access Program remains active.

YCH also placed advertisements in the local newspaper, prepared flyers for distribution and posted information on the website regarding landlord participation in the HCV Program.

YCH hired a Lease and Rental Coordinator who works to expand the landlord base.

- Complete full enrollment in the Family Self-Sufficiency Program (FSS) to comply with the HUD requirement.

**Progress:** The Agency maintains full enrollment in the FSS Program based on their mandatory slots. YCH continues to seek HCV-FSS and PH-FSS funding opportunities to expand program enrollment and self-sufficiency for families. In 2018, one person graduated from the Program.

- Continue to upgrade computer systems including servers, software, and memory capacity.

**Progress:** On an on-going basis, outdated computers and equipment are replaced with updated models.

**The case management software has been upgraded.**

- Continue with customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.

**Progress:** YCH distributes customer satisfaction surveys every other year with the last survey conducted in 2017. YCH will be distributing new customer satisfaction surveys in early 2019. It is doubtful that the results will be available for this version of the Plan.

- Install individual water meters at apartments where there is currently no meter.

**Progress:** Installation of individual water meters is expected to be completed using the Capital Fund Program and has been included in the Five-Year Plan for FY2019 – FY2023.

- Develop eco-friendly landscaping plan to reduce water usage.

**Progress:** No eco-friendly landscaping was installed in 2018.

- Install broadband access capability to reach all sites and offer inexpensive in-home broadband access to residents.

**Progress:** Unfortunately, YCH has been unable to receive any grant funding to cover the monthly cost associated with providing broadband access to residents. YCH is unable to cover the cost from operations at present. YCH continues to pursue opportunities to provide internet access to all residents.

- Continue to deploy Facebook page to help distribute information to residents and applicants.

**Progress:** Information concerning YCH matters and other important news is posted to the Agency's Facebook page on a

**continual basis. The page currently has 353 likes/followers.**

- Upgrade website to include better information, easier navigation and install access portals for customers – landlords, tenants, and participants.

**Progress: Staff update information on the current website regularly. The revised website has been postponed at this time due to financial considerations.**

- Move forward with additional elements of YCH’s “Welcome Home” strategy that are already outlined in the Five-Year Plan, including development of a welcome packet for residents, participants, and landlords.

**Progress: While the “Welcome Home” strategy has been completed in concept, it will continually evolve as new items are added and changed within it.**

- Apply for additional funding including the Capital Fund Education and Training Community Facilities (CFCF) Program and Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program.

**Progress: YCH offers ROSS Service Coordinator services through the three year, \$246,000 grant received in 2017. YCH successfully applied for and received ten additional VASH vouchers in 2018, 22 Mainstream Vouchers, 26 Family Unification Program (FUP) Vouchers.**

- Complete software conversion to Tenmast’s Winten 2+ system to enhance productivity and streamline operations.

**Progress: Complete**

- Expand CAST (Community Awareness and Safety Team) to the El Rio Villa public housing developments.

**Progress: Complete**

- Speed up the collection of past due accounts.

**Progress: YCH wrote off bad debts totaling \$19,390 in 2017-2018**

**which is an increase over the last few years. The increase is mainly due to a small number of evictions where the tenants left owing YCH for damages to their apartment. The security deposits were not enough to offset amount of damages.**

- **Provide services to other Public Housing Authorities or similar entities as a means to increase revenue.**

**Progress: YCH continues to provide grant management services related to the Community Block Grant and Home Grant for Yolo County.**

**YCH continues to provide grant management services to the City of Winters including technical assistance, providing HOME and CDBG Grant services and partnering on infrastructure improvements.**

**YCH continues to provide technical assistance to the State of California.**

**YCH continues to provide the City of Davis with affordable housing review and recommendations, financial, services, HOME and CDBG Grants management and contract monitoring and compliance services.**

**The CEO continues to provide staffing to the Ten-Year Plan Commission.**

**The CEO was invited to join Fannie Mae's Public Housing Authority's Duty to Serve Advisory Council.**

**YCH continues to be a member of the Continuum of Care.**

**YCH will continue to assess opportunities like the above on an on-going basis and undertake the ones which make financial sense while also helping the entire community.**

## **B.6 Resident Advisory Board Comments**

An initial Resident Advisory Board meeting was held on Wednesday, December 5th, 2018, to discuss the FY2019 Agency Plan and review the Admissions and Continued Occupancy Plan Updates.

On February 21, 2019, the Resident Advisory Board (RAB) met to review the completed draft FY2019 Annual Plan Update. Staff shared noted updates with the RAB and received the following comments:

Page #43 and #44: Riverbend Manor I and Riverbend Manor II information about the units is incorrect and should be shifted up one line in the table. Riverbend Manor I has four (4) Studio/Efficiency units, thirty-one (31) One Bedroom units and four (4) Two Bedroom units and Riverbend Manor II has six (6) Studio/Efficiency units and eighteen (18) One Bedroom Units. Those corrections were made to the final draft of the FY2019 Annual Plan Update.

Page #50: Blue Mountain Terrace was not listed under the Awarded complexes list for Project Based Vouchers. This correction was made to the final draft of the FY 2019 Annual Plan Update.

RAB members recommended that the Emergency Operations Plan for Yolo County Housing be posted to the Yolo County Housing website so residents, landlords and the public can have access to the information. Staff will post the Emergency Operations Plan and Basic Plan Annex under the Disaster Preparedness tab on the YCH website at [www.ych.ca.gov](http://www.ych.ca.gov)

RAB members shared that they would like to see the Community Awareness and Support Team (CAST) program revived on the large public housing campuses. They would be willing to assist with outreach to spark new interest in the program and see it as a value-added program to living in public housing. Staff will develop a six-month outreach plan to increase participation in the CAST program at the three large campuses within its' portfolio.

Other items discussed were around property management issues such as parking, enforcement of pet and assistance animal policies, and unauthorized guests. These issues will be addressed by the Real Estate Services Supervisor.

## **B.7 Certification by State or Local Officials**

YCH will submit Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form will be submitted to HUD as an electronic attachment to the FY2019 Annual Update.

## **B.8 Troubled PHA**

Yolo County Housing is **not** a Troubled PHA and therefore, this section is applicable.

## **C. Statement of Capital Improvements**

### **C.1 Capital Improvements**

The most recent Capital Fund Five-Year Action Plan covering 2018 – 2022 was approved by the Board of Commissioners in April 2018.

The proposed Capital Fund Five-Year Action Plan covering FY2019 – FY2023 will be discussed in the same Public Hearing as the FY2019 Agency Plan Annual Update. A copy of the FY2019 – FY2023 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period as well.

## **Other**

On March 17, 2013, the Violence Against Women Reauthorization Act (VAWA 2013) was signed into law and implemented several key changes related to housing protections for victims of domestic violence, dating violence, sexual assault, and stalking. On November 16, 2016, the VAWA Final Rule was published in the Federal Register. Among the several major changes, there is a requirements for public housing, housing choice voucher, and project-based voucher programs to establish an Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking. HUD provides a model Emergency Transfer Plan for public housing authorities to assist with establishing their local emergency transfer plan. PIH Notice 2017-08 provided guidance to local public housing authorities on implementation of the VAWA 2013 including determining eligibility for VAWA protections, certification and documentation requirements, noticing requirements, emergency transfers, confidentiality, family break-up, lease bifurcation, record keeping and reporting requirements, developing partnerships with victim service providers, notifications to owners, and fair housing. Staff developed an initial draft YCH Emergency Transfer Plan using the HUD provided template and

PIH Notice 2017-08. Legal Services of Northern California (LSNC), our local fair housing agency reviewed the initial draft and provided four written recommendations. Based on those recommendations, staff revised the draft so that it better clarifies emergency transfers in the tenant-based and project-based voucher program, better defines what qualifies as victims of sexual assault, further defines reasonable accommodations available to victims, and adds Empower Yolo as the local service provider for victims. LSNC also provided recommendations for three changes to the Notice of Occupancy Rights under VAWA. The elements of the YCH Emergency Transfer Plan are: Eligibility for Emergency Transfers Documentation Requirements Confidentiality Timing and Availability in the Public Housing and Housing Choice Voucher programs (tenant-based and project-based) Local and national resources. YCH will be providing translated materials in accordance with our LEP and will be posting the approved Plan to our website.

**FILED**

**MAR 25 2019**

BY *Julie Sackts*  
DEPUTY CLERK OF THE BOARD

YOLO COUNTY HOUSING  
RESOLUTION NO. 19-02

(Resolution Authorizing Chief Executive Officer to Execute 2019 Agency Plan)

**WHEREAS**, the Housing Authority of the County of Yolo ("YCH") is required to update its Annual Plan; and

**WHEREAS**, the Annual Agency Plan must be submitted 75 days before the end of the budget cycle; and

**WHEREAS**, the approved updated Agency and Annual Plan must be submitted to HUD by the 17<sup>th</sup> of April 2019 in order to be in program compliance; and

**WHEREAS**, submission and approval of this resolution is the basis for receipt of federal funds from HUD,

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

1. The foregoing recitals are true and correct.
2. The Housing Commission hereby approves that the Housing Authority of the County of Yolo submit an updated agency plan to the U.S. Department of Housing and Urban Development.
3. The Housing Commission hereby authorizes the Chief Executive Officer on behalf of the Housing Authority of the County of Yolo, to execute any and all agreements necessary to carry out this transaction.

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

**PASSED AND ADOPTED**, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 20<sup>th</sup> day of March, 2019 by the following vote:

**AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.**

**NOES: None.**

**ABSTAIN: None.**

**ABSENT: None.**

  
\_\_\_\_\_  
Will Arnold, Chair  
Housing Commission of the

Housing Authority of the County of Yolo  
Approved as to Form:

By Hope P. Welton  
Hope Welton, Agency Counsel

Attest:  
Julie Dachtler, Agency Clerk  
Housing Commission of the  
Housing Authority of the County of Yolo

By Julie Dachtler



**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning July 1, 2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Yolo County Housing

CA044

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2019

5-Year PHA Plan for Fiscal Years 2015 - 2019

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Will Arnold	Title  Commission Chair
Signature 	Date  3/20/2019

Yolo County Housing  
Yolo County, California

Meeting Date: March 20, 2019

To: County Counsel ✓  
Yolo County Housing ✓

8.

Public Hearing to Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Holt, Baker)

Minute Order No. 19-17: Held public hearing and approved recommended action by **Resolution No. 19-03**, with the clarification that Alternates be included under Appendix A, Designated Positions/Employees to read: Member, Housing Commission (and Alternates).

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE: March 20, 2019  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, CEO  
PREPARED BY: Janis Holt, General Director

**SUBJECT: Public Hearing to Review, Approve and Adopt Resolution Amending the Conflict of Interest Code**

### **RECOMMENDED ACTION:**

That the Board of Commissioners:

- a) Hold a public hearing to receive input; and
  
- b) After receiving input and any revisions, review, approve and adopt the resolution amending the YCH Conflict of Interest Code

### **BACKGROUND / DISCUSSION**

Under the Political Reform Act (the "Act"), Government Code 81000, et.seq. all public agencies are required to adopt a Conflict of Interest Code ("Code"). A Code designates the positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories to specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interest. The Act also requires every government agency to review its Code biennially to determine if it is accurate or, alternatively, that the code must be amended. However, under the Act, any amendments to the Code will not be effective until they have been approved by the agency's code reviewing body, in YCH's case, that body is the Yolo County Board of Supervisors.

As required by the Act, the Board of Commissioners adopted a Conflict of Interest Code for Yolo County Housing on March 11, 2010 through Resolution No. 10-03 and has subsequently amended the Conflict of Interest Code as changes to its organizational structure has required modifications to the list of designated positions and disclosure categories of the Code. The attached Resolution will update Appendix A of the Code to reflect those changes, but the Code will not be effective until it has been approved by

the Yolo County Board of Supervisors.

**FISCAL IMPACT**

There could be financial impact for non-reporting of Form 700 Statement of Economic Interests by designated positions/employees of up to \$10 per day past the filing deadline up to a maximum of \$100. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**CONCLUSION**

Staff recommends that the Board of Commissioners adopt the resolution amending the Conflict of Interest Code.

**Attachments:**      Resolution  
                             Appendix A  
                             Appendix B

MAR 25 2019

BY Julie DeCote  
DEPUTY CLERK OF THE BOARD

**YOLO COUNTY HOUSING RESOLUTION NO. 19-03**

**(Resolution Approving Amendments to the Conflict of Interest Code)**

**WHEREAS**, the Political Reform Act, Government Code Section 81000 et seq., requires that conforming amendments be made to conflict of interest codes adopted and promulgated pursuant to its provisions; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a model conflict of interest code that can be incorporated by reference, and which the Fair Political Practices Commission periodically amends to conform to amendments to the Political Reform Act; and

**WHEREAS**, the Board of Commissioners ("Board") of the Housing Authority of the County of Yolo ("Yolo County Housing") previously adopted Resolutions No. 12-04 and 14-11 incorporating the Fair Political Practices Commission's model conflict of interest code; and

**WHEREAS**, the Yolo County Housing is required to review its Conflict of Interest Code on a periodic basis as required by the Political Reform Act; and

**WHEREAS**, this Board now desires to restate the provisions of Yolo County Housing's Conflict of Interest Code, particularly to make changes necessitated by changed circumstances such as the creation or abolition of positions and reassignment of duties.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Commission of the Housing Authority of the County of Yolo as follows:

1. Yolo County Housing adopts and incorporates by reference the provisions of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission.
2. The standard conflict of interest code, together with the Appendix of Designated Positions (Appendix A) and the Appendix of Disclosure Categories (Appendix B) shall constitute the conflict of interest code of Yolo County Housing.
3. Persons holding designated positions shall file statements of economic interests with the General Managing Director of Yolo County Housing. The General Managing Director shall file and retain such statements at the Yolo County Housing Administration Office.
4. Yolo County Housing's Conflict of Interest, including amendments made thereto, shall become effective upon the date of approval by the Yolo County Board of Supervisors, the code reviewing body.
5. All previously adopted resolutions establishing a conflict of interest code for Yolo County Housing are hereby rescinded.

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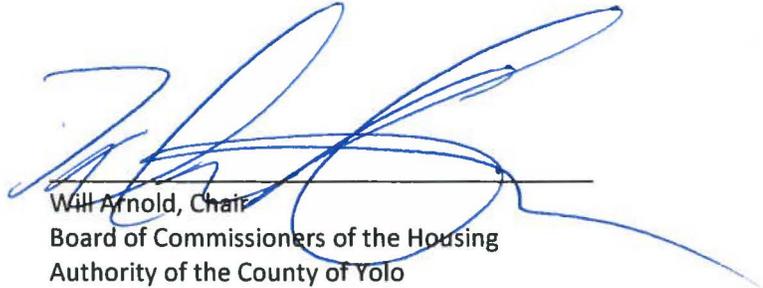
**PASSED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Yolo,  
State of California, this 20th day of March, 2019 by the following vote:

**AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.**

**NOES: None.**

**ABSENT: None.**

**ABSTAIN: None.**



\_\_\_\_\_  
Will Arnold, Chair  
Board of Commissioners of the Housing  
Authority of the County of Yolo

Attest:

Julie Dachtler, Clerk  
Board of Commissioners of the Housing  
Authority of the County of Yolo

By Julie Dachtler



Approved as to Form:

Hope P. Welton  
Hope P. Welton, Agency Counsel

**APPENDIX A  
DESIGNATED POSITIONS/EMPLOYEES**

The positions listed below constitute the list of designated position required by Yolo County Housing's Conflict of Interest Code (2 Cal. Code of Regulations Section 18730). The individual occupying each position is deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Appendix B (Disclosure Categories).

<b>DESIGNATED POSITIONS/EMPLOYEES</b>	<b>DISCLOSURE CATEGORY</b>
Member, Housing Commission (and Alternates)	1
Chief Executive Officer	1
Director of Finance	1
General Managing Director	1
Facilities Director	1
Information Technology Administrator	1
Senior Management Analyst	2
Real Estate Services Programs Supervisor	2
Housing Assistance Program Supervisor	2

The General Managing Director shall furnish to each Designated Employee upon his/her appointment, annually and upon termination, a Form 700 - Statement of Economic Interest. The Form is to be returned to the General Managing Director.

**APPENDIX B**  
**DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS**

**CATEGORY 1: Broad Responsibilities. Full Disclosure**

Persons in this category shall disclose all applicable investments, business positions, and sources of income, including gifts, loans and travel payments. Persons in this category shall further disclose applicable interests in real property located in the County of Yolo.

**CATEGORY 2: Purchasing Responsibilities**

Persons in this category shall disclose all applicable investments, business positions, and income, including loans and gifts, from sources which provide services, supplies, materials, machinery, or equipment of the type used by Yolo County Housing.

**CATEGORY 3 - Consultants**

Consultants shall disclose pursuant to Category 1 subject to the following limitation:

The Chief Executive Officer and/or the Director of Finance of Yolo County Housing may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

TO: MEMBERS OF THE PUBLIC

The Housing Authority of the County of Yolo ("Yolo County Housing") proposes to adopt an amended Conflict of Interest Code to comply with the requirements of Government Code §§87300 et seq., and 2 Cal. Code Reg. §§18730 et seq.

The proposed Code incorporates by reference the requirements the Fair Political Practices Commission has adopted to govern conflict of interest codes in the State of California. The Code requires officials of the District who occupy decision making positions to disclose any financial interests that may conceivably affect their decisions for the District and bars such officials from participating in decisions having a material effect on these individual's economic interests.

Interested persons may obtain a copy of the proposed Code by telephoning Yolo County Housing at 530.662.5428 or by writing the General Managing Director at 147 W Main St., Woodland, CA 95695. Interested persons may also review Yolo County Housing's written explanation of the reasons for the designations and the disclosure responsibilities, together with other information upon which the proposed amendments to the Code are based, at Yolo County Housing located at 147 W Main St., Woodland, CA 95695 California, during normal business hours.

Written comments concerning the proposed Code may be submitted to the District at the address above from March 13, 2019 to March 20, 2019. The District will hold a public hearing on the proposed Code at its regular meeting on March 20, 2019, beginning at 3:00pm at 625 Court Street, Room 206, Woodland, CA 95695.

Any inquiries concerning the proposed Code may be directed to the General Managing Director at 530.662.5428

Dated: March 13, 2019.

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Janis Holt, General Managing Director  
Yolo County Housing

Yolo County Housing  
Yolo County, California

Meeting Date: March 20, 2019

To: County Counsel ✓  
Yolo County Housing ✓

9.

Public Hearing to Consider Adoption of the FY 2019 Capital Fund and Annual Statement and Authorize the CEO to Execute the Required Documents and Submit to the U.S. Department of Housing and Urban Development (Ichtertz, Holt, Baker)

Minute Order No. 19-18: Held public hearing and approved recommended action.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695  
TTY:

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
(800) 545-1833, ext. 626

**DATE:** March 20, 2019  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, CEO  
**PREPARED BY:** Fred Ichtertz, Facilities Director

**SUBJECT:**

Public Hearing to Consider Adoption of the FY 2019 Capital Fund Five-Year Plan and Annual Statement and Authorize the CEO to Execute Required Documents and Submit for Review to the U.S. Department of Housing and Urban Development (HUD).

**RECOMMENDED ACTION:**

That the Housing Commission:

- a) Hold a public hearing to solicit public comment regarding the proposed Capital Fund Annual Statement and Five Year Plan; and
- b) After public testimony, comments and any changes, approve the Plan, and;
- c) Authorize CEO to execute and submit to HUD.

**BACKGROUND / DISCUSSION:**

As part of its requirements to HUD, Yolo County Housing is required to annually update their Five Year Capital Fund Plan. HUD regulations now require the Capital Fund Plan to be approved separately from the Annual Plan update. As part of the Capital Fund Plan approval process, the Agency created an annual update to the Five Year Plan and circulated it for a 45-day comment period to the public and stakeholders. The draft Plan was also presented to the Resident Advisory Board (RAB). A combined Public Notice was published for the comment period and public hearing in the local newspapers on February 15, 2019. The comment period began on February 13, 2019 and ends March 29, 2019. The public hearing is scheduled for March 20, at 3:00pm.

If YCH receives additional public comment during the public hearing or after through the public comment period ending March 29, 2019, staff will bring any necessary changes to the Board of Commissioners for review and ratify the Capital Fund Annual Statement and Five Year Plan documents at the April 17, 2019 Commission meeting. If necessary, YCH will hold a second public hearing on April 17, 2019 at 3:00pm to finalize the approval.

**Residency Advisory Board:**

The Resident Advisory Board (RAB) held two meetings. The first meeting was held December 5, 2018 and on February 21, 2019. The RAB had no comments regarding the 2019 Capital Fund Annual Statement or 5-Year Plan.

**Public Comment:**

As of March 14, 2019, no public comment has been received during the public comment period.

**FISCAL IMPACT:**

Timely approval of the Annual Capital Fund Plan Statement and Five Year Plan is required for receipt of capital funds.

**CONCLUSION:**

Staff recommends that, after public testimony, comments and any changes, the Commission approve the 2019 Capital Fund Plan Statement and Five Year Plan and authorize the CEO to execute with HUD.

Attachments: Draft 2019 Capital Fund Annual Plan Statement and Five Year Plan

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0274  
 Expires 8/31/2017

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450119 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2019  FFY of Grant Approval: 2019
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$289,913.00			
3	1408 Management Improvements	\$40,000.00			
4	1410 Administration (may not exceed 10% of line 21)	\$82,500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1480 General Capital Fund	\$760,473.00			
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities <sup>4</sup>				
18b	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid Via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 21)				
21	Amount of Annual Grant: (sum of line 2- 20)	\$1,172,886.00			
22	Amount of Line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Activities				
24	Amount of Line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				

<b>Part I: Summary</b>					
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA01P04450119 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2019  <b>FFY of Grant Approval:</b> 2019
Type of Grant <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>	
		<b>Original</b>	<b>Revised <sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
26	Amount of Line 21 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2019		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Operations</b>							
PHA-Wide	Operations	1406	LS	\$289,913.00				
	<b>Subtotal 1406</b>			<b>\$289,913.00</b>				
	<b>Management Improvements</b>							
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$7,500.00				
PHA-Wide	Resident Training	1408	LS	\$500.00				
PHA-Wide	Five-Year Agency Plan/Policy Development	1408	LS	\$5,000.00				
PHA-Wide	Update Utility Allowances	1408	LS	\$4,000.00				
PHA-Wide	Update computer software system and provide training	1408	LS	\$5,000.00				
	<b>Subtotal 1408</b>			<b>\$22,000.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2019		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Administration</u></b>							
PHA-Wide	Administrative costs related to the CFP	1410	LS	\$82,500.00				
	<b>Subtotal 1410</b>			<b>\$82,500.00</b>				
	<b><u>General Capital Fund</u></b>							
PHA-Wide	A&E Design Fee	1480	LS	\$25,000.00				
PHA-Wide	Capital Fund Program Update Fee	1480	LS	\$6,000.00				
PHA-Wide	Physical Condition Assessment for RAD	1480	LS	\$37,000.00				
PHA-Wide	Phase I Environmental Site Assessment	1480	LS	\$27,000.00				
PHA-Wide	RAD Consulting Fees	1480	LS	\$40,000.00				
PHA-Wide	Asbestos and Lead Testing	1480	LS	\$20,000.00				
CA044000003	Replace HVAC systems at Riverbend Sr. Manor I	1480	39 units	\$196,000.00				
CA044000003	Replace office and community room roofing at Riverbend Sr. Manor I	1480	LS	\$30,000.00				
CA044000001	ADA improvements at Yolano Drive	1480	LS	\$10,000.00				
CA044000001	ADA improvements at Donnelly Circle	1480	LS	\$15,700.00				
CA044000002	ADA improvements at Vista Montecito	1480	LS	\$10,000.00				
CA044000002	ADA improvements at El Rio Villa I	1480	LS	\$25,000.00				
CA044000002	ADA improvements at El Rio Villa II	1480	LS	\$25,000.00				
	<b>(Continued on next page)</b>							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2019		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>General Capital Fund - continued</b>							
CA044000002	ADA improvements at El Rio Villa III	1480	LS	\$40,000.00				
CA044000002	ADA improvements at El Rio Villa IV	1480	LS	\$25,000.00				
CA044000002	Exterior painting at El Rio Villa I	1480	LS	\$25,000.00				
CA044000002	Exterior painting at El Rio Villa II	1480	LS	\$40,000.00				
CA044000002	Exterior painting at El Rio Villa III	1480	LS	\$40,000.00				
CA044000002	Exterior painting at El Rio Villa IV	1480	LS	\$25,000.00				
CA044000001	Exterior painting at Yolito	1480	LS	\$25,000.00				
CA044000002	Exterior painting at Vista Montecito	1480	LS	\$25,000.00				
CA044000003	Exterior painting at Las Casitas (Phase 1)	1480	LS	\$36,073.00				
CA044000003	ADA improvements at Riverbend Sr. Manor I and II	1480	LS	\$10,400.00				
CA044000003	ADA improvements to office/community room at Riverbend Sr. Manor I and II	1480	LS	\$2,300.00				
	<b>Subtotal 1480</b>			<b>\$760,473.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



## Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 6/30/2017

<b>Part I: Summary</b>						
PHA Name/Number: Yolo County Housing/CA044			Locality (Woodland/Yolo Co., California)		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2019	Work Statement for Year 2 FFY 2020	Work Statement for Year 3 FFY 2021	Work Statement for Year 4 FFY 2022	Work Statement for Year 5 FFY 2023
B.	Physical Improvements Subtotal	Annual Statement	\$747,473.00	\$747,473.00	\$747,473.00	\$697,473.00
C.	Management Improvements		\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$50,000.00
E.	Administration		\$82,500.00	\$82,500.00	\$82,500.00	\$82,500.00
F.	Other		\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00
G.	Operations		\$289,913.00	\$289,913.00	\$289,913.00	\$289,913.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$1,172,886.00	\$1,172,886.00	\$1,172,886.00	\$1,172,886.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$1,172,886.00	\$1,172,886.00	\$1,172,886.00	\$1,172,886.00

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 6/30/2017

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Yolo Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2019	Work Statement for Year 2 FFY 2020	Work Statement for Year 3 FFY 2021	Work Statement for Year 4 FFY 2022	Work Statement for Year 5 FFY 2023
	PHA-Wide	Annual Statement	\$425,413.00	\$425,413.00	\$425,413.00	\$455,413.00
	CA044001 Yolano Drive		\$0.00	\$42,000.00	\$0.00	\$225,000.00
	CA044002 El Rio Villa I		\$0.00	\$24,000.00	\$0.00	\$0.00
	CA044004 Vista Montecito		\$400,000.00	\$14,000.00	\$0.00	\$0.00
	CA044005 Ridgecut Homes		\$0.00	\$260,000.00	\$0.00	\$0.00
	CA044006 Yolito		\$250,000.00	\$10,000.00	\$0.00	\$0.00
	CA044007 Donnelly Circle		\$0.00	\$50,000.00	\$0.00	\$125,000.00
	CA044008 El Rio Villa II		\$0.00	\$20,000.00	\$0.00	\$0.00
	CA044015 Riverbend Sr. Manor I		\$0.00	\$205,473.00	\$747,473.00	\$105,000.00
	CA044017 Riverbend Sr. Manor II		\$97,473.00	\$18,000.00	\$0.00	\$252,473.00
	CA044018 El Rio Villa III		\$0.00	\$35,000.00	\$0.00	\$0.00
	CA044025 El Rio Villa IV		\$0.00	\$14,000.00	\$0.00	\$0.00
	CA044028 Las Casitas		\$0.00	\$55,000.00	\$0.00	\$10,000.00

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2019	Work Statement for Year 2 FFY 2020			Work Statement for Year 3 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Operations	LS	\$289,913.00	Operations	LS	\$289,913.00
	<b>Subtotal 1406</b>		<b>\$289,913.00</b>	<b>Subtotal 1406</b>		<b>\$289,913.00</b>
See Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	PHA Staff/Commissioner Training	LS	\$7,500.00	PHA Staff/Commissioner Training	LS	\$7,500.00
	Resident Training	LS	\$500.00	Resident Training	LS	\$500.00
	Five Year Agency Plan/Policy Development	LS	\$5,000.00	Five Year Agency Plan/Policy Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$4,000.00	Update Utility Allowances	LS	\$4,000.00
	Update Computer Software and Training	LS	\$5,000.00	Update Computer Software and Training	LS	\$5,000.00
	<b>Subtotal 1408</b>		<b>\$22,000.00</b>	<b>Subtotal 1408</b>		<b>\$22,000.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Administrative costs related to the CFP	LS	\$82,500.00	Administrative costs related to the CFP	LS	\$82,500.00
	<b>Subtotal 1410</b>		<b>\$82,500.00</b>	<b>Subtotal 1410</b>		<b>\$82,500.00</b>
	<b><u>General Capital Fund</u></b>			<b><u>General Capital Fund</u></b>		
	A and E Fees/PHA-Wide	LS	\$25,000.00	A and E Fees/PHA-Wide	LS	\$25,000.00
	Capital Fund Program Update Fee/PHA-Wide	LS	\$6,000.00	Capital Fund Program Update Fee/PHA-Wide	LS	\$6,000.00
	Interior modernization at Yolito including bathroom, kitchen, plumbing, flooring, doors, and lighting	10 units	\$250,000.00	Interior modernization at Ridgecut Homes including bathroom, kitchen, plumbing, flooring, doors, and lighting	10 units	\$250,000.00
	Interior modernization at Vista Montecito including bathroom, kitchen, plumbing, flooring, doors, and lighting	16 units	\$400,000.00	Interior modernization at Riverbend Manor I including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	7 units	\$175,473.00
	Replace HVAC systems at Riverbend Manor II	24 units	\$97,473.00	Install individual water meters at Ridgecut Homes	10	\$10,000.00
	<b>Subtotal 1480</b>		<b>\$778,473.00</b>	<b>(continued on next page)</b>		
	<b>Subtotal of Estimated Cost</b>		<b>\$1,172,886.00</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2019	Work Statement for Year 4 FFY 2022			Work Statement for Year 5 FFY 2023		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Operations	LS	\$289,913.00	Operations	LS	\$289,913.00
	<b>Subtotal 1406</b>		<b>\$289,913.00</b>	<b>Subtotal 1406</b>		<b>\$289,913.00</b>
See Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	PHA Staff/Commissioner Training	LS	\$7,500.00	PHA Staff/Commissioner Training	LS	\$7,500.00
	Resident Training	LS	\$500.00	Resident Training	LS	\$500.00
	Five Year Agency Plan/Policy Development	LS	\$5,000.00	Five Year Agency Plan/Policy Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$4,000.00	Update Utility Allowances	LS	\$4,000.00
	Update Computer Software and Training	LS	\$5,000.00	Update Computer Software and Training	LS	\$5,000.00
	<b>Subtotal 1408</b>		<b>\$22,000.00</b>	<b>Subtotal 1408</b>		<b>\$22,000.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Administrative costs related to the CFP	LS	\$82,500.00	Administrative costs related to the CFP	LS	\$82,500.00
	<b>Subtotal 1410</b>		<b>\$82,500.00</b>	<b>Subtotal 1410</b>		<b>\$82,500.00</b>
	<b><u>General Capital Fund</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	A and E Fees/PHA-Wide	LS	\$25,000.00	A and E Fees/PHA-Wide	LS	\$25,000.00
	Capital Fund Program Update Fee/PHA-Wide	LS	\$6,000.00	Capital Fund Program Update Fee/PHA-Wide	LS	\$6,000.00
	Interior modernization at Riverbend Manor I including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 2)	32 units	\$747,473.00	Interior modernization at Riverbend Manor II including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	10 units	\$247,473.00
	<b>Subtotal 1480</b>		<b>\$778,473.00</b>	Interior modernization at Donnelly Circle including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	5 units	\$125,000.00
				Replace roofing at Riverbend Sr. Manor I	23,803 sf	\$100,000.00
				<b>(continued on next page)</b>		
	<b>Subtotal of Estimated Cost</b>		<b>\$1,172,886.00</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>

