

# Stanislaus Regional Housing Authority

*Alpine ■ Amador ■ Calaveras ■ Inyo ■ Mariposa ■ Mono ■ Stanislaus ■ Tuolumne Counties*

DATE: July 24, 2018

TO: Board of Commissioners

FROM: Barbara S. Kauss, Executive Director

Subject: **ACTION ITEM # 9** - Resolution approving the Housing Authority of the County of Stanislaus Annual Public Housing Authority (PHA) Plan Update, Housing Choice Voucher Administrative Plan, The Public Housing Admissions and Continued Occupancy Plan (ACCOP), and authorizing its submission to the Department of Housing and Urban Development.

Resolution No.17-18-30

## **RECOMMENDATION**

Following review and discussion, staff recommends approval of the proposed 2018 PHA Annual Plan Updates and the amendments to the HCV Administrative Plan and the Public Housing Admissions and Occupancy Plans for submission of the documents to the US Department of Housing & Urban Development as required.

## **BACKGROUND**

The Housing Authority County of Stanislaus (Housing Authority) is required to submit to Housing and Urban Development (HUD) an annual update on the progress in meeting the 5-year PHA Plan goals. In addition, the Housing Authority is required to submit for review and approval any substantial changes to the Housing Authority Housing Choice Voucher Administrative Plan or the Public Housing Admissions and Occupancy Policies.

Prior to submission to HUD, the Housing Authority must hold Resident Advisory Board meetings with program residents, post the document for public review, and receive Housing Authority Board of Commission approval. The Housing Authority held two meetings during the month of June, 2018 and met with residents to review the annual PHA plan updates, the HCV Administrative Plan, and the Public Housing Admissions and Occupancy Policy revisions. A public hearing will be held on 7/24/18 at the Housing Authority main office. During the public comment period Staff recommended an increase in the allocation of Project based vouchers of up to 15%. Prior to submission of these documents to the local HUD Field Office, the Housing Authority must receive approval of the plan and policies by the Housing Authority Board of Commissioners. Attached for review are the substantial changes to the Housing Authority HCV Administrative Plan and Public Housing Admissions and Occupancy Policies.



**FISCAL IMPACT**

None

**ATTACHMENTS**

1. Proposed 2017 PHA Annual Plan Goals Update
2. Resolution 17-18-30

## **Goal Updates 2017**

The Authority's Plan established strategic five-year goals and related objectives which the Authority plans to achieve during the five-year time frame. In the following material, we have listed those goals and objectives and commented on the Authority's efforts and progress to achieve them. This report is intended to provide an update on the Authority's five-year activity plan for the preceding two-year period.

**PHA Goal: Depending on the availability of federal and state funding, increase the inventory of affordable rental housing in Stanislaus County and expand home ownership opportunities for first time home buyers.**

Comments: The Housing Authority is currently working on partnerships to provide affordable housing for disabled veterans and is continuing to provide first-time home ownership opportunities through partnerships with the County of Stanislaus and several cities in the county through Neighborhood Stabilization Program funding.

### **Objectives:**

- HCV Program – Apply for additional rental vouchers: If federal funding becomes available, expand the inventory of rental housing vouchers by 10% over the next 5 years.

Comments: The Housing Authority applied for and received an additional 86 HUD Veteran's Affairs Supportive Housing Vouchers equating to a 2% increase in the total number of vouchers administered since 2015.

- Public Housing Program – Reduce public housing vacancies: Achieve and maintain an average 99% lease-up rate in the Public Housing Program over the following five-year period.

Comments: To date the average lease-up rate in the Public Housing program is at 99%. The Authority continues to work towards reducing the vacancy days between residents to ensure the best possible utilization of this affordable housing resource.

- Development – Leverage private or other public funds to create additional housing opportunities.

Comments: Staff is continuing work on several projects that will utilize funding resources available through the various cities and agency funds to develop new affordable housing opportunities. These projects include a variety of affordable rental housing for homeless veterans and special needs populations four cities in Stanislaus County. In addition, the NSP programs have provided opportunities for the leveraging of funds for the creation of additional home ownership possibilities throughout the county.

- Development – Subject to the availability of funding, develop or acquire 200 affordable rental housing units over the next five years.

Comments: Twenty-one units were added to the inventory since the beginning of this plan. Staff is continually working on partnerships and searching for funding opportunities to achieve this goal. Current efforts are being applied towards the development of several affordable housing developments in Modesto, Oakdale,

Waterford and Westley. Plans for these properties are anticipated to add approximately 127 additional units of affordable housing over the next few years.

Other:

1. Public Housing – Implement a Lease to Purchase Homeownership Program.  
Comments: Staff will be working towards the achievement of this goal during the 5-year plan period.
2. HCV Program – Achieve and sustain a Section 8 program utilization rate of 99%.  
Comments: The Housing Choice Voucher (HCV) program is currently exceeding this goal with a 101.5% utilization of annual budget authority.
3. HCV/Conventional Housing Program - The PHA is working with Farmers & Merchants Bank, who administers the IDEA Program for first time homebuyers, providing a 3 to 1 match to an FSS Program Participants Escrow Account (up to \$15,000 match) for down payment assistance for first time homebuyers.
4. HCV/Conventional Housing Program - The FSS Program provides a comprehensive first-time homebuyers workshop presented by PMZ Realtors.

**PHA Goal: Conserve and upgrade the Affordable Housing Inventory in Stanislaus County.**

Comments: The Authority has made improvements to its inventory of affordable housing which has substantially furthered this important agency goal.

- Public Housing Program – Improve public housing management: (PHAS score) Maintain High Performer status in the Public Housing Program. Increase UPCS inspection scores to an average of 90.  
Comments: The Authority’s Public Housing Program is currently designated High Performer and the average UPCS score for our five AMPs is 90.
- HCV Program – Improve voucher management: (SEMAP score) Achieve and maintain High Performer status.  
Comments: The Authority’s HCV Program is currently designated High Performer. This program has been so designated since 2008.
- Increase customer satisfaction.
  1. Public Housing / HCV Programs – Improve communications with Residents and program participants through the use of newsletters and resident meetings.  
Comments: An annual report was created which includes information on the Authority and the programs offered. It also included information on services available to program participants and residents through partnership agencies in the community. This report was made available on the Authority’s website.

Housing Programs staff are currently researching the types of services and activities desired by residents to develop programming and partnerships which meet the needs of the communities served. This research will help comprise the content of upcoming newsletters and resident meetings.

The FSS Program publishes a quarterly FSS Newsletter for current program participants

The ROSS Coordinator is working with local residents to identify services and programs at each of the PHA's X community center sites

The PHA is undergoing a complete restructuring of the Agencies website for improved access to information and documents, which will include the ability to complete applications for housing online.

2. All Departments – Continue to provide staff training opportunities which support improvements in the quality of the Authority's housing programs.

Comments: Training is budgeted on an annual basis which addresses staff development and ensures quality operations of the Authority's programs and service to clients.

➤ HCV Program – Concentrate on efforts to improve specific management functions.

1. HCV Program – Conduct annual Housing Choice Voucher program inspections within 365 days of the last inspection.

Comments: This goal is currently being met.

2. HCV Program – Conduct quality control audits of annual eligibility determinations for not less than 2% of Housing Choice Voucher and Public Housing program files.

Comments: 100% of files are reviewed for each new entry level person and 10% of each regular staff person's caseload is reviewed annually for quality control.

3. HCV Program – Conduct initial unit inspections for the Housing Choice Voucher program within a 7 – 10-day time period.

Comments: Inspections for new units are being conducted within 3 business days of receipt of Request for Tenancy Approval. Initial landlord checks are sent out within 3 weeks from the date the unit passes inspection.

4. HCV Program – Reestablish a landlord "hotline" to improve response time to inquiries.

Comments: One staff person has been designated to address landlord concerns/issues on an "as needed" basis and a dedicated e-mail address has been created to receive inquiries and requests from landlords.

5. Public Housing – Capital Improvements: Renovate or modernize public housing units. Complete Public Housing Modernization Activities in a timely manner.

Comments: Modernization activities are on-going at the Public Housing developments. Planned projects are detailed in the CFP statements attached.

All of these activities were or are being completed within HUD established time frames for the Capital Fund program.

#### Other

1. Administration – Partner with county and/or city in efforts to improve housing stock and create stable, viable neighborhoods.

Comments: The Housing Authority continues its partnership efforts with State, City and County governments. The Housing Authority currently has partnerships with most, if not all, cities and county housing agencies and has developed extensive partnerships with State housing agencies. These partnerships have proven invaluable to the Authority's modernization and development efforts.

2. Administration – Plan and coordinate Authority's housing stock modernization efforts with county and/or city infrastructure improvement efforts.

Comments: The Housing Authority has excellent partnerships with most, if not all, cities and county agencies and has developed working relationships with all these agencies. These partnerships continue to provide the basis of our coordination efforts. The Authority continues to work with the cities and county to coordinate infrastructure improvements into its site improvement projects.

3. Public Housing – The Authority shall reduce the level of crime in its high vacancy complexes.

Comments: The Authority works with local law enforcement Crime Free programs in the communities to work towards this goal. Many of the Authority's developments have received Crime Free status awards through these programs.

4. Development/Capital Fund Grant – The Authority shall improve the curb appeal of its complexes through completion of modernization activities.

Comments: In 2014 the Authority completed the modernization of a six-unit apartment complex in its Ceres development. Major focus was placed on curb appeal and along with updates to the exterior of the building, the landscaping, fencing and lighting were all replaced to elevate the appearance of the property. Other plans in the upcoming years include replacement of siding, doors and windows at several of the Modesto scattered sites developments.

#### **PHA Goal: Increase assisted housing choices.**

- HCV Program – Provide voucher mobility counseling at initial family briefings and during annual reexaminations.

Comments: HCV program participants who are in the process of moving are provided with mobility counseling and countywide maps which identify non-poverty concentrated neighborhoods.

- HCV Program – Continue to maintain the 2-tiered Benefit Payment Standard (BPS) to ensure families have the ability to locate affordable housing in less poverty concentrated neighborhoods.

Comments: The Housing Authority continues to maintain a 2-tiered BPS to allow mobility within the County and opportunities for program participants to relocate to non-poverty neighborhoods.

- HCV Program - Continue to seek funding for the Individual Development & Empowerment Accounts (IDEA) and Workforce Initiative Subsidy for Homeownership (WISH) programs for graduating Family Self-Sufficiency (FSS) Program Participants.

Comments: The PHA partners with Farmers & Merchants Bank to provide funds for first-time homebuyers through the IDEA Program.

HCV Program – Implemented changes to the Administrative Plan which increases housing choice in a low vacancy market – PHA will approve HAP Contracts in Shared Housing, Congregate Housing, and SRO Units

Comments: March 2016 the Housing Authority attended a Community Services Agency (CSA) Provider Fair to educate CSA and partner agency staff about the wealth of resources available to customers. The fair included opportunities to market to potential Section 8 landlords and other affordable housing providers. HACS brought brochures, pamphlets, and business cards to help promote and market HACS programs. There was an estimated 400-500 staff from various provider agencies in attendance throughout the day.

- Public Housing – Implement public housing or other home ownership program by October 1, 2015.

Comments: Due to other agency activities, the goal date has been extended.

- Public Housing – Maintain the additional public housing site-based waiting lists established to improve marketability.

Comments: Implementation of the site-based waiting lists began in 2014 and data is currently being tracked to determine the effects on leasing activities.

- Public Housing – Implement public housing security improvements.

Comments: Modernization improvements are incorporating needed security improvements. Staff is tracking reported crime in the Authority's developments and are working closely with both the Sheriff and City police departments regarding crime issues.

- Other:

1. HCV Program – Maintain the number of Section 8 FSS program participants at 80-100% of mandatory FSS slots.

Comments: As of April, 2017, Family Self-Sufficiency (FSS) program has 150 active program participants, or approximately 117% percent of the mandatory FSS slots pledged for the program.

2. Public Housing – Maintain 25 families in a Self-Sufficiency program in the Public Housing Program.

Comments: The PHA is actively recruiting for Community Service and CSSR briefings and anticipates filling the positions by the end of the Calendar Year.

3. Public Housing – Expand and enter into partnerships which will provide Self-Sufficiency Services in the Authority’s Community Centers.

Comments: The FSS Coordinators are currently working with the ROSS Coordinator in the development of service programs within all of the agency’s community centers.

4. Public Housing – Initiate an individual development account program for Public Housing residents.

Comments: The program currently has an three households accumulating monthly FSS escrows with balances ranging from \$300-\$4,600.

5. HCV Program – Apply for IDEA and WISH program funds as application opportunities become available, which will allow up to \$10,000 in down payment assistance for graduating FSS families.

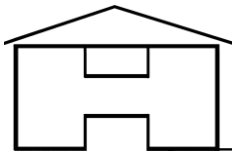
Comments: The process no longer requires the PHA to apply directly for IDEA/WISH funds. Staff works directly with the applicant bank, F & M, to refer clients for these homeownership funds.

6. Development – Increase the housing stock for the FSS homeownership program for FSS participants.

Comments: The HACS applied for and received approval to participate in the FUP/FSS Demonstration Project, which is only administered by 4% of the PHA’s in the nation. The FSS Coordinators are working to develop a homeownership program for program participants.

In conclusion, the Housing Authority has made progress in achieving its stated goals and objectives and is on track to fulfill these within the period outlined in the Authority’s 5-year plan.





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## RESOLUTION NO. 17-18-30

### RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS ANNUAL PUBLIC HOUSING AUTHORITY (PHA) PLAN UPDATE, HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN, THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACCOP), AND AUTHORIZING ITS SUBMISSION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**WHEREAS**, the Housing Authority of the County of Stanislaus has prepared required Agency Plans as provided by the Department of Housing and Urban Development's regulations, and

**WHEREAS**, the Agency Plans were made available to the public for review and comment during the required 45-day period, and

**WHEREAS**, the Board of Commissioners did conduct a public hearing on the Plans in order to receive public input, and

**WHEREAS**, the Resident Advisory Committees did provide input into the Plans in the form of its own recommendations, and

**WHEREAS**, the Board of Commissioners did consider the recommendations of the resident Advisory Committee in its own review and discussion of the Plan,

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Housing Authority of the County of Stanislaus, that

1. The proposed Agency Plans be hereby approved, and
2. The Executive Director is authorized to submit the Plans along with all required documents and certifications to the Department of Housing and Urban Development as required, and
3. This resolution shall take effect immediately.



**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of the Housing Authority of the County of Stanislaus this 24<sup>th</sup> day of July, 2018.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and on the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attest: \_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_  
Chairperson