

Yolo County Housing
Yolo County, California

August 11, 2011

MINUTES

Yolo County Housing met on the 11th day of August, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Provenza, Chamberlain, Toney and Garnes. Commissioners McGowan, Saylor, and Rexroad were absent. Chair Provenza presided. Janis Holt, Resource Manager, sat in for Lisa A. Baker, Executive Director, and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.03
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was none.

Agenda Item No. 2.01
Presentations

2.01 Chair Provenza presented Achievement to Janis Holt and Lisa Baker in recognition of outstanding service as training instructors for the Yolo Training Academy for the 2010-2011 Training Year.

2.02 Resource Manager Janis Holt presented Certificate of Achievement to Elizabeth Robles as a recipient of Scholarship Award from Housing Authority Insurance Group (HAIG) for the 2011-2012 Academic year.

Agenda Item No. 4.02
Executive Director Comments

Resource Manager Janice Holt presented the following remarks on Agency accomplishments:

ACCOMPLISHMENTS – August 2011

Operations

- Client Services staff made 15 home visits to residents throughout the month of July 2011 providing referrals and support services to residents in need.
- The FSS program has provided 5 orientations in the months of June and July and has grown by two new enrollments. The FSS Coordinator has been enhancing her skills through attendance at the FSS Bay Area Coordinators Group meetings.

Resources

- Twenty-three YCH staff attended a two- hour training in-house on Bed Bugs on Wednesday, August 10. The training was offered through our insurance company and provided through the Housing Tele-Video Network (HTVN). The four section series provided staff with management tools to deal with an infestation if one occurred within our portfolio. YCH also prepared written guidelines and checklists to assist staff and residents.
- The recruitment process for all open positions has continued through the last two weeks, including the written exam and oral exam. Final interviews and reference checking is being scheduled over the next two weeks with the goal of having all positions filled on or around September 1, 2011.
- Staff participated on a “regional” Workforce Investment Board (WIB) group that included nine counties within the Sacramento region. The meeting provided ideas for increasing youth participation in programs (including YCH youth) and opportunities for collaborative self-sufficiency programs. The group has agreed to work together on assuring unemployed and underemployed residents have access to the wide range of One-Stop services and that employers have access to a wide range of skilled employees.

Agenda Item No. 4.04

Board of Commissioners Comments

There were no reports from the Board of Commissioners.

The Board of Commissioners recessed at 2:22 p.m. to await the arrival of Commissioner Games. They reconvened at 2:45 p.m. All members were present except for Commissioners McGowan, Saylor and Rexroad. Chair Provenza presided.

Agenda Item No. 1.02

Approval of the Agenda

Minute Order No. 11-32: Approved the agenda for this meeting as submitted.

MOTION: Provenza. SECOND: Chamberlain. AYES: Chamberlain, Provenza, Toney, Games. ABSENT: McGowan, Saylor, Rexroad.



Jim Provenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

AUGUST 11, 2011

YOLO COUNTY HOUSING

MICHAEL H. MCGOWAN, DISTRICT 1

DON SAYLOR, DISTRICT 2

MATT REXROAD, DISTRICT 3

JIM PROVENZA, DISTRICT 4

DUANE CHAMBERLAIN, DISTRICT 5

MARLENE GARNES, TENANT COMMISSIONER

BERNITA TONEY, TENANT COMMISSIONER

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206

WOODLAND, CALIFORNIA 95695

LISA A. BAKER
EXECUTIVE DIRECTOR

SONIA CORTES
AGENCY COUNSEL

Reminder: Please turn off cell phones.**2:00 P.M. CALL TO ORDER (ITEMS 1.01 - 1.03)**

- 1.01 Pledge of Allegiance
- 1.02 Consider approval of agenda
- 1.03 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 (ITEMS 2.01– 2.02)

- 2.01 Presentation of Achievement to Janis Holt and Lisa Baker in Recognition of Outstanding Service as a Training Instructor for the Yolo Training Academy for the 2010-2011 Training Year
- 2.02 Presentation of Certificate of Achievement to Elizabeth Robles as a recipient of Scholarship Award from Housing Authority Insurance Group (HAIG) for the 2011-2012 Academic year

CONSENT AGENDA (ITEMS 3.01 – 3.04)

- 3.01 Approval of Minutes from the meeting of July 14, 2011 (Holt)
- 3.02 Receive and File Correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency (Holt)
- 3.03 Receive and File Correspondence from the Housing Authority Insurance Group (HAIG) as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards (Holt)
- 3.04 Review and Approve Proposed Memorandum of Understanding (MOU) for Yolo Emergency Services, a Shared Services Agreement (Holt and Baker)
- 3.05 Review and Approve Destruction of Records in Accordance with the Records and Retention Policy and Schedules

REGULAR AGENDA (ITEMS 4.01 – 4.04)

- 4.01 Review and Approve Proposed Resolution for Section Eight Management Assessment Program (SEMAP) Certification (Krager and Holt)
- 4.02 Receive and File Report on the Changes to the HUD Public Housing Assessment System (PHAS) (Krager and Holt)
- 4.03 Receive Comments from Executive Director
- 4.04 Receive Comments from Commissioners

ADJOURNMENT

Next meeting scheduled for September 8, 2011.

I declare under penalty of perjury that the foregoing agenda was posted August 5, 2011 by 5:00 p.m. at the following places:

1. On the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California; and
2. On the bulletin board on the kiosk outside the Board of Supervisors Chambers, Room 206, in the Erwin Meier Administration Center, 625 Court Street, Woodland, California.
3. On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than August 8, 2011 by 2:00 p.m. as follows:

4. On the Yolo County website: 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 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

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

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-33, Item No. 3.01, of the Yolo County Housing meeting of August 11, 2011.

MOTION: Chamberlain. SECOND: Games. AYES: Chamberlain, Provenza, Toney, Games. ABSENT: McGowan, Saylor, Rexroad.

3.01 Approved the minutes from the meeting of July 14, 2011.

3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.

3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.

3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.

3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.

Yolo County Housing
Yolo County, California

July 14, 2011

MINUTES

Yolo County Housing met on the 14th day of July, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Saylor, Rexroad, Provenza, Chamberlain, and Toney. Commissioners McGowan and Garnes were absent. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 11-29: Approved the agenda for this meeting as submitted.

MOTION: Provenza. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Provenza, Toney.
ABSENT: McGowan, Rexroad, Garnes.

Agenda Item No. 1.03
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was none.

Agenda Item No. 2.01
Presentations

2,01 Executive Director Lisa Baker presented Certificates of Appreciation to Agencies that sponsored YCH 2011 Wait List Application Centers.

The Board of Commissioners recessed at 2:17 p.m. for cake to welcome the Board of Governors and reconvened at 2:32 p.m. All members were present except for Commissioners McGowan, Rexroad and Garnes. Chair Provenza presided.

2.02 Received presentation from Monighan Design, AIA, regarding the playground equipment designs for Woodland complexes.

Agenda Item No. 3.01
Consent Agenda

Minute Order No. 11-30: Acted on the Consent Agenda as follows:

3.01 Approved the minutes from the meeting of June 9, 2011.

3.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming that YCH is a Public Housing Assessment System (PHAS) Standard Performer for its Public Housing and Finance Programs.

3.03 Received and filed correspondence from the Housing Authority of the City of Oakland on its tour of West Village and YCH properties.

3.04 Reviewed and approved updated policies pertaining to the Housing Code Voucher Re-inspection and to the Housing Assistance payment policies; and authorized the Executive Director to implement.

3.05 Approved increased authorized limits to \$1,000,000 for the Executive Director and Finance Director to authorize ACH payments to landlords.

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Provenza, Toney. ABSENT: McGowan, Rexroad, Garnes.

Commissioner Rexroad arrived at the dais at 2:47 p.m.

Agenda Item No. 4.01
Audit Corrective Action Plan

Minute Order No. 11-31: Reviewed and accepted the Audit Corrective Action Plan (CAP), which represents the YCH work plan for audit improvements.

MOTION: Rexroad. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Rexroad, Provenza, Toney. ABSENT: McGowan, Garnes.

Agenda Item No. 4.02
Executive Director Comments

Executive Director Lisa Baker presented the following remarks on Agency accomplishments:

ACCOMPLISHMENTS – July 2011

Operations

- We have been working Fridays and Saturdays to qualify families at Anderson Place. We will begin briefing families and issuing Vouchers tomorrow, July 15, 2011
- We are currently preparing for SEMAP and PHAS certification. Those certifications are expected to come before the Board in August 2011.
- We held our inaugural quarterly resident meeting scheduled for June 29, 2011 for Cottonwood Meadows. The meeting was well received and we were able to present information.
- PIC scores for LIPH are 99.29%. PIC scores for Vouchers is 98.58%
- LIPH occupancy is 97.5%
- We are preparing to assume management duties for Pacifico. We will begin managing Pacifico at COB on Monday, July 18, 2011. We have been awarded \$200,000 in predevelopment funds from the City of Davis for the rehabilitation – to be paid in two (2) phases based on funding availability from the City.

Facilities

- Started construction of the Davis Well Project.
- Submitted a CalEMA grant application for funding for the back-up generator for the Emergency Ops Center at the main administration building.
- Finalized the design for the Yolano-Donnelly playgrounds and ADA upgrades with the architect. Held two additional resident meetings on the final proposed design.

Finance and Administration

- Had the consultant from Tenmast on-site to work through initial set up problems with Tenmast system and to fine tune the Corrective Action Plan for audit issues.
- Started the 2011 audit in July – earliest audit start in approximately 6 years.
- Completed a draft article for the National Association of Housing and Redevelopment Officials (NAHRO) nation Journal of Housing and Community Development. Articles are at printers now.

- Executive Director Baker was recently named to Chair NAHRO's national Working Group on Sustainable Legislation and Policy. The group is developing a White Paper on sustainability for PHS's for October 2011.

Human Resources and Resident Services

Services

- The West Sacramento Riverbend Manor flag raising event on June 30th was very successful. Along with approximately 30 residents, City of West Sacramento Council Member Mark Johannessen, Yolo County Veterans Service Officer Billy Wagster, Bryte and Broderick Community Action Network (BBCAN) Member Charlotte Dorsey and YCH staff enjoyed the sunny morning as the resident volunteers raised the flag. Refreshments were donated by staff. BBCN posted an article and pictures on their website.
- The theatrical event "Salud O Adios" will take place at the Dixon Migrant Center on Saturday, July 30th at 7 p.m. Partners in the presentation include Campeones del Cambio, UC Davis TANA, California Health Education Council theatrical performance on stage along with healthy refreshments and nutritional cooking information. UC Davis TANA created posters to commemorate the event.
- Christmas in July will take place on the 16th at all three Migrant Centers. Included in this year's event will be soccer balls donated to the YCH soccer league.
- Speaking of soccer, the YCH Soccer League will hold their first games in Winters and Madison on Sunday, July 24th. Donations from throughout the community have enabled the league to enhance the project and staff have established Soccer Coaches Handbooks to help formalize the rules and regulations. YFRC provides the leagues referees through their programming.

Resources

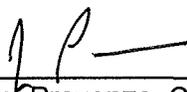
- YCH Annual Retreat was on June 22 at the Bryte Park in West Sacramento. In addition to formal meeting topics such as status of the agency, safety, and emergency services; each division established their annual goals for the coming year.
- Recruitment for four open positions is underway including Housing Specialist I for the Housing Assistance Division, Client Services Coordinator and two part-time Resident Managers for the Real Estate Services Division.
- The UC Davis Agriculture and Natural Resources department held their UC Small Farm Program at YCH on June 29th with 38 attendees. The YCH Conference Room is becoming a "go-to" Venue for partners throughout the County

Agenda Item No. 4.04
Board of Commissioners Comments

Commissioner Provenza expressed his appreciation to staff and auditors for audit.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:03 p.m.



Jim Provenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-33, Item No. 3.02, of the Yolo County Housing meeting of August 11, 2011.

MOTION: Chamberlain. SECOND: Garnes. AYES: Chamberlain, Provenza, Toney, Games. ABSENT: McGowan, Saylor, Rexroad.

3.01 Approved the minutes from the meeting of July 14, 2011.

3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.

3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.

3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.

3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: August 11, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director 

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Receive and File Correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Receive and file the Correspondence

BACKGROUND/DISCUSSION:

YCH in collaboration with the City of Davis, the City of Winters, the City of West Sacramento, the City of Woodland, the County of Yolo and the Yocha Dehe Wintun Nation have developed a partnership to establish a shared Office of Emergency Services to reduce costs, eliminate duplication and provide a centralized, regional focus.

Nancy Ward, Regional Administrator with the US Department of Homeland Security, Federal Emergency Management Agency (FEMA), Region IX wrote a letter dated July 14, 2011 to Matt Rexroad, Chair of the Yolo County Board of Supervisors, recognizing this creative and proactive initiative to maintain a robust emergency management capability for the citizens of Yolo County.

FISCAL IMPACT:

None.

CONCLUSION:

Staff recommends that the Board receive and file the correspondence.

Attachment: Correspondence from US Department of Homeland Security, FEMA Region IX



FEMA

JUL 14 2011

Supervisor Matt Rexroad
Chair, Yolo County Board of Supervisors
625 Court Street, Room 204
Woodland, CA 95695

Dear Mr. Chairman:

I read with much interest an article in the June 14, 2011 edition of the *Sacramento Bee* titled "Shared Disaster Services Planned." The article described how Yolo County, four cities within the County, your Housing Authority and the Yocha Dehe Wintun Nation are developing a partnership to establish a shared Office of Emergency Services. As planned, it will reduce costs, eliminate duplication, and provide a centralized, regional focus that will enhance collaboration, communication, and team work. I am writing to acknowledge and commend your efforts to ensure a robust emergency management capability for Yolo County and its citizens.

It is no secret that governments at all levels are facing budgetary challenges as funding for many programs is scrutinized and reduced. We at the federal level are facing some serious cuts to our spending accounts which has led to some belt-tightening at our national and regional levels. While we may struggle to adjust to this streamlining, however, an elevated regional level of preparedness to ensure FEMA's support to our many stakeholders during their responses to emergencies and disasters remains our primary regional focus. Similarly, your initiative to combine your regional talents into one operation during these tough budget times is smart in these lean times. I applaud your partnership efforts to ensure a high level of regional capability when it comes to emergency management in Yolo County. Your citizens should be well served.

Thank you for your continued support to the emergency management goals of Yolo County.

Sincerely,


Nancy Ward
Regional Administrator
FEMA Region IX

cc:

Mayor, City of Davis
Mayor, City of West Sacramento
Mayor, City of Winters
Mayor, City of Woodland
Chair, Yolo County Housing Authority
Chairman, Yocha Dehe Wintun Nation

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-33, Item No. 3.03, of the Yolo County Housing meeting of August 11, 2011.

MOTION: Chamberlain. SECOND: Garnes. AYES: Chamberlain, Provenza, Toney, Garnes. ABSENT: McGowan, Saylor, Rexroad.

3.01 Approved the minutes from the meeting of July 14, 2011.

3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.

3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.

3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.

3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: August 11, 2011

TO: YCH Board of Commissioners

FROM: Janis R. Holt, Resource Administrator 

SUBJECT: **Receive and File Correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Receive and file the Correspondence

BACKGROUND/DISCUSSION:

Housing Authority Insurance Group (HAIG) provides Yolo County Housing (YCH) auto, general liability, employment liability, and property insurance coverage for all housing programs. During the course of each year, HAIG sponsors poster contests, scholarships for PHA residents, training opportunities, and most recently the 2011 Best Practices & Housing Authority Risk Retention Innovation (HARRI) Awards.

Correspondence received from Jeffrey D. Weslow, HAIG Vice-President of Risk Control and Consulting Services, announces that Yolo County Housing received an honorable mention for the 2011 HARRI awards based on our submission of the YCH 2010 and 2011 Annual Report and Calendars. The calendars are distributed to all residents and voucher tenants and highlights risk control issues such as resident safety tips, fire safety, playground safety, health and nutrition, fair housing, and emergency preparedness.

FISCAL IMPACT:

None.

CONCLUSION:

Staff recommends that the Board receive and file the correspondence.

Attachment: Correspondence from Housing Authority Insurance Group



July 6, 2011

Janis Holt
Resource Administrator
Yolo County Housing
147 West Main Street
Woodland CA 95695

Re: Best Practices & HARRI Award Honorable Mention

Dear Ms. Holt:

It is our distinct pleasure to advise you that the Yolo County Housing was selected to receive an honorable mention for the 2011 Best Practices & Housing Authority Risk Retention Innovation (HARRI) Awards. This year the winner for the Best Practices Award is Akron Metropolitan Housing Authority, OH, and the first runner up in Best Practices is St. Petersburg Housing Authority, FL. Please be aware that this should be a great source of pride for you and your staff for your innovative efforts to improve safety and the living conditions for residents living in public housing.

Your continued interest to improve risk management is invaluable as we enhance our ability to provide safe conditions at our members' housing authorities. Thank you and congratulations.

Sincerely,

Jeffrey D. Weslow, ARM, MS
Vice President, Risk Control & Consulting Services

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-33, Item No. 3.04, of the Yolo County Housing meeting of August 11, 2011.

MOTION: Chamberlain. SECOND: Games. AYES: Chamberlain, Provenza, Toney, Games. ABSENT: McGowan, Saylor, Rexroad.

3.01 Approved the minutes from the meeting of July 14, 2011.

3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.

3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.

3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.

3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: August 11, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator 

SUBJECT: **Review and Approve Proposed Memorandum of Understanding (MOU) for Yolo Emergency Services, a Shared Services Agreement.**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review and Approve the Proposed MOU for Yolo Emergency Services

BACKGROUND/DISCUSSION:

On December 9, 2010, the YCH Board of Commissioners adopted the Shared Services Resolution and authorized the Executive Director to move forward with discussions and implementation of a shared services program that is consistent with the YCH business model where mutually beneficial.

Currently for YCH, shared services include the contract Agency Clerk and the Board Chambers facility use, contracted legal services and fleet services with the County, contract sewer services with the City of Winters and the City of Woodland's contracted labor compliance services with YCH.

Most recently, YCH joined the discussion with the County of Yolo, the City of Woodland, the City of Winters, the City of Davis, the City of West Sacramento, and the Yocha Dehe Wintun Nation regarding opportunities for shared services for the establishment of Yolo Emergency Services (YES). This resulted in all entities expressing their willingness to commit financial and staff support through an intergovernmental MOU.

The County Emergency Services Director and OES staff will perform in coordination with the parties of the MOU the outlined scope of services (Exhibit A) in the areas of Emergency Planning, Emergency Management Grant Administration, Training, Exercise and Evaluation, Risk Assessment and Threat Analysis, Preparedness Education and Outreach, Alert and Warning, Disaster Service Worker Registration, Response and Recovery Operations and other Special Projects and Emergency Management Support.

Working together to provide quality affordable housing and community development services for all

YCH has been a consistent and visible participant within the Operational Area. Through this MOU, the agency will continue to have direct involvement with the area's emergency management planning and systems which increases our ability to prepare and respond to emergencies. It also enhances our ability to work in a cooperative manner in the event of a disaster with the coordination of the YCH Emergency Operations Center with allied jurisdictions. YCH will directly benefit from planning and training opportunities which will build our emergency response capacity. YCH position in the cost recovery process will also be strengthened through this shared services model.

The parties of this MOU will work to develop a long term organizational model and governance structure for the mutual benefit of the area's emergency operations in the future.

FISCAL IMPACT:

No additional impact with the \$10,000 already approved in the 2011-2012 approved budget.

CONCLUSION:

Staff recommends that the Board approve the MOU for Yolo Emergency Services.

Attachments: Memorandum of Understanding for Yolo Emergency Services, Exhibits A, and Exhibit B

MEMORANDUM OF UNDERSTANDING
YOLO EMERGENCY SERVICES (YES)

THIS AGREEMENT, made and entered into this _____ day of _____, 2011, by and between the County of Yolo, a Political Subdivision of the State of California, acting by and through its Board of Supervisors, hereinafter referred to as “County,” the Cities of Davis, West Sacramento, Winters and Woodland, municipal corporations of the State of California, the Yocha Dehe Wintun Nation, a sovereign, federally recognized Indian Tribe located in the Capay Valley, County of Yolo, State of California (Tribe), and Yolo County Housing (Housing) a public agency both corporate and politic, collectively referred to herein as the “Parties.”

WHEREAS, County and Parties have adopted the Standardized Emergency Management System pursuant to the provisions of Division 2, Title 19 of the California Government Code; and

WHEREAS, County and Parties have adopted the National Incident Management System pursuant to the provisions of the President’s Homeland Security Directive-5 (Management of Domestic Incidents); and

WHEREAS, County and Parties have presently existing a well-established Emergency Operations Plan, and a presently existing, well-established Emergency Organization functioning under the County Director of Emergency Services pursuant to Section 4-1.01 of the Yolo County Code; and

WHEREAS, it would be naturally advantageous to the Parties hereto to have the County’s Office of Emergency Services perform certain functions for the Parties;

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, it is mutually agreed, in accordance with the terms and provisions of the California Emergency Services Act (Title 2, Division 1, Chapter 7 of the Government Code), as follows:

I. LIAISON

All Parties agree to appoint a person, at staff level, as a liaison to Yolo Emergency Services, hereinafter referred to as YES. The employee(s) who is (are) assigned to act as liaison to YES shall not be an employee of YES. The personnel management of such employee is the responsibility of the assigning party.

II. SERVICES

County shall cause the County Emergency Services Director, and other County Officers and employees subject to his direction and control, to perform in coordination with and at the request of the Parties, during the term of this Agreement those functions identified in Exhibit A (Scope of Services Statement).

III. INDEMNIFICATION

Each Signatory Agency to this Agreement shall protect, indemnify, and hold harmless the other Signatory Agencies to this Agreement, their respective officers, officials, employees, volunteers, and agents from and against any and all liability, loss, expense, including attorneys fee, or claims for injury or damages arising out of the performance of this Agreement and resulting from the negligent or intentional acts or omissions of the Signatory Agency, its officers, officials, employees, volunteers, or agents.

IV. COMPENSATION

PARTIES agree to pay County a fee as set forth in the schedule attached hereto as Exhibit B.

V. TERMS

The Parties agree to the development of a long term organizational model and governance structure within the first 180 days of this Agreement. This Agreement shall commence on the date of execution by the Parties and remain in effect until terminated by any Party. Any Party may terminate this Agreement:

- a. After written notice, if they chose not to participate with the long term organizational model; or
- b. After giving one fiscal year written notice after the adoption of the long term organizational model.

The rights and obligations of the withdrawing party shall terminate at the end of the County fiscal year after the date of notice.

IN WITNESS WHEREOF, County of Yolo, acting by and through its Board of Supervisors, and the Cities of Davis, West Sacramento, Winters and Woodland, acting by and through their Councils, the Yocha Dehe Wintun Nation, acting by and through its Tribal Council, together with Yolo County Housing, acting by and through its Board of Commissioners, have caused this Agreement to be executed as of the dates set forth below.

COUNTY OF YOLO,
A Political Subdivision of the State of California,

Dated: _____

By _____

Matt Rexroad, Chair, Board of Supervisors

CITY OF DAVIS,
A Municipal Corporation of the State of California,

Dated: _____

By _____

(Title)

CITY OF WEST SACRAMENTO,
A Municipal Corporation of the State of California,

Dated: _____

By _____

(Title)

MOU
YOLO EMERGENCY SERVICES (YES)

CITY OF WINTERS,
A Municipal Corporation of the State of California,

Dated: _____

By _____

(Title)

CITY OF WOODLAND,
A Municipal Corporation of the State of California,

Dated: _____

By _____

(Title)

YOCHA DEHE WINTUN NATION,
A federally recognized Indian Tribe,

Dated: _____

By _____

(Title)

YOLO COUNTY HOUSING,

Dated: _____

By _____

(Title)

Attest:

By _____

(Title)

Approved as to form

Robyn Truitt Drivon, County Counsel

YOLO EMERGENCY SERVICES MEMORANDUM OF UNDERSTANDING SCOPE OF SERVICES

Background

The following represents the scope of services available to agencies and jurisdictions participating in the collaborative emergency management shared services agreement. This attachment to the inter-governmental Memorandum of Understanding (MOU) serves to highlight the scope of services available to the participating MOU members, under the terms of the agreement. It is anticipated that this list may be further refined following future collaborative discussions on program governance and specific member needs.

Emergency Planning

OES will support MOU members by providing direct support to the development and maintenance of jurisdictional and agency-specific emergency management plans and documents. Plans, guidelines, and operating procedures will be designed to meet or exceed local, state, and federal planning requirements. Planning for jurisdiction-specific emergency management plans would be coordinated through the local leadership, with an emphasis on local needs and issues. Emergency management plans and documents include:

- Emergency Operations Plans (EOP)
Local Multi-Hazard Mitigation Plan (LHMP) - Complete Hazard Mitigation plan review for all MOU members
- Incident-specific response plans
- Special events public safety planning
- Disaster recovery plans

Emergency Management Grant Administration

County OES will function as the designated Administering Agency for federal grants for the Yolo Operational Area and MOU partners. Current federal grant programs being administered on behalf of the Operational Area include the Homeland Security Grant Program (HSGP) and the Emergency Management Performance Grant (EMPG).

- The Operational Area is responsible for the overall grant management of California's State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program LETPP)
- It is the OA responsibility to provide timely grant reimbursements to sub-grantees, monitor, manage, audit and create fiscal reports of Homeland security Grant Program

Training

County OES currently administers a comprehensive EOC staff development program that will be available to MOU member jurisdictions and agencies. OES staff may conduct customized training sessions for MOU members as requested. Training subjects include:

- Emergency Operations Center (EOC) staff development
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- Individual and group disaster preparedness
- Local senior officials briefing and orientation

Exercise & Evaluation

County OES will administer for MOU members a comprehensive exercise development, presentation, and evaluation program designed to test and enhance all levels of emergency management response and recovery. The following products:

- Coordinate and manage the development of all-hazard, performance-based drills, seminars, and exercises
- Coordinate and facilitate the exercise planning process
- Coordinate and facilitate the presentation of periodic all-hazard drills and exercises designed to evaluate emergency response and recovery functions
- Coordinate and manage the post-event analysis and reporting of exercise activity, to include the identification of program gaps and development of appropriate corrective action strategies
- Administer the completion and submission of all documentation for state and federal exercise compliance, in accordance with established Homeland Security Exercise and Evaluation Program (HSEEP) guidelines

Risk Assessment & Threat Analysis

County OES will assist MOU members with the identification, analysis, tracking, and communication of all real, potential, and emerging threats. Capabilities offered to MOU members will include:

- Development of comprehensive jurisdiction-based risk assessments
- Real-time monitoring of actual and emerging threats
- Coordinate liaison for MOU members with local, state, and federal intelligence and situational assessment resources, including the exchange of operationally sensitive and time dependent data
- Development of long-range and emerging risk assessments for MOU members

Preparedness Education and Outreach

County OES will provide the following public and organizational preparedness education and outreach programs to MOU member jurisdictions:

- Locally specific public all-hazard preparedness presentations
- Presentation of government staff disaster preparedness training and orientation
- Distribution of all-hazard preparedness literature and documentation
- Guidance on jurisdictional Continuity of Operations planning
- Protective measures surveys and assessments for MOU members
- Attendance at public safety and preparedness events

Alert and Warning

County OES can initiate emergency and precautionary alerts and warnings for MOU members utilizing a variety of communications and notification systems designed to provide reliable and redundant capabilities in the event of a major disaster. Systems available to MOU members through OES include:

- Reverse 9-1-1 telephonic warning system
- Emergency Alert System (EAS)
- Radio Amateur Civil Emergency Service (RACES)
- Operational Area Satellite Information System (OASIS)
- OES situation conference calls
- OA point of contact for Cal EMA dedicated teleconferencing system
- OES situation and operation conference calls

Disaster Service Worker (DSW) Registration

For MOU member jurisdictions, OES will maintain and administer a uniform method of registering volunteers as Disaster Service Workers, including a central database of all registered DSWs, and can prepare appropriate identification for each new registered DSW. OES ensures compliance with state workers compensation regulations as they pertain to DSW registration.

Liaison & Coordination

County OES will function as the designated liaison between MOU members and other Operational Area organizations and local, state, and federal government agencies, as well as multiple community-based service and support organizations.

Response & Recovery Operations

OES will provide direct support to MOU member jurisdictions and agencies pertaining to organizing for and conducting all-hazard emergency response and recovery operations, including coordinated functioning of a dedicated emergency operations center (EOC). EOC services available to members of the MOU include:

- Direct support and guidance for local jurisdiction EOC activation and staffing

- Direct support for coordinated information, communication, and resource management functions
- Direct coordination of public disaster recovery services
- Coordinated support of post-disaster public assistance centers activation

Special Projects and Emergency Management Support

County OES is prepared to provide the following special services and emergency management support to MOU members:

- Integrated Incident Management Team
- Critical infrastructure identification and risk analysis
- Review of available, and recommendation for implementation of emerging technologies designed to enhance local emergency management
- Emergency management sustainability and interoperability improvements
- Community Emergency Response Team (CERT) mobilization and integration
- Emergency management program branding and communication
- Historical and biographical reviews of local emergency events
- Emergency management program gap analysis and needs assessments
- Best practice resources and informational referrals
- Evaluation of state and federal emergency management regulations
- Local government disaster council organization and support
- Jurisdictional emergency management resolutions
- EOC design and function
- Emergency management readiness supply and equipment procurement evaluation and recommendation
- Post-event performance review and analysis

Yolo Emergency Services Memorandum of Understanding
Funding Formula

Funding Formula: Baseline & Population								
Contributor	Baseline Funding	Juris Pop	Pop Percent	Funding by Population	Contributor Sub-Total	OA Coord Factor	Contributor Total	Percent of Gap Funding
<i>Yolo County 2010 Population:</i>		200,849						
Yolo Co Housing	\$ 10,000.00	N/A	0.00%				\$ 10,000.00	5.59%
Winters	\$ 10,000.00	6,624	3.30%				\$ 10,000.00	5.59%
Subtotals:	\$ 20,000.00	6,624	3.30%				\$ 20,000.00	11.18%
Davis	\$ 10,000.00	65,622	32.67%	\$ 29,475.00	\$ 39,475.00	\$ (2,500.00)	\$ 36,975.00	20.65%
West Sac	\$ 10,000.00	48,744	24.27%	\$ 21,886.00	\$ 31,886.00	\$ (2,500.00)	\$ 29,386.00	16.41%
Woodland	\$ 10,000.00	55,468	27.62%	\$ 24,913.00	\$ 34,913.00	\$ (2,500.00)	\$ 32,413.00	18.10%
Yocha Dehe	\$ 10,000.00	N/A	0.00%	\$ 21,808.00	\$ 31,808.00	\$ (2,500.00)	\$ 29,308.00	16.37%
Yolo County	\$ 10,000.00	24,391	12.14%	\$ 10,956.00	\$ 20,956.00	\$ 10,000.00	\$ 30,956.00	17.29%
Subtotals:	\$ 50,000.00	194,225	96.70%	\$ 109,038.00	\$ 159,038.00		\$ 159,038.00	88.82%
TOTALS:	\$ 70,000.00	200,849	100.00%	\$ 109,038.00	\$ 159,038.00		\$ 179,038.00	100.00%
Notes:	1	\$10,000 baseline contribution for all agencies						
	2	\$159,038 - \$50,000 (baseline for Davis, West Sacramento, Woodland, County and Tribe) = \$109,038						
	3	\$109,038/5 = \$21,808 applied to Yocha Dehe as population impact factor						
	4	\$109,038 - \$21,808 (Yocha Dehe population impact factor) = \$87,230						
	5	\$87,230 x percent of population (200,849 minus Winters) for County, Davis, West Sacramento and Woodland						
	6	\$10,000 applied to County as representative of OA Coordination responsibility						
	7	Tribal, Davis, West Sacramento and Davis totals reduced by \$2,500 as a result of County assuming OA Coord charge						

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-33, Item No. 3.05, of the Yolo County Housing meeting of August 11, 2011.

MOTION: Chamberlain. SECOND: Garnes. AYES: Chamberlain, Provenza, Toney, Garnes. ABSENT: McGowan, Saylor, Rexroad.

3.01 Approved the minutes from the meeting of July 14, 2011.

3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.

3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.

3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.

3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Jim Provenza
Matt Rexroad.
Don Saylor
Bernita Toney

DATE: August 11, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **Review and Approve Destruction of YCH Records in Accordance with the Records and Retention Policy and Schedules.**

RECOMMENDED ACTION:

That the Board of Commissioners authorizes staff to destroy housing assistance, contractual, and personnel records in accordance with the Agency's records retention policy and schedules.

BACKGROUND / DISCUSSION

In accordance with the approved Records Retention policy, the Resource Administrator and Housing Program Manager have reviewed documents stored on-site. Many of these documents are beyond the retention dates required, which vary from three (3) years to seven (7) years, depending on type of document.

- Housing Assistance (HCV) applications of families that did not receive assistance and were cancelled between January 1, 2000 and December 31, 2007.
- Housing Assistance (HCV) files of families whose participation in the program ended prior to December 31, 2003.
- Insurance pool correspondence, insurance policy information prior to July 1, 2004.
- Completed requests for proposals, contracts and agreements prior to July 1, 2004.
- Applicant files from recruitment for open positions prior to July 1, 2008.
- Personnel files employees whose last day of work was prior to July 1, 2004.

The list of documents has been reviewed by legal counsel.

FISCAL IMPACT

None at this time.

CONCLUSION

Staff recommends that these documents be destroyed in accordance with the approved policy.

Yolo County Housing
Yolo County, California

Meeting Date: August 11, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 4.01
SEMAP Certification

Minute Order No. 11-34: Approved and authorized the Chair to sign **Resolution No. 11-08** approving the Yolo County Housing Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for fiscal year 2010-11.

MOTION: Toney. SECOND: Chamberlain. AYES: Chamberlain, Provenza, Toney, Garnes. ABSENT: McGowan, Saylor, Rexroad.



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene Ganes
Michael H. McGowan
Jim Provenza
Matt Rexroad
Don Saylor
Bernita Toney

DATE: August 11, 2011
TO: YCH Board of Commissioners
FROM: Janis R. Holt, Resource Administrator
PREPARED BY: Marianne Krager, Director of Operations
SUBJECT: **APPROVE RESOLUTION FOR SECTION 8 MANAGEMENT ASSESMENT PROGRAM (SEMAP) CERTIFICATION**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Adopt a resolution approving the Yolo County Housing (YCH) Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for Fiscal Year 2010-2011.

BACKGROUND / DISCUSSION

SEMAP is a program designed by the Department of Housing and Urban Development (HUD) to assess the operation and utilization of the Housing Choice Voucher Program and to measure the performance of individual public housing agencies (PHA). There are fourteen indicators used to determine the performance ratings in the fourteen program areas. There is a maximum of 145 points (or 150 points with the addition of 5 bonus points). The Housing Choice Voucher program assists eligible families to rent decent units at an affordable cost.

Staff found, after completion of the self-assessment, that it has scored 138 out of the possible 145 points (95%). Based on this assessment, Yolo County Housing is able to self-certify as a High Performing agency for Voucher operations for the second year in a row. Additionally, YCH has a 2% increase in performance since the previous year as posted by HUD in its SEMAP Confirmatory Review.

FISCAL IMPACT

PHA's with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department of Housing and Urban Development and may be given competitive advantage under notices of fund availability.

CONCLUSION

Staff has completed the self-assessment and has the necessary back-up documents to successfully submit SEMAP information to HUD. HUD requires YCH to submit a self-certification of SEMAP indicators within sixty (60) days after the end of the YCH fiscal year of June 30, 2011. Once approved by the Board of Commissioners, the attached certification will be submitted on or before the due date of August 30, 2011.

Attachment: Resolution
SEMAP Summary Table

**YOLO COUNTY HOUSING
RESOLUTION NO. 11- 08**

**(Resolution regarding Section 8 Management Assessment Program (SEMAP)
Certification for Fiscal Year Ending June 2011)**

WHEREAS, the Housing Authority of the County of Yolo ("YCH") must submit to the U.S. Department of Housing and Urban Development ("HUD") the Section 8 Management Assessment Program (SEMAP) Certification on or before August 30, 2011; and

WHEREAS, the submittal of the SEMAP Certification requires the approval and authorization of the Board of Commissioners of YCH; and

WHEREAS, the SEMAP Certification will be submitted to HUD electronically through HUD'S website on or before August 30, 2011 after review by the Director of Operations and the Executive Director; and

WHEREAS, the Board of Commissioners of YCH have determined to the best of their knowledge that the SEMAP Certification for year ending June 30, 2011 is true and correct.

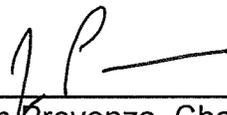
NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct.
2. The Board of Commissioners hereby confirms and approves the submittal of the SEMAP Certification for the year ending June 30, 2011, which will be submitted electronically through HUD'S website on or before August 30, 2011.

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

PASSED AND ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Yolo, State of California, this 11th day of August 2011 by the following vote:

AYES: Chamberlain, Provenza, Toney, Garnes.
NOES: None.
ABSTAIN: None.
ABSENT: McGowan, Saylor, Rexroad.



Jim Provenza, Chair
Board of Commissioners of the
Housing Authority of the County of Yolo

Approved as to Form:

By S. Cortes
Sonia Cortes, Agency Counsel

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

By Julie Dachtler



SEMAP INDICATORS [24CFR 985.3 and form HUD-52648]

The table below lists each of the SEMAP indicators and contains a description of each indicator.

INDICATORS	SCORE
Indicator 1: Selection from the waiting list. Maximum Score: 15 <ul style="list-style-type: none"> Proper selection of applicants from the housing choice voucher waiting list. 	15
Indicator 2: Rent reasonableness. Maximum Score: 20 <ul style="list-style-type: none"> Sound determination of reasonable rent for each unit leased 	20
Indicator 3: Determination of adjusted income. Maximum Score: 20 <ul style="list-style-type: none"> Accurate verification of family income 	20
Indicator 4: Utility Allowance Schedule. Maximum Score: 5 <ul style="list-style-type: none"> Maintenance of a current schedule of allowances for tenant utility costs 	5
Indicator 5: HQS Quality Control Inspections. Maximum Score: 5 <ul style="list-style-type: none"> Performing of quality control inspections to ensure housing quality 	5
Indicator 6: HQS Enforcement. Maximum Score: 10 <ul style="list-style-type: none"> Timely annual housing quality inspections 	10
Indicator 7: Expanding Housing Opportunities. Maximum Score: 5 <ul style="list-style-type: none"> Expand housing choice outside areas of poverty or minority concentration 	5
Indicator 8: FMR limit and Payment Standards. Maximum Points: 5 <ul style="list-style-type: none"> Establishment of payment standards within the required range of the HUD fair market rent 	5
Indicator 9: Annual Re-examinations. Maximum Points: 10 <ul style="list-style-type: none"> Timely annual reexaminations of family income 	10
Indicator 10: Correct tenant rent calculations. Maximum Points: 5 Correct calculation of the tenant share of the rent and the housing assistance payment	5
Indicator 11: Pre-contract HQS Inspections. Maximum Points: 5 Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts	5
Indicator 12: Annual HQS Inspections. Maximum Points: 10 Timely annual housing quality inspections	10
Indicator 13: Lease-up. Maximum Points: 20 Ensure that all available housing choice vouchers are used	20
Indicator 14: Family Self-Sufficiency (FSS) enrollment and escrow account balances. Maximum Points: 10 Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.	3

(a) High performer rating. PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability.

(b) Standard rating. PHAs with SEMAP scores of 60 to 89 percent shall be rated standard

(c) Troubled rating. PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

Staff found, after completion of the self assessment, that it score 138 out of the possible 145 points (95%). YCH scored maximum points on each indicator with the exception of one.

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 9/30/2013)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Yolo County Housing	For PHA FY Ending (mm/dd/yyyy) 06/30/2011	Submission Date (mm/dd/yyyy)
--	---	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly define areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>773</u>	1-BR FMR <u>869</u>	2-BR FMR <u>1062</u>	3-BR FMR <u>1547</u>	4-BR FMR <u>1646</u>
PS <u>854</u>	PS <u>818</u>	PS <u>1000</u>	PS <u>1457</u>	PS <u>1550</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

25

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

15

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

60.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

1

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy)

Date (mm/dd/yyyy) 8/11/11

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

SEMAP SCORING SHEET

Performance Indicator	Anticipated Rating	Points	Possible Points
1. Selection from the Waiting List		15	15
2. Reasonable Rent		20	20
3. Determination of Adjusted Income		20	20
4. Utility Allowance Schedule		5	5
5. HQS Quality Control Inspections		5	5
6. HQS Enforcement		10	10
7. Expanding Housing Opportunities		5	5
8. Payment Standards		5	5
9. Annual Reexaminations		10	10
10. Correct Tenant Rent Calculations		5	5
11. Pre-contract HQS Inspections		5	5
12. Annual HQS Inspections		10	10
13. Lease-up		20	20
14. FSS Enrollment and escrow accounts		3	10
Success Rate of Voucher Holders			8
Totals		138	150
Deconcentration Bonus			5

14x

95%

Anticipated Points ÷ Total Possible Points = Anticipated Percent %

- Anticipated Score
- High Performer (90%+)
 - Average (61-89%)
 - Troubled (60% or less)

**YOLO COUNTY HOUSING
HCV PROGRAM
INCOME LIMITS - FMR - PAYMENT STANDARDS**

I. INCOME LIMITS

47 U.S.C. 1436

Implemented: June 10, 2011 (Published 6-2-2011)

Family Size:	1	2	3	4	5	6	7	8
EXT LOW 30%	15,950	18,200	20,500	22,750	24,600	26,400	28,250	30,050
V. LOW 50%	26,550	30,350	34,150	37,900	40,950	44,000	47,000	50,050
LOW 80%	42,500	48,550	54,600	60,650	65,550	70,400	75,250	80,100

For each person in excess of eight, there is an addition of 8% to the four-person base. (e.g. 9 person income limit is 140% of the 4 person base rounded to the nearest \$50).

II. FAIR MARKET RENTS (Final FMR for FY 2011 -Published 6-2-2011)

Bedroom Size:	0	1	2	3	4	5	6
Fair Market Rent	821	869	1062	1547	1646	1893	2140

Add 15% to the 4 bedroom FMR for each extra bedroom

Manufactured Home Space: \$425 space rent (40% of the 2 bedroom FMR)

III. PAYMENT STANDARD SCHEDULE

Implemented: October 1, 2010

Bedroom Size:	0	1	2	3	4	5	6
City of Davis	854	905	1105	1610	1713	1970	2226
All Other County Areas	773	818	1000	1457	1550	1783	2014

The FMR for unit sizes larger than four bedrooms is calculated by adding 15 percent to the four-bedroom FMR, for each extra bedroom.

Manufactured Home Space: space rent (40% of the 2 bedroom FMR) City of Davis: 446, All Other County Areas: 404

Payment Standards Approved by Board of Commissioners: July 8, 2010
Effective: October 1, 2010

Yolo County Housing
Yolo County, California

Meeting Date: August 11, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 4.02
Public Housing Assessment System

Minute Order No. 11-35: Received and filed report on the changes to the HUD Public Housing Assessment system (PHAS).

MOTION: Toney. SECOND: Garnes. AYES: Chamberlain, Provenza, Toney, Garnes. ABSENT: McGowan, Saylor, Rexroad.



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene Games
Michael H. McGowan
Jim Provenza
Matt Rexroad
Don Saylor
Bernita Toney

DATE: August 11, 2011
TO: YCH Board of Commissioners
FROM: Janis R. Holt, Resource Administrator 
PREPARED BY: Marianne Krager, Director of Operations
SUBJECT: Receive and File Report on the Changes to the HUD Public Housing Assessment System (PHAS)

RECOMMENDED ACTIONS

That the Board of Commissioners:

Receive and File Report on the Changes to the HUD Public Housing Assessment System (PHAS)

BACKGROUND / DISCUSSION

On February 22, 2011, HUD issued PIH Notice 2011-13 referencing the Public Housing Assessment System (PHAS) Interim Rule published February 23, 2011 to conform the assessment process to the principles of asset management. The new rule changes the way public housing authority's information is submitted to and scored by HUD.

The PHAS score will continue to be comprised of the assessment of four major operational areas: physical (PASS), financial (FASS), management (MASS) and Capital Fund Program Indicator for a total of 100 points. Changes to the scoring and submission requirements are:

PASS: The physical condition indicator has increased from 30 points to 40 points. Each AMP will be scored separately where previously, the collective portfolio of the PHA received one score. This score is provided by a third party inspection conducted by HUD.

FASS: The financial condition indicator has been decreased from 30 points to 25 points. This score is calculated by HUD based on the submission of the annual single audit. The financial indicator score will be calculated for each project (AMP) as well as a composite score for the entire PHA.

MASS: The management operations indicator has been reduced from 40 points to 25 points. In previous years, the management operations assessment system relied on the PHA's submission of a range of information that is "self-certified". In previous years, YCH completed and submitted the MASS report and resolution to the YCH Board of Commissioners for approval and adoption prior to submission to HUD. Under the interim

Working together to provide quality affordable housing and community development services for all

rule, this is no longer required and the management operations indicator will be limited to three items: the occupancy rate, accounts payable, and tenant accounts receivable which are all drawn from the PHA's annual financial information. Therefore, YCH is only required to submit unaudited financial information by August 31, 2011 for this indicator.

Capitol Fund Indicator: Scoring remains the same at 10 points and is calculated based on the PHA's performance with respect to the obligation and expenditure of Capital Fund program grants.

Within each category, there are sub-indicators with various components that are scored based on a points system. Scoring under the interim rule will be based on the following HUD information systems March 31, 2011 and forward:

- The Financial Assessment Sub System
- The Inventory Management System – Public Housing Information Center (IMS-PIC)
- Electronic Line of Credit Control System (eLOCCS)

The total indicator points each PHA receives will determine if that agency is a High Performer, Standard Performer, Substandard Performer, Troubled, and/or Capital Fund Program Troubled.

YCH has been instructed by HUD and REAC to implement these changes immediately.

FISCAL IMPACT

None at this time.

CONCLUSION

Staff recommends that the Board receive and file the report.

Attachment: HUD Notice PIH 2011-13 (HA)



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Special Attention of:

Public Housing Agencies
Public Housing Hub Office Directors
Public Housing Program Center Directors
Regional Directors
Field Office Directors
Resident Management Corporations

Notice PIH 2011- 13 (HA)

Issued: February 22, 2011

Expires: February 22, 2012

Cross Reference: 24 CFR Parts 901,
902, and 907

Subject: Implementation of the Public Housing Assessment System (PHAS) Interim Rule

1. Purpose

This notice provides public housing agencies (PHAs) with instructions for the implementation of the PHAS Interim Rule, which will be published February 23, 2011.

2. Background

The Public Housing Operating Fund Rule published September 19, 2005, requires PHAs to implement asset management.

The Public Housing Assessment System Interim Rule aligns PHAS with the asset management model by providing project level performance information where possible.

A copy of the Interim Rule is posted at:

<http://www.hud.gov/offices/pih/publications/fedreg/5094-i-02.pdf>

3. Effective Date of the Interim Rule

The Interim Rule will be effective 30 days from the date the rule is published in the Federal Register.

4. Scoring for PHAs with Fiscal Year (FYE) Ending December 31, 2010

PHAs with FYE December 31, 2010 will be scored in accordance with existing Transition Year Two Extended guidance. PHAs will be required to submit their management operations certification, unless they submit a waiver request within 30 days of the publication of this notice.

5. Scoring for PHAs with FYE March 31, 2011 and forward.

PHAs with FYE March 31, 2011 and forward will be assessed in accordance with the Interim Rule. Scoring under the Interim Rule will be based upon the following information from HUD systems:

- The Financial Assessment Sub System
- The Inventory Management System – Public Housing Information Center (IMS-PIC)
- Electronic Line of Credit Control System (eLOCCS)

PHAs must continue to submit unaudited and audited financial information as required by 24 CFR Part 5 and 24 CFR Part 902.

6. Interim Rule Comment Period

The Interim Rule provides for a 60 day comment period from the date the Interim Rule is published. Please do not submit any comments until the official date of publication on the Federal Register, which will be February 23, 2011. The due date for comments does not impact the implementation date of the Interim Rule.

7. Further Information

All questions at the PHA level are to be referred to the appropriate field office.

8. Paperwork Reduction

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB Control Numbers 2577-0237, 2535-0106, 2502-0369 and 2535-0107. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

/s/

Sandra B. Henriquez,
Assistant Secretary for Public and Indian Housing