

# YOLO COUNTY HOUSING

## AGENDA

### REGULAR MEETING

May 22, 2019

PLEASE NOTE TIME 3:00 p.m.



**YOLO COUNTY HOUSING**  
HOUSING COMMISSION

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

**BOARD OF SUPERVISORS CHAMBERS**

625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
CHIEF EXECUTIVE OFFICER

HOPE WELTON  
AGENCY COUNSEL

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

### **CALL TO ORDER**

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

### **PRESENTATIONS**

4. Presentation - Certificate of Achievement from the USDA Rural Development's 2019 farm Labor Housing Training Course to Roberto Guevara and Tom Dogias
5. Presentation - Orientation: Major Programs Overview

### **CONSENT AGENDA**

6. Review and Approve the Minutes of April 17, 2019
7. Review, Approve and Authorize Write-Off of Uncollectible Debt in Accordance with the Adopted Accounts Receivable and Charge Off Policy for Public Housing (Dogias, Inman)
8. Ratify Selection of the Rental Assistance Demonstration (RAD) Consultant and Authorize the CEO to Execute the Agreement (Gillette)

### **REGULAR AGENDA**

9. Review, Approve and Adopt Resolution to Apply for Family Self-Sufficiency Funding (FSS) through the U.S. Department of Housing and Urban Development (Holt, Blackstock and Jimenez-Perez)
10. Review and Approve Conceptual Project for Tiny Home Village Concept at 5th Street and Oak Avenue in Woodland, California (Baker)

11. Discuss the Role of YCH in Future Homeless Program Coordination and Potential Options to Engage the Broader Community (Chairman Arnold)
12. Receive Comments from CEO
13. Receive Comments from Commissioners

**CLOSED SESSION**

14. Conference with Legal Counsel – Anticipated Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
Significant exposure to litigation: 1 case(s)
15. Conference with Legal Counsel – Anticipated Litigation  
Pursuant to Government Code Section 54956.9(d)(4)  
Initiation of litigation: 1 case(s)

**ADJOURNMENT**

Next meeting is June 19, 2019 at 3:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted by Friday, May 17, 2019 by 5:00 p.m. at the following places:

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

Julie Dachtler, Clerk of the Board

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

### **NOTICE**

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

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

**Yolo County Housing**  
**Meeting Date: 05/22/2019**

**6.**

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**Information**

**SUBJECT**

Review and Approve the Minutes of April 17, 2019

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**Attachments**

Att. A. Minutes

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**Form Review**

Form Started By: Julie Dachtler  
Final Approval Date: 05/17/2019

Started On: 05/17/2019 03:26 PM

# Yolo County Housing Yolo County, California

April 17, 2019

## MINUTES

The Yolo County Housing met on the 17th day of April, 2019, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

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

Absent: Gary Sandy

Staff Present: Lisa Baker, CEO

Ron Martinez, Agency Counsel subbing for Hope Welton

Julie Dachtler, Clerk

### CALL TO ORDER

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

Minute Order No. 19-19: Approved agenda as submitted with the CEO noting the presentation on Agenda Item No. 4 should have said Isaac Blackstock was being presented with the Fair Housing and Reasonable Accommodations Specialist Certificate, not the Family Self Sufficiency Certificate as noted on the agenda.

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

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

There was no public comment.

## PRESENTATIONS

### 4. Presentation - Family Self Sufficiency Certificate to Isaac Blackstock

Irma Jimenez-Perez presented the Fair Housing and Reasonable Accommodations Specialist Certificate, not the Family Self Sufficiency Certificate as noted on the agenda, to Isaac Blackstock.

## CONSENT AGENDA

Minute Order No. 19-20: Approved Consent Agenda Item Nos. 5-6.

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

### 5. Review and Approve the Minutes of March 20, 2019

Approved the minutes of March 20, 2019 on Consent.

### 6. Review and Accept Proposal to Provide Audit Services and Authorize the CEO to Negotiate and Execute an Agreement with CohnReznick (Gillette, Inman)

Approved recommended action on Consent.

## REGULAR AGENDA

7. Review and Approve Proposed FY 2018-2019 Mid-Year Financial Information and Budget Revisions through December 31, 2018 (Gillette, Holt, Ichtertz, Dogias and Jimenez-Perez)

Minute Order No. 19-21: Approved recommended action.

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

8. Review and Approve Direction on IT/IS Plan and Authorize the CEO to Implement (Gillette and Baker)

Minute Order No. 19-22: Approved recommended action.

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

9. Review and Approve Proposed Executive Assistant/Office Manager Position Description and Salary Range (Holt, Gillette and Baker)

Minute Order No. 19-23: Approved recommended action.

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

10. Review and Approve Opening of Housing Choice Voucher Wait List by Direct Referral Only for Targeted Funded Mainstream Vouchers (Holt, Jimenez-Perez)

Minute Order No. 19-24: Approved recommended action.

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

11. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Beginning stages of a "Bridge to Housing" Project with the County and City of Woodland and should they move forward on this project, it will come to the Commissioners at some point.
- Went over the flyer she handed out from the California Association of Housing Authorities, which is a statewide organization that represents the 103 housing authorities in California and works on behalf of housing authorities as their State and Federal Advocates. The flyer also talks about the affordable housing crisis and also facts about voucher program usage in California alone. It shows how many homeless there are in the United States, and specifically California, where there are over 200,000 homeless individuals.
- Spoke about her recent visit to Washington DC and meeting with California Delegates to discuss the housing issues plaguing California.

12. Receive Comments from Commissioners

Received the following comments from Commissioners:

- Commissioner Sandeen reminded everyone that New Hope Community Development Corporation is participating in the BIG Day of Giving on May 2, 2019.
- Commissioner Lansburgh provided an update of what was approved at the previous night's Woodland City Council meeting in regards to multi-housing.
- Commissioner Walters made comments about homeless veterans, to which CEO Baker responded that there is decline in families being homeless; however, she noted that the two largest homeless population are those 55 and older and those released from incarceration.

**ADJOURNMENT**

Adjourned in memory of:

- Larry Wright
- Noah Moyle

Next meeting is May 22, 2019 at 3:00 p.m.

**Yolo County Housing**  
**Meeting Date: 05/22/2019**

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**Information**

**SUBJECT**

Review, Approve and Authorize Write-Off of Uncollectible Debt in Accordance with the Adopted Accounts Receivable and Charge Off Policy for Public Housing (Dogias, Inman)

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**Attachments**

Staff Report

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**Form Review**

Form Started By: Julie Dachtler  
Final Approval Date: 05/17/2019

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## ***Yolo County Housing***

147 W. Main Street                      Woodland: (530) 662-5428

WOODLAND, CA 95695                  Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:**                                      May 22, 2019

**TO:**    YCH Housing Commission

**FROM:**                                        Lisa A. Baker, Chief Executive Officer

**PREPARED BY:**                          Tom Dogias, Real Estate Services Supervisor

**SUBJECT:**                                  **Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy**

### **RECOMMENDED ACTIONS:**

That the Housing Commission:

1. Authorize YCH staff to write off bad debts in the amount of \$11,369 in the Yolo County Housing Low Income Public Housing Program for the period ending March 31, 2019.

### **BACKGROUND/DISCUSSION**

In accordance with the YCH Accounts Receivable Write Off Policy, staff recommends that the Commission authorize the write off of debts that have not been collected for the quarter ending March 31, 2019. This recommended amount of bad debts for the third quarter are a result of:

- \$8,142 for AMP II (El Rio Villas) involving two difficult evictions that accumulated damages exceeding the tenant security deposit. One unit required a professional biohazard cleanup due to concerns by management about the potential safety risk to staff. The proposed amount includes the professional hazard clean up, disposal of trash for both units and the maintenance/ repair required to bring the units to YCH standards for a rentable unit.
- \$2,534 is the amount remaining for move out charges of two separate units at AMP III (Riverbend Manor/Las Casitas). In the first unit, the resident

unfortunately passed away with no remaining estate. This unit required an extensive trashing out, cleaning, and repainting. Also, legal costs were incurred in order to remove an unauthorized family member who would not voluntarily leave the unit. The second unit was also a difficult turn requiring extensive trashing out, cleaning, and repainting.

- An additional \$693 is a result from two move outs with minimal damages (AMP I/Donnelly Circle and AMP II/EI Rio Villas) in which turn costs and remaining rent amount exceeded the deposit amounts and the debt has been uncollectible.

Real Estate Services staff have continuously attempted to collect on these outstanding charges with no results. In coordination with the Finance Department, staff has assessed the collectibility of the tenant balances provided and have exhausted all efforts to locate the tenants and/or collect payment at this time.

As a result, staff recommends approval to submit write off documentation to Finance for entry into the Tenant Accounts Receivable System (TARs). These debts are then forwarded to our collection agency for a final attempt at restitution.

### **FISCAL IMPACT LOW INCOME PUBLIC HOUSING**

For the third quarter of FY 2018-2019, bad debts requested to be written off for Low Income Public Housing total \$11,369.00. This amount is 2% of total rents charged for the programs during this period. The total write off for 1st, 2nd and 3rd quarter is 1.07% of receivables.

Low Income Public Housing Write-Offs approved per year have been:

● 2009-2010	\$19,200	1.23%
● 2010-2011	\$22,300	1.49%
● 2011-2012	\$18,000	1.20%
● 2012-2013	\$ 7,500	0.50%
● 2013-2014	\$16,730	0.93%
● 2014-2015	\$17,635	1.00%
● 2015-2016	\$9,229	0.50%
● 2016-2017	\$6,805	0.29%
● 2017-2018	\$19,390	1.02%
● 2018-2019 <i>(year to date)</i>	\$16,267	1.07%

### **CONCLUSION**

The periodic write off uncollectible accounts receivable helps the Agency present a true representation of revenues that can be expected to be received and of debts that have a reasonable chance of being successfully collected.

Staff recommends that the Commission approve the requested authorization to write off debt for the 3rd quarter in the amount of \$11,369.

**Yolo County Housing**  
**Meeting Date: 05/22/2019**

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**Information**

**SUBJECT**

Ratify Selection of the Rental Assistance Demonstration (RAD) Consultant and Authorize the CEO to Execute the Agreement (Gillette)

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**Attachments**

Staff Report

Att. A. RAD Process

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**Form Review**

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## ***Yolo County Housing***

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE:                      May 22, 2019

TO:                         YCH Housing Commission

FROM:                     Lisa A. Baker, Chief Executive Officer

PREPARED BY:         James D. Gillette, Finance Director

**SUBJECT: Ratify Selection of the Rental Assistance Demonstration (RAD) Consultant and Authorize the CEO to Execute Agreement**

### **RECOMMENDED ACTIONS:**

- a. Staff recommends that the Board of Commissioners ratify the selection of Collaborative Housing Solutions (CHS) and Dominion Due Diligence Group (D3G) team as recommended by staff and the RAD subcommittee; and
- b. Authorize the CEO to Execute the Agreement.

### **BACKGROUND/DISCUSSION:**

#### ***Proposals***

Staff prepared a Request for Proposal for Phase 2 RAD Process Consultant which was sent to 14 different firms recommended by others in the Public Housing industry with RAD experience. Of these 14 firms, YCH received three separate proposals, including one from the firm that performed the Phase 1 Property Assessment.

#### ***Analysis***

In order to evaluate these firms and make a selection, YCH appointed an internal 3-person selection committee (Finance, Real Estate Services and Executive), who performed the following evaluation procedures:

**Yolo Housing Commission**  
**May 22, 2019**  
**Selection of RAD Process Consultant**  
**Page 2**

- Reviewed the 3 proposals and scored them based on the criteria outlined in the RFP document (including stated price) with the following results:

<b>Evaluation Form for Submissions</b>		<b>Average Evaluator Scores<sup>1</sup></b>			
		<b>Max Point Value</b>	<b>2RW, TCG, &amp; EEC</b>	<b>TCG</b>	<b>CHS &amp; D3G</b>
<b>Factor Description</b>					
<b><u>Subjective Technical</u></b>					
	Evidence of the proposers ABILITY TO PERFORM THE WORK as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.	20	19.3	16	19.7
	Evidence of the proposers CAPABILITY TO PROVIDE PROFESSIONAL SERVICES in a timely manner, including expected project duration and constraints.	20	18.7	18.7	19.3
	The proposer's DEMONSTRATED KNOWLEDGE of and EXPERIENCE with requirements of RAD and Section 18 disposal programs.	20	18.7	16.7	20
	The OVERALL QUALITY and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED, based upon the opinion of the evaluators.	10	9.3	7.7	9.7
	Subtotal for Subjective Technical	70	66	59	68.7
<b><u>Objective</u></b>			<b>\$40,000</b>	<b>\$75,500</b>	<b>\$84,000</b>
	The OVERALL PRICE for the initial work along with any ongoing costs during the contract period and offering the best overall value to YCH.	30			
	Total Technical Evaluation Points	100	66	59	68.7

Adding in the objective Pricing points, the total for each firm would be as follows: 96 for 2RW, 76.3 for TCG and 83 for CHS and D3G. However, in a request for Professional Services, price is only 1 consideration and not the primary. The

<sup>1</sup> 2RW and The Community Group; The Concourse Group and Collaborative Housing Solutions (CHS)/Dominion Due Diligence Group (D3G)

primary consideration is who is best qualified and able to perform the requested professional services. Keeping that in mind, Finance set up interview calls to obtain additional information from each proposer.

- Performed phone interviews using a standardized 6 question format (attached) for each firm in order to gain a better understanding of their approach to potential project issues and ensure that pricing structure for each firm was based on the same assumptions. Based on these interviews, the following was noted about each firm:
  - **2RW/TCommunity Group/EEC:** This team is the Phase 1 consultant for the CNA and ERR portion. Their performance in Phase 1 did not match their proposed milestones that were agreed to. Specifically, reports were 2-3 weeks late which was explained as "just taking longer than expected." In the telephone interview, their actual experience with various aspects of the RAD project seemed limited and their pricing was unrealistically low. 2RW's major focus is energy and sustainability, not RAD
  - **The Concourse Group:** Great experience with development work. However, they appear to have fewer non-development/financed RAD deals, which is YCH's preferred exit strategy. They are currently working on 25 CHAPS (RAD proposals submitted to HUD). The team leader is the prior Director of HUD's Multifamily Program Center in Miami, Fl. This firm's California experience is the LA County Housing and Community Development Corporation. They have extensive experience in large scale projects, such as USDA loan portfolio analysis, Army housing portfolio management, federal GSA property disposition.
  - **CHS/D3G:** Team consists of the current contracted HUD RAD Supervisor working with YCH on its RAD project. Because of this, they are required to appoint a different staff person to oversee their HUD contract in order to avoid a conflict of interest with YCH and provide the proposed team leader. The team also includes a team member who worked as a supervisor in the HUD Office of Recapitalization on RAD and other deals for 11 years. This group had the highest technical score on their submission before estimated cost was factored in. They currently have 40 CHAPS and the most RAD experience. This group's California experience includes communities in the Bay Area, such as Alameda. RAD conversions is one of their major business concentrations. D3G was also one of the finalists for the Phase 1 project for YCH.

***Timing and Selection***

On January 23, 2019, the Board appointed Vice Chairman Sandy and Commissioner Lansburgh to serve on a subcommittee to help direct staff through the RAD evaluation, along with the potential Public Housing conversion and disposition processes.

Even though the CEO has the authority under her purchase authorization level to move forward, the selection of the RAD process consultant is a significant decision that should be decided with the Board input. As a result, staff worked with the appointed RAD Subcommittee members to review the RFP process, evaluation and staff recommendation. On May 7, 2019, the RAD subcommittee selected the combined firms of Collaborative Housing Solutions (CHS) and Dominion Due Diligence Group (D3G) as our RAD process consultant. All firms have been notified of the selection and the item is being brought before the Board to ratify that decision.

**Fiscal Impact:**

See the table above along with the value analysis noting that the \$84,000 quote from the CHS & D3G RFP response was deemed to be the best value based on quality of team members, experience in RAD conversion and experience within the State of California. Funding for the consultant is an eligible use of public housing and public housing Capital funds. There is no anticipated additional fiscal impact.

**Conclusion:**

Staff recommends that the Board of Commissioners ratify the selection of Collaborative Housing Solutions (CHS) and Dominion Due Diligence Group (D3G) team.

**RAD Process Consultant RFP Evaluation**  
**Conference Call Questions for Finalists**  
**April 4 & 5, 2019 Calls**

General questions to ensure consistent project scope and cost estimates were submitted by the three finalists. Expectation for each call is 30-45 minutes.

1. The envisioned project scope was for completing RAD on 395 units in 3 separate locations & section 18 asset disposal of 36 units in 3 separate locations with very limited rehabilitation work required that could be funded in-house and/or with simple financing. What else is included in their proposal that should be isolated as a separate cost?
  
2. Explain the impact that flood zones with levees might have on RAD or Section 18 disposal process.
  
3. Explain the impact of using PBRA or PBV for RAD and then deciding to redevelop the property (or portion of the property) within 3-5 years of closing on the RAD deal.
  
4. What is the role of the contractor vs. YCH in creating and updating the pro-forma analysis for each project and posting documents to the RAD portal?
  
5. What are the key items and timing of completing those items in order to close the RAD transaction by the end of the year?
  
6. Explain your philosophy in working with clients to address their stated needs.

**Yolo County Housing**

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**Meeting Date:** 05/22/2019

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**Information**

**SUBJECT**

Review, Approve and Adopt Resolution to Apply for Family Self-Sufficiency Funding (FSS) through the U.S. Department of Housing and Urban Development (Holt, Blackstock and Jimenez-Perez)

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**Attachments**

Staff Report

Att. A. Resolution

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**Form Review**

Form Started By: Julie Dachtler  
Final Approval Date: 05/17/2019

Started On: 05/17/2019 03:36 PM



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

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

DATE: May 22, 2019  
TO: YCH Housing Commission  
FROM: Lisa A. Baker, CEO  
PREPARED BY: Janis Holt, General Director

**SUBJECT: Review, Approve and Adopt Proposed Resolution to Apply for Family Self Sufficiency (FSS) Funding through the U.S. Department of Housing and Urban Development (HUD) and Authorize the CEO to Execute Appropriate Agreements.**

### **RECOMMENDED ACTION:**

That the Housing Commission:

- a) Review proposed options for the FSS NOFA application; and
- b) Approve resolution authorizing Yolo County Housing to submit an application to HUD for funding through the Family Self-Sufficiency Program; and
- c) Authorize the CEO to execute appropriate agreements to apply under the FSS Program and administer the funding if grant is awarded by HUD.

### **BACKGROUND / DISCUSSION**

#### **Program**

The Family Self Sufficiency (FSS) Program provides HUD-assisted families with an opportunity to increase their earned income and reduce and/or eliminate their dependence on cash assistance (TANF), and rental subsidies.

Under the program, once an eligible family is selected to participate in the program, the head of household and Yolo County Housing (YCH) execute an FSS Contract of Participation that specifies the responsibilities of both parties. The Contract of Participation is effective the first of the month following the day when it was executed and has a term of five (5) years, although residents can graduate sooner if they achieve their goals earlier. If the head of household needs more time to fully achieve goals or other good cause, they can request an extension of up to two years.

As part of this contract, the family develops an Individual Training and Services Plan (ITSP) that documents the plan for the family's intermediate and long-term self-sufficiency goals. The ITSP may incorporate a variety of services including education, job training, child care, transportation, financial literacy, and homeownership counseling.

As part of the Contract of Participation, every ITSP must include the following two goals, which must be achieved before a household can graduate from the program:

1. All household members must be independent of cash assistance from federal or state welfare programs for at least the last 12 months of their participation in the program. The requirement applies solely to ongoing cash assistance. Food stamps, Medicaid, or short-term non-recurring payments (such as a one-time payment of emergency assistance to help a family avoid eviction or meet a medical expense) are not considered income assistance.
2. The Head of Household must seek and maintain suitable employment.

An interest-bearing escrow account is established by YCH on behalf of the FSS family where deposits are made throughout the duration of the family's participation in the FSS program; if and when a family's rent increases as a result of increased earned income of the FSS family that amount put into escrow changes based on the difference between their rent portion at the time of enrollment and the amount they would pay in rent based in increased income earned. Once a family graduates by completing the Contract of Participation goals, they may access the funds saved in their escrow account to use to their benefit, such as paying off student loans, pay off credit debt or use towards the purchase of a home, among others.

## **History**

When FSS was first instituted by HUD in the late 1980's, funding for new competitive vouchers was often tied to mandatory participation in the FSS program. Later, FSS became voluntary but applications for vouchers were more competitive if the PHA agreed to tie some vouchers to FSS participation. These became known as "FSS slots". Once funding was awarded, these became "Mandatory FSS Slots". During this historic timeframe YCH accepted 35 mandatory FSS slots. As families graduate from the program, the mandatory requirement to retain the FSS slot is ended. So, over time, the total number of YCH mandatory FSS slots has diminished. Currently, YCH has only five (5) mandatory FSS slots left with one expected to graduate in June, furthering reducing this number to 4. While the agency's mandatory slots are now 5, YCH has traditionally promoted FSS with its families and has 14 current enrollees - 5 in mandatory slots with the balance as discretionary enrollments. These mandatory and discretionary slots came with voucher housing subsidy, but without any operational funding to run the program or provide services to residents.

In 2006-2007, when YCH gained a new board, a new chief executive and new management team, it was discovered that the FSS program had stalled and the program was out of compliance - including efforts to track graduations, performance and total number of remaining mandatory slots - but more importantly, families were not receiving guidance and assistance in meeting their contractual and life goals. YCH undertook an analysis of the program, bringing it into conformance, filling slots and working with the families.

## **Operations Costs**

To best assist families and assure their success through the program, a portion of the Housing Choice Voucher earned operations fees were budgeted, and continue to be budgeted, away from program operations and to FSS in order to support the salary for a .4 FTE FSS Coordinator. Due to ongoing deep proration from the federal government on earned fees despite rising costs, this becomes an ever more difficult line item to support.

In 2013, YCH was successful in applying for, and receiving, a three-year Resident Opportunity and Self Sufficiency (ROSS) grant which enabled the agency to hire a ROSS Coordinator to serve families who reside in public housing. Through this program, residents are provided supportive services, resident empowerment activities and assistance in becoming economically self-sufficient. After successfully meeting the grant deliverables, YCH was awarded a second ROSS grant in 2016 which will be ending February 1, 2020.

If, and when, YCH converts to another form of assistance under the Rental Assistance Demonstration (RAD), the ROSS grant would no longer be available to these residents. (In the meantime, staff will continue to evaluate timing and feasibility should an opportunity to apply for a third ROSS grant become available to YCH prior to any RAD conversion.)

Funding for new agencies to receive FSS grant funding has been very rare. In 2014, YCH submitted an application for FSS Program Coordinator funding to serve both the housing choice voucher and public housing families but was not awarded funding.

Since 2014, this is the first Notice of Funding Availability (NOFA) that has been available for **new PHA applicants**. Prior to this all FSS Program Coordinator NOFAs have only been available to current awardees that have met their grant deliverables in previous years.

## **Eligibility and Application Requirements**

Only Public Housing Authorities (PHA's) that were not funded through the FSS NOFA in fiscal years 2016, 2017 or 2018 with a combined 250 total HUD assisted units may apply. Applicants must serve a minimum of 25 families through this program. As an eligible applicant, staff believe they will have a strong application based on the following eligibility criteria:

- Past performance and capacity (ROSS, GTZ, etc.) - 10 points
- Need (data collected, household surveys, unemployed and under-employed rates) - 8 points
- Soundness of Approach - 36 points
  - Case management experience and tracking software (staff currently has protocols in place) - *5 points*
  - Program Coordinating Committee (PCC) and Service Commitment: YCH has a strong PCC with over 20 partners which also serves as the Workforce Innovation and Opportunities Act Memorandum of Understanding Committee for the Yolo One-Stop Employment Center delivery of services. Most partners have already agreed to a service commitment to the grant application. - *27 points*
  - Outreach and Enrollment - *4 points*

There is only \$1,000,000 available nationwide which will equal 10-12 awarded grants. If successful, the awardees will go into a pool for renewal funding in the next funding cycle. However, with the limited number of potential awardees, it will be very competitive.

## **ANALYSIS**

### **Current Staff Costs**

In the FSS program, staff has fourteen (14) housing choice voucher families currently enrolled in the program. Nine (9) of those fourteen enrolled families have started their escrow accounts with a **total balance of \$31,794.01**. Staff salary and benefit costs associated with this program is approximately \$27,000 per year.

If awarded this grant, it provides up to \$72,000 for one Coordinator for one year beginning January 1, 2020 through December 31, 2020 with the subsequent FSS grant project period beginning January 1, 2021, which would greatly increase the agency's ability to serve families while improving its operations funding.

### **Escrow Account Costs/Impacts and Recommendations**

#### **FSS**

In the last seven years, 18 participants have graduated from the FSS program. Those graduates earned a total of **\$182,258** in escrow which was disbursed at the successful completion of their Contract of Participation. The average escrow amount earned by each family was **\$10,125**. The average **increase in annual household income** for those families went from **\$14,904 to \$41,795**, nearly tripling their average income. Three of those graduating participants also served as Tenant Commissioners on the YCH Housing Commission.

Funding for escrow accounts is generated by creating a frozen rental base. Increases in income that would result in higher tenant rent and lower subsidy instead lead to the same rent and funds deposited to escrow.<sup>1</sup> Over the last seven year period, the HAP that went to escrow accounts could conceivably have served three (3) additional families with rental assistance. However, without the investment, those families would have been unlikely to have been able to complete educational and work goals that resulted in the tripling of income and reduction of public benefit.

## **ROSS**

In the ROSS program, staff has served a total of 274 public housing family members, with 365 referrals. Thirty-nine (39) families have completed an Individual Training Service Plan (ITSP) and are receiving ongoing case management services including financial literacy, job skills assessment, assistance obtaining their GED (high school equivalent certificate), work experience and job training. Staff costs associated with this program are being covered through the ROSS grant. There is no escrow account incentive in the ROSS program, unlike FSS. In this case, currently, all tenant rent increases go to pay rent and reduce subsidy and there is not the same ability to create savings for use to further education and employment goals or to leave public housing for homeownership.

## **Blended Program Opportunity**

This Notice of Funding Availability (NOFA) presents YCH with a unique opportunity to add the potential for an escrow incentive program for ROSS participants. The current funding simply mandates the total families served at 25 regardless of program. Therefore, staff is recommending serving a mix of participants through this grant NOFA. If YCH is successful in receiving funding, it will come back to the Board at a future date to determine the best split between programs in order to maximize assistance to as many as possible, while still being able to create mobility opportunities for those within its portfolio.

## **FISCAL IMPACT**

If awarded the grant, the positive fiscal impact of \$72,000 will fund one FSS Program Coordinator. This funding has flexibility in terms of supporting one full time or two half-time staff as long as time and tasks are closely tracked. This grant will eliminate the need to use approximately \$27,000 of HCV administrative fee funding with a net positive impact of \$99,000 to the program.

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<sup>1</sup> for example, if a family's tenant rent at program entry is \$100 a month and YCH pays \$500 a month, when that income goes to \$200 a month, YCH would normally pay \$400 on their behalf and they would pay \$200. In FSS, the family continues to pay \$100 and the \$100 difference goes into an escrow account on their behalf.

## **OPTIONS**

1. Apply for the Family Self Sufficiency Program Coordinator grant funding under the current NOFA expanding self-sufficiency programs to HUD-assisted families by approving the attached resolution and authorizing the CEO to execute.
2. Do not apply for the current grant opportunity. Continue with the current part-time program coordinator until the mandatory FSS voucher requirement (five more graduates) has been fulfilled and further discuss with the Commission the continuation of a voluntary FSS program.

Staff recommends applying for the Family Self-Sufficiency Program grant funding.

**Attachments:** Draft Resolution

YOLO COUNTY HOUSING  
RESOLUTION NO. 19-\_\_\_\_\_

(Resolution Regarding Application for Funding through the Family Self-Sufficiency Program)

**WHEREAS**, the Housing Authority of the County of Yolo (“YCH”) has received a Notice of Funding Availability (“NOFA”) set forth by the U.S. Department of Housing and Urban Development (“HUD”) of available funding under the Family Self Sufficiency Program (“Program”); and

**WHEREAS**, the complete application from YCH must be submitted to HUD electronically by the 13th of June 2019 in order to be eligible for funding under this Program; and

**WHEREAS**, approval of this Resolution is necessary to seek funding for a Family Self-Sufficiency Coordinator and opportunities for economic growth to HUD-assisted families.

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

1. The foregoing recitals are true and correct.
2. The Housing Commission hereby approves YCH’s submittal of an application to HUD for additional funding under the Family Self-Sufficiency Program.
3. The Housing Commission hereby authorizes the Chief Executive Officer, on behalf of YCH, to execute any and all agreements necessary to carry out this transaction.

**PASSED AND ADOPTED**, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 22nd day of May, 2019 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

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

Approved as to Form:  
By \_\_\_\_\_  
Hope P. Welton, Agency Counsel

By \_\_\_\_\_

**Yolo County Housing**  
**Meeting Date:** 05/22/2019

**10.**

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**Information**

**SUBJECT**

Review and Approve Conceptual Project for Tiny Home Village Concept at 5th Street and Oak Avenue in Woodland, California (Baker)

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**Attachments**

Staff Report

Att. A. Conceptual Site Layout

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**Form Review**

Form Started By: Julie Dachtler  
Final Approval Date: 05/17/2019

Started On: 05/17/2019 03:39 PM



## ***Yolo County Housing***

147 W. Main Street      Woodland: (530) 662-5428  
 WOODLAND, CA 95695      Sacramento: (916) 444-8982  
    TTY: (800) 545-1833, ext. 626

DATE:                      May 22, 2019

TO:                         YCH Housing Commission

FROM:                     Lisa A. Baker, Chief Executive Officer

**SUBJECT:                Review and Approve Conceptual Project for Tiny Home Village  
 Concept at 5th Street and Oak Avenue in Woodland, California**

### **RECOMMENDED ACTION:**

- 1 Approve conceptual project in partnership with the County of Yolo and the City of Woodland; and
- 2 Authorize the CEO to move forward with planning, feasibility and implementation

### **BACKGROUND/DISCUSSION**

#### **Plan to Address Homelessness**

In December 2017, the Executive Commission of the Plan to End Homelessness reviewed and approved a Strategic Plan Update to the 10 Year Plan to End Homelessness. In 2018, the County Board of Supervisors adopted an updated Plan to Address Homelessness as required in order to receive new State No Place Like Home grant funding opportunities. The work of the Strategic Plan was incorporated into this updated Plan. As part of the updated Plan, four key goals were identified to strengthen the community's response to homelessness:

- Strengthening the homeless crisis response system with an emphasis on developing prevention services.
- Increasing affordable housing options for the most vulnerable.
- Stabilizing and maintaining physical and behavioral health for those with the highest needs.
- Examining systems-level coordination and identify opportunities for improved partnership.

These strategies build upon a series of successful collaborative pilot projects completed within the county that involve YCH as collaborative partners, including Bridge to Housing in West Sacramento in 2014, and the New Pathways project in Davis which launched in 2016, and continues through today. Even with these successes, however, the need for additional housing has limited our collective ability to successfully transition more individuals out of homelessness and into stable long term housing. This is a function of several factors: historic low vacancies and high rents, a continued reduction of housing funding at the federal level and the need for those who do transition from homelessness to regain skills and social reintegration to successfully maintain housing once obtained.

### **City and County Temporary Shelter**

During the last six months, a large number of persons experiencing homelessness began camping in a County parking lot along 4<sup>th</sup> Street between Court and North Street. The County collaborated with the City of Woodland to identify alternative temporary housing and embarked on a project for 30 of the highest risk individuals (as identified by the City of Woodland Homeless Outreach Services Team [HOST]), to provide immediate shelter and wrap-around case management. The County and City of Woodland partnered to locate the temporary shelter project in the Old County Jail. This option remains temporary as the location is tentatively scheduled for remodeling in the fall of 2019.

### **B2H**

Bridge to Housing or B2H for short, is a protocol adopted by YCH's Board of Commissioners that maintains an open Voucher wait list component for programs by a City or the County where the partners have entered into a Memorandum of Agreement (MOA) to provide an interim housing component with a supported curriculum along with wrap around services to begin the process of a return to stable affordable housing and community reintegration. This is the model used for the original West Sacramento pilot project and the Davis Pathways and Getting to Zero program.

Under the MOA, partners agree to code enforce encampments for uninhabitability. Those so code enforced receive the Notice, along with an ability to voluntarily agree to participate in an interim housing to permanent housing opportunity program. Those who so agree are referred to YCH - this Direct Referral is done in accordance with HUD guidance on working with homeless populations and allows those so referred to enter the wait list for the housing voucher program, including project based vouchers, Mainstream vouchers and VASH (Veterans Affairs Supportive Housing) operated by YCH. Applicants are also able to apply for public housing or additional housing options on other, already open, wait lists. The Board of Commissioners has authorized 2 points for displacement in its weighted preference system. It is the only 2 point category.

In order to begin planning for a successful transition from homelessness, YCH partnered with the County and City on setting up the structure to support a Bridge to Housing project at a future date. Accordingly, those code enforced at the lot received a

letter meeting the Housing Authority's criteria in anticipation of a future potential program as both the County and City leadership recognized at the start that the shelter approach was temporary.

### **Post Shelter Accommodation and Proposed Concept**

Outlined for the Board today is a conceptual framework for a locally funded and developed tiny home housing concept that includes staffing, case management, rent ready curriculum and the opportunity to apply for a permanent housing exit through YCH programs.

The proposed project would be located at a County owned parcel at 5th and Oak Avenue. It builds on an existing housing and services platform, and is an important piece of a larger effort to provide interim housing for some of the many homeless people in the County. The County, City of Woodland, YCH, the cities of West Sacramento, the City of Davis and several non-profits have worked to complete other projects that aim to provide housing, education and services. Projects on this platform include Bridge to Housing in West Sacramento, New Pathways and the Sutter Getting to Zero in Davis, YCH/County IGT House and the Cold Weather Shelter in Woodland.

In looking at the intersection between land for siting, time constraints, funding and the need to explore non-traditional housing opportunities to begin to meet existing community needs, the partners felt that using a Tiny Home Village model would meet these requirements, while providing a next generation opportunity for the existing B2H programming platform. To date, that programming has rolled out through a variety of venues: a master leased motel, small shared housing, and temporary shelter.

Aside from being the site of interim housing for the core programming and springboard to permanent housing exit, the proposed Tiny Home Village model also allows YCH and its partners to assess and understand this type of housing, including how it operates in real time, longevity of product, constraints on use by this population, and costs of operation. This will provide highly valuable data that can be used to better support future efforts, not only of YCH and its partners, but also to provide shared information to support the efforts of other developers and non-profit partners in their existing and future endeavors in this area within the cities and the County.

### **What are Tiny Homes?**

Tiny homes are defined as homes typically below 400 square feet in size. They can be on a permanent or temporary foundation. Tiny homes can typically come as narrow as 8 feet or as wide as approximately 10 feet, when the home's wall extend to the edge of the wheel well on the chassis. The wider homes are commonly known as "park models." Tiny homes can be one story or have a loft area and can be configured as studios, 1- or 2- bedroom units, depending on size and space requirements.

Tiny homes have grown in interest in the country for a number of people, including those looking to downsize, seniors looking for affordability and millennials looking to enter the housing market. They have progressed from solo and custom builds to factory built products. Tiny homes on a foundation can be built to local code. Tiny homes on wheels are built to Housing and Urban Development (HUD) manufactured housing

standards and are regulated by the State Department of Housing and Community Development (HCD) .

Tiny homes used as supportive housing are also starting to be used throughout the country to address the issues associated with a growing population of individuals and families living homeless. Within this movement, there are also several options, such as basic shelter with minimal comforts to tiny home villages such as those in Eugene, Oregon and Austin, Texas.

### **Conceptual Project**

The proposed Tiny Home Village is designed to help single adults and families by following the “Housing First” principle of sheltering vulnerable populations before providing them with supportive services. This practice allows vulnerable people to leave the streets and find stability before beginning case management and attending regular appointments. Additionally, this B2H modeled project is not meant to be a permanent home, but rather an interim home that can provide adults and families with stability, shelter and life-skills, as they prepare to re-join society and move toward a more permanent housing situation.

As stated above, proposed homes would be manufactured homes that meet State of California Housing and Community Development standards, and carry the U.S. HUD manufactured housing label. These types of homes are licensed through the Department of Motor Vehicles (DMV) to operate on roads for set up at their location.

With preliminary funding from the County under YCH’s existing contract, YCH has been working with HMR Architects to create a proposed site that, depending on final unit size considerations, can accommodate up to 21 homes, with a future small laundry and community space tentatively located at the south-eastern side of the property. The site would include some parking on site and there would be an entry and exit driveway to the fenced community. The site would include landscaping, especially at the fenced area to enhance the residential feel and to provide separation of uses from the street. Drive areas would be roadbed aggregate and designed to meet emergency vehicle needs and weight. Homes would have connections to power and sewer.

### **California Environmental Quality Act**

The proposed tiny homes project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15332 – In-Fill Development Projects. CEQA Guidelines Section 15332 exempts from review projects that are consistent with the local General Plan and zoning regulations; are on a project site less than 5 acres within city limits; are on a site that has no value as habitat for endangered, rare or threatened species; will not have significant adverse effects relating to traffic, noise, air quality or water quality; and are served by public utilities and services.

This project meets all the requirements above as it is an approximately 0.65 acre vacant lot substantially surrounded by urban development to the north (Woodland Police Station), south (residential neighborhood) and west (residential development). It is

located in the Downtown Specific Plan Area, which specifies residential development for this area. This site was previously developed, is currently vacant, and does not constitute habitat for special status species. The proposed project of up to 22 one and two bedroom units will not cause significant adverse effects on traffic, noise, or air quality because not all occupants are expected to have automobiles, and the units are all of low occupancy. All runoff will be captured onsite and all utilities and public services are readily available to the site. Consequently, no special circumstances exist that would indicate that the proposed project may have a significant adverse effect on the environment. A categorical exemption (CATEX) is expected to be filed by the County.

### **Public Outreach**

The City and County are taking the lead on public outreach and YCH is available to support those efforts. The City has taken this concept before its City Council as part of a larger overview of projects regarding housing and homelessness. The County's Board of Supervisors has received a report on the conceptual plan at its meeting of May 21, 2019. Currently the City and County are working on public outreach and a letter has gone out to neighbors within the planning area.

### **Timeline**

The tiny homes project has a flexible timeline to ensure enough time for public outreach, but also keeps in mind the desire to have a housing option available when the County Jail undergoes remodeling in the fall of 2019. To allow for this, the City, County and YCH are bringing this forward to their respective boards as a concept in May with the preliminary plans to bring back a final plan and agreements in June. It is YCH's understanding that County staff will file the CEQA CATEX following its meeting, thereby beginning the permit process, but also allowing sufficient time to change course before final plans are presented. Once the 35-day CATEX hold period is completed, and pending approval from the County Board, Woodland City Council and YCH Board of Commissioners, YCH will submit tiny home manufacturing Requests for Proposals (RFPs) and complete the bid package and solicitations for site construction. This would begin the construction preparation period, with installation of the first homes anticipated in early winter of 2019 if the financing and aggressive timeline continue on track.

### **Operations**

It is anticipated that set up and occupancy would be done a rolling schedule as units arrive and are set up. YCH would serve as an agent of the County and City and be responsible for the development, leasing, operations and management of the Village. YCH will provide an onsite manager, resident caretaker or liaison, the rent ready curriculum, assistance with permanent unit transition. The County would provide case management and services. The project would be on County land for County purposes and subject to County requirements for its own use.

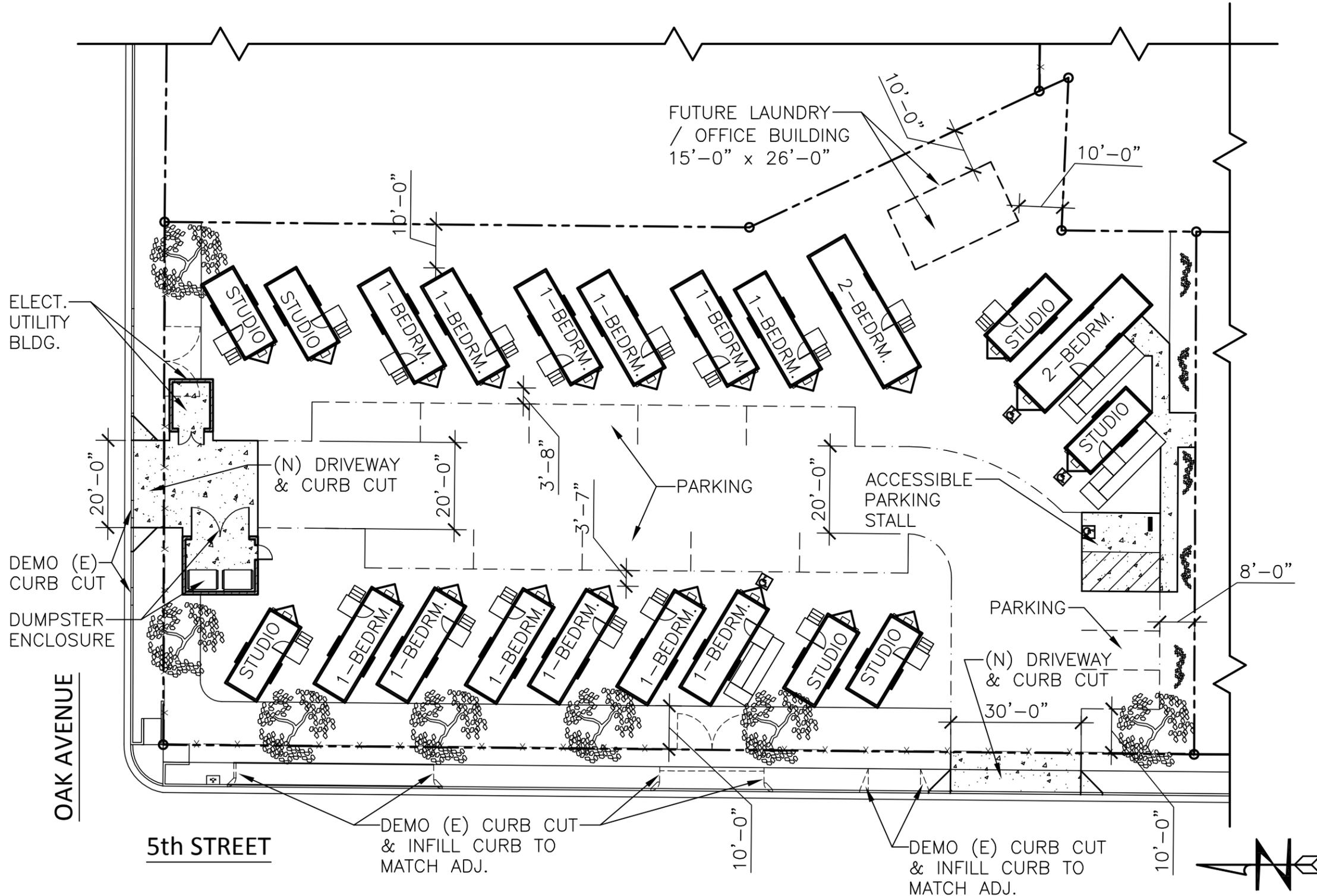
**FISCAL IMPACT**

Proposed financing for the tiny homes and project infrastructure would come from a variety of sources from the City of Woodland and the County of Yolo. Additionally, the County and City of Woodland agree to each set aside 50% of the necessary operational costs for 3-4 years while determining a more sustainable method of funding these ongoing costs on a going forward basis.

**CONCLUSION**

This conceptual plan provides an interim housing forward plan with proposed permanent housing exit for encampment issues within the City of Woodland. The proposed village would continue to work with those code enforced within the City on an ongoing basis, providing a much needed linkage between encampment and permanent housing - and providing those residents with critically needed tools to successfully maintain housing and make the transition back into our communities. Staff recommends that the Board of Commissioners approve the conceptual plan and authorize the CEO to continue to develop the project.

Attachment: Conceptual Site Layout



**HOUSING UNIT DATA:**

STUDIO UNITS	= 7
1-BEDROOM UNITS	= 12
2-BEDROOM UNITS	= 2
<b>TOTAL UNITS</b>	<b>= 21</b>

**BASIS OF DESIGN:**

STUDIO UNITS	= 8'-6"x20'-0"
1-BEDROOM UNITS	= 8'-6"x26'-0"
2-BEDROOM UNITS	= 10'-0"x35'-0"

- LEGEND:**
- PROPERTY LINE
  - 3" MAX. ELEVATION CHANGE
  - PARKING STALL DELINEATION
  - HEADER BOARD @ LANDSCAPING
  - CONCRETE PAVING
  - (N) LANDSCAPING
  - (N) LANDSCAPING

**PARKING COUNT:**

STANDARD STALLS	= 3
ADA STALLS	= 1
PARALLEL STALLS	= 10

**DRAFT**

**HMR ARCHITECTS**

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YOLO COUNTY HOUSING  
TEMPORARY MODULAR/TRAILER  
TINY HOMES  
5th & OAK ST., WOODLAND, CA

**SITE LAYOUT**  
**MAY 14, 2019**

PROJECT NO.	AS1b
19010	