

Yolo County Housing Yolo County, California

August 21, 2018

MINUTES

The Yolo County Housing met on the 21st day of August, 2018, 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; Mark Johannessen; Pierre Neu; Karen Vanderford
Absent: Angel Barajas; Helen Thomson
Staff Present: Hope Welton, Agency Counsel
Janis Holt, General Director subbing for CEO Lisa Baker
Julie Dachtler, Clerk

CALL TO ORDER

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

Minute Order No. 18-26: Approved agenda as submitted.

MOTION: Neu. SECOND: Johannessen. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson.

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.

CONSENT AGENDA

Minute Order No. 18-27: Approved Consent Agenda Item Nos. 4-6.

MOTION: Johannessen. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson.

4. Review and Approve the Minutes of July 11, 2018 and August 8, 2018

Approved the Minutes of July 11, 2018 and August 8, 2018 on Consent.

5. Review, Approve and Adopt Resolution for the Section 8 Management Assessment Program Certification (SEMAP) (Holt, Jimenez-Perez)

Approved **Resolution No. 18-08** on Consent.

6. Receive and File Notice from Auditors Regarding Audit for the Year Ended June 30, 2018 (Gillette)

Approved recommended action on Consent.

REGULAR AGENDA

7. Receive comments from CEO Baker

Janis Holt, General Director, in for CEO Lisa Baker, provided the following updates to the Board: Distribution of 145 backpacks to kids from public housing and voucher families with donations from Sutter and Dotty Pritchard (Backpacks for Kids); successful National Night Out on August 7th in West Sacramento; Fire Safety Poster Contest has begun; Rental Assistance Demonstration (RAD) Project application has been filed and lastly, a year-end barbeque was held for migrant center families in Madison and Davis generously provided by YIIN (Yolo Interfaith Immigration Network).

8. Receive comments from Commissioners

No comments from Commissioners.

ADJOURNMENT

Next meeting is September 12, 2018

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

August 21, 2018

PLEASE NOTE TIME 3:00 p.m.



YOLO COUNTY HOUSING
HOUSING COMMISSION

WILL ARNOLD
ANGEL BARAJAS
MARK JOHANNESSEN
PIERRE NEU
HELEN MACLEOD THOMSON
KAREN VANDERFORD

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.

CONSENT AGENDA

4. Review and Approve the Minutes of July 11, 2018 and August 8, 2018
5. Review, Approve and Adopt Resolution for the Section 8 Management Assessment Program Certification (SEMAP) (Holt, Jimenez-Perez)
6. Receive and File Notice from Auditors Regarding Audit for the Year Ended June 30, 2018 (Gillette)

REGULAR AGENDA

7. Receive comments from CEO Baker
8. Receive comments from Commissioners

ADJOURNMENT

Next meeting is September 12, 2018

I declare under penalty of perjury that the foregoing agenda was posted by Friday, August 17, 2018 by 3:00 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.

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

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

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

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-27 Item No. 4, of the Yolo County Housing meeting of August 21, 2018.

MOTION: Johannessen. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson.

4.

Review and Approve the Minutes of July 11, 2018 and August 8, 2018

Approved the Minutes of July 11, 2018 and August 8, 2018 on Consent.

Yolo County Housing Yolo County, California

July 11, 2018

MINUTES

The Yolo County Housing met on the 11th day of July, 2018, 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; Mark Johannessen; Pierre Neu; Helen Thomson; Karen Vanderford

Absent: Angel Barajas

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

CALL TO ORDER

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

Minute Order No. 18-22: Approved agenda as submitted.

MOTION: Thomson. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas.

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.

CONSENT AGENDA

Minute Order No. 18-23: Approved Consent Agenda Item Nos. 4-5.

MOTION: Johannessen. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas.

4. Review and Approve the Minutes of June 13, 2018

Approved the minutes of June 13, 2018 on Consent.

5. Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Dogias)

Approved recommended action on Consent.

REGULAR AGENDA

6. Review and Approve YCH Smoke-Free Housing Policy Addendum to the Admissions and Continued Occupancy Plan (ACOP) (Baker, Holt, Dogias)

Minute Order No. 18-24: Approved recommended action.

MOTION: Thomson. SECOND: Vanderford. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas.

7. Review and Adopt Resolution Authorizing YCH to Submit an Application to the Department of Housing and Urban Development (HUD) for the Rental Assistance Demonstration Program (RAD) and Explore Options to Improve the Financial Position of its Public Housing Stock (Baker, Holt, Gillette, Ichtertz, Dogias)

Minute Order No. 18-25: Approved recommended action by **Resolution No. 18-07**.

MOTION: Thomson. SECOND: Johannessen. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas.

8. Receive comments from CEO Baker

During comments from CEO Baker, Fred Ichtertz provided the Board with an update on the various construction projects, including the solar farms in Winters, West Sacramento and Woodland (Yolo Donnelly), as well as the water well in Winters, the Cottonwood project, the old boxing club and the completion of the ADA improvements in Winters and Davis. Lisa Baker then provided the following updates to the Board: obstacles with the solar projects, the recent fires and the efforts they have done in providing security and safety to the residents, HOME funds coming before the Board of Supervisors on July 24th, the Westucky water project in Woodland, climate adaptation, housing scam, increased customer service training to handle higher call volume and appreciation to the District Attorney for their recent assistance with the IGT House.

9. Receive comments from Commissioners

Commissioner Arnold noted the City of Davis reappointed him to continue serving on the Commission. His appointment will be brought to the Board of Supervisors for action at a future meeting.

ADJOURNMENT

Next meeting is August 8, 2018

Julie Dachtler

Julie Dachtler, Clerk
Yolo County Housing



Will Arnold, Chair
Yolo County Housing

Yolo County Housing Yolo County, California

August 8, 2018

MINUTES

The Yolo County Housing met on the 8th day of August, 2018, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Pierre Neu; Karen Vanderford
Absent: Will Arnold; Angel Barajas; Mark Johannessen; Helen Thomson
Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Janis Holt, General Director
Julie Dachtler, Clerk

******MEETING WAS CANCELLED DUE TO LACK OF QUORUM******

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.

CONSENT AGENDA

4. Review and Approve the Minutes of July 11, 2018
5. Review, Approve and Adopt Resolution for the Section 8 Management Assessment Program Certification (SEMAP) (Holt, Jimenez-Perez)

PRESENTATIONS

6. 2018 Mid-Year Accomplishments

REGULAR AGENDA

7. Receive comments from CEO Baker
8. Receive comments from Commissioners

ADJOURNMENT

Next meeting is September 12, 2018

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-27 Item No. 5, of the Yolo County Housing meeting of August 21, 2018.

MOTION: Johannessen. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson.

5.

Review, Approve and Adopt Resolution for the Section 8 Management Assessment Program Certification (SEMAP) (Holt, Jimenez-Perez)

Approved **Resolution No. 18-08** on Consent.



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: August 21, 2018
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Director
Irma Jimenez-Perez, Housing Assistance Supervisor
SUBJECT: REVIEW, APPROVE AND ADOPT RESOLUTION FOR SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

RECOMMENDED ACTION:

That the Housing Commission:

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 2017-2018; AND
2. Authorize the CEO to submit to HUD.

BACKGROUND / DISCUSSION

SEMAP was developed by the U.S. Department of Housing and Urban Development (HUD) to assess the utilization and operations of the Housing Choice Voucher (HCV) Program, and measure the performance of individual public housing agencies (PHA's). SEMAP collects data from HUD's Public and Indian Housing Information Center (PIC) system, a national database used to remotely measure PHA's performance and administration of the HCV program. In addition to the PIC system, SEMAP uses information from audits conducted annually by independent auditors. HUD annually assign each PHA a rating on each of the 14 indicators, and an overall performance rating of high, standard, or troubled based on this information. There is a maximum of 145 points (or 150 points with the addition of 5 bonus points for eligible jurisdictions). The indicators of performance show whether PHAs help eligible families afford decent rental units, at a reasonable subsidy cost, as intended by Federal housing legislation.

While the required self-assessment can be completed in-house, YCH has chosen to contract out for the services of the assessment in order to use it as a valid third party

assessment of operational compliance over and above that required under the Single Audit.

It was determined after completion of the assessment, that YCH scores 145 out of the possible 145 points (100.00%), a perfect score. Yolo County Housing, therefore is once again a **High Performing** agency in Voucher operations for the **ninth consecutive year**.

FISCAL IMPACT

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

CONCLUSION

After completion of the self-assessment and review of the back-up documents, YCH is prepared to successfully submit SEMAP information to HUD. HUD requires YCH to submit a self-certification of SEMAP indicators within 60 days after the end of the YCH fiscal year of June 30, 2018. Once approved by the Housing Commission, the attached certification will be electronically submitted on or before the due date of August 29, 2018.

Attachments:

Resolution
SEMAP indicator scoring document
FSS Report

FILED

AUG 21 2018

BY Julio Pachter
DEPUTY CLERK OF THE BOARD

**YOLO COUNTY HOUSING
RESOLUTION NO. 18- 08**

**(Resolution regarding the Section Eight Management Assessment Program (SEMAP)
Certification for Fiscal Year Ending June 2017)**

WHEREAS, the Housing Authority of the County of Yolo ("YCH") must submit to the U.S. Department of Housing and Urban Development ("HUD") Section Eight Management Assessment Program (SEMAP) Certification on or before August 29, 2018; and

WHEREAS, the submittal of the SEMAP Certification requires the approval and authorization of the Housing Commission of YCH; and

WHEREAS, the SEMAP Certification will be submitted to HUD electronically through HUD'S website on or before August 29, 2018 after review by the Chief Executive Officer; and

WHEREAS, the Housing Commission of YCH have determined to the best of their knowledge that the SEMAP Certification for year ending June 30, 2018 is true and correct.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission 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, 2018, which will be submitted electronically through HUD'S website on or before August 29, 2018.

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

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21st day of August 2018 by the following vote:

AYES: Arnold, Johannessen, Neu, Vanderford.

NOES: None.

ABSTAIN: None.

ABSENT: Barajas, Thomson.



Will Arnold, Chair

Housing Commission of the
Housing Authority of the County of Yolo

FILED

8105 7 & 00A

DEPUTY CLERK OF THE BOARD

Approved as to Form:

By Hope P. Welton
Hope Welton, Agency Counsel

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

By Julie Dachtler



SEMAP INDICATORS
[24CFR 985.3 and form HUD-52648]
FY 2017/2018

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 <ul style="list-style-type: none"> • Correct calculation of the tenant share of the rent and the housing assistance payment 	5
Indicator 11: Pre-contract HQS Inspections Maximum Points: 5 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Timely annual housing quality inspections 	10
Indicator 13: Lease-up Maximum Points: 20 <ul style="list-style-type: none"> • Ensure that all available housing choice vouchers are used 	20
Indicator 14: Family Self-Sufficiency (FSS) enrollment and escrow account balances Maximum Points: 10 <ul style="list-style-type: none"> • Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income. 	10
TOTAL SCORE	145

- (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 once again it score 145 out of the possible 145 points (100%).

YCH scored maximum points on each indicator

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. 02/29/2020)

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 Housing Authority of the County of Yolo	For PHA FY Ending (mm/dd/yyyy) 06/30/2018	Submission Date (mm/dd/yyyy) 08/29/2018
---	--	--

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 delineates 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>848</u>	1-BR FMR <u>905</u>	2-BR FMR <u>1203</u>	3-BR FMR <u>1706</u>	4-BR FMR <u>2119</u>
PS <u>864</u>	PS <u>870</u>	PS <u>1164</u>	PS <u>1672</u>	PS <u>2032</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.)

12

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

b. Number of FSS families currently enrolled

13

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)

108.00

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

54

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) 8/21/18

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.

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-27 Item No. 6, of the Yolo County Housing meeting of August 21, 2018.

MOTION: Johannessen. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson.

6. Receive and File Notice from Auditors Regarding Audit for the Year Ended June 30, 2018 (Gillette)

Approved recommended action on Consent.



Yolo County Housing

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

DATE: August 21, 2018
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
James D. Gillette, Finance Director
SUBJECT: **Receive and File Notice from Auditors Regarding the Audit for the Year Ended June 30, 2018**

RECOMMENDATIONS:

That the Housing Commission review and file the notice from CohnReznick related to the audit for the year ended June 30, 2018.

BACKGROUND/DISCUSSION:

A similar disclosure notice about responsibilities of the auditors and management has previously been submitted to the Commission as part of a separate Report to the Housing Commission with the final audit report each year.

In an effort to clarify these responsibilities and set expectations of the process in greater detail up front, CohnReznick has requested that we provide the attached notice the Commission for their review.

Fiscal Impact:

This disclosure has no fiscal impact on the Agency.

Conclusions:

Staff recommends that the Housing Commission receive and file the attached notice.

Attachments: Notice to Housing Commission Dated June 29, 2018

June 29, 2018

Housing Commission

Yolo County Housing
147 W. Main St.
Woodland, CA 95695

We are engaged to audit the statement of net position as of June 30, 2018 and the related statements of revenues, expenses and changes in net position and cash flows and the related notes to the financial statements which collectively comprise the basic financial statements of Yolo County Housing as of and for the year ended June 30, 2018. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 28, 2018, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the cost-sharing defined benefit pension plan schedule of the Authority's proportionate share of the net pension liability, the cost-sharing defined benefit pension plan schedule of contributions, and the schedule of funding progress other post-employment benefits, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Combining Schedules and the Financial Data Schedule, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

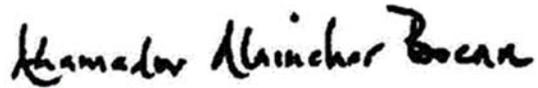
Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties

may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately August 6, 2018 and issue our report on approximately November 30, 2018. Ahamadou Alainchar Bocar is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Housing Commission and management of Yolo County Housing and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Ahamadou Alainchar Bocar". The signature is written in a cursive, slightly slanted style.

Ahamadou Alainchar Bocar, CPA