

Yolo County Housing
Yolo County, California

April 14, 2011

MINUTES

Yolo County Housing met on the 14th day of April, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:20 p.m. Present were Commissioners Provenza, Chamberlain, Toney and Garnes. Commissioners McGowan, Saylor and Rexroad were absent. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01

Pledge of Allegiance

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

Agenda Item No. 1.02

Approval of the Agenda

Minute Order No. 11-16: Approved the agenda for this meeting as submitted, noting an amendment to the Capital Fund Program on Agenda Item No. 4.02.

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

Agenda Item No. 1.03

Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 2.01

March 10, 2011 Minutes

Minute Order No. 11-17: Approved the minutes from the meeting of March 10, 2011.

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

Agenda Item No. 2.02
JJM Engineering Constructors

Minute Order No. 11-18: Approved and authorized the Executive Director to execute a contract with JM Engineering Constructors, who have been determined to be the lowest responsive-responsible bidder for the Davis Migrant Center Water System Improvements.

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

Agenda Item No. 2.01
Presentations

Resource Administrator Janis Holt presented new staff member, Roberto Guevara, as the Madison Migrant Coordinator.

Agenda Item No. 4.01
Voucher Administrative Plan

Minute Order No. 11-19: Took the following actions:

- A. Held a public hearing.
- B. Approved the proposed amendments regarding purging and reopening the wait list and adding language regarding 'Involuntarily Displaced' to the Administrative Plan of the Housing Choice Voucher Program.
- C. Authorized the Executive Director to implement these amendments.

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

Agenda Item No. 4.02
FY 2011 Annual Plan Update

Minute Order No. 11-20: Took the following actions:

- A. Held a public hearing.
- B. Adopted the 2011 Annual Plan update to the Five Year Agency Plan; approved and authorized the Chair to sign the U.S. Department of Housing and Urban Development (HUD) **Resolution No. 11-05**, and authorized the Executive Director to submit to HUD.
- C. Approved the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and included in the Agency Plan and Capital Fund submission.

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

Agenda Item No. 5.01
FY 2009-2010 Audit

Minute Order No. 11-21: Reviewed, approved and accepted the FY 2009-10 Yolo County Housing audit and directed staff to return to the Board of Commissioners the last meeting before the changeover with a proposed calendar of timeframes and deadlines.

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

Agenda Item No. 5.02
Federal and State Budget Issues

Received verbal report on Federal and State budget issues from the Executive Director.

Agenda Item No. 5.03
Executive Director Comments

Received the following comments from the Executive Director, Lisa Baker:

ACCOMPLISHMENTS – April 2011

Operations

- The annual **Landlord workshop has been planned and finalized. We have over 102 landlords and staff members scheduled to attend.** This year, we will not only have presentations on fair housing issues, but PGE will discuss Smart AC and we will be rolling out the web portal for on-line account management for landlords.
- As of April 2011, we have **1,324 families under contract** (maximum supported by ACC is 1,487. Maximum supported by budget is currently 1,320). 21 applicants are still searching for a unit (down from 52 last month).
- There are 0 late reexams and and 0 late inspections
- **Winters is over 98% occupied, all other properties continue at 100% leased.** Staff is in the process of turning over units and contacting waiting families.
- We have had a great response from **social agencies, cities and others who are prepared to serve as application centers** and who will have computers available for families to apply to the HCV program in May.
- We closed **Project Based Voucher (PBV) Request for Proposals and we received 3 responses** – 2 from existing complexes (Cesar-Chavez, Davis and Terracina, Woodland)

and one from a new construction project (New Harmony – Davis). YCH will be issuing 30 PBV vouchers.

- Agricultural division staff turned over all units for Opening Day.
- **Davis Migrant Center currently has 59 units occupied and only 3 vacancies. Madison was full occupied on April 13**, with some families referred to the Davis site when we reached maximum capacity at Madison.
- The Agricultural Services Supervisor is attending USDA management certification training this week in Monterey.
- Maintenance staff, along with staff from management and from Facilities, completed the **Neighborhood clean-up event at Pacifico and the clean-up of the empty A and B buildings in preparation for unit turn over in C and D and rehabilitation of A and B.**

Facilities

- The **well project for the Davis Center** is moving forward for engineering award at the April meeting. Staff received USDA-RD concurrence.
- We have completed the **draft Sewer Plan** as required by the State. It went out for public notice and we have calendared the public hearing for review and proposed approval for the May meeting. YCH is a mandated sewer reported due to the amount of sewer lines it owns.
- We put out the **RFP for refrigerators with the remaining ARRA funds. We expect to sign the documentation to purchase** next week.
- We have assisted the City with the final close-out on the TANA project and are moving forward with the agreement for playgrounds for Yolano-Donnelly.
- We are **nearing project completion for Rochdale-Grange** and working through remaining labor compliance requirements with the prime contractor.
- We worked with the contractor for PGE for motion-sensor light installations in our main building. Unfortunately, none of the rooms qualify. Staff is now researching use of the building's reserves (AMP 4) for installation and whether or not to fold into the upcoming Energy Performance Contract.

Administration

- The selected Energy Consultant, Enlightened Energy Consultants was on site at the 3 housing authorities (YCH, Butte and Sutter) March 21 through March 24 and are currently

preparing the Request for Proposals for the project and for Energy Services companies (ESCO's). **There has been a great deal of interest from ESCO's with our proposal.**

- **We installed 26 new printers, along with new fax and copiers in the last month** from our new print management contract. Our first automatic toner replacement cartridges arrived this week.
- **YCH completed installation of a gigabit network infrastructure project.** The project was completely done in-house with no outside consultant assistance. It is up and running smoothly.
- Our very own **YCH IT Manager, Alberto Castillo, has been asked to participate in a working group on technology initiatives with HUD** and the Organization for the Advancement of Technology for Housing Authorities (OATHA).
- The Landlord Access module is up and running and will be rolled out for public use on April 21, 2011.
- We have sent the final audit on to the County. We have uploaded the audit into the Federal Data System (FDS) on time by the deadline and brought the audit forward for Board approval at the April meeting.
- As a result of the audit, staff have identified an ongoing issue with interfund balances. Staff believes they are related to the initial system set up by prior management. Staff has begun investigating ways in which to clear this problem from the system.
- **YCH received CHARMA distribution of \$272,224** in the last month. The total received from dissolution to date is \$629,679.

Human Resources and Resident Services

- We are happy to report that the Interim Client Services Coordinator, Alicia Ruiz, passed her **Family Self-Sufficiency Certification** Exam last month.
- The **first of three (3) poster and essay contests with YCH resident youth is taking place through April 21, 2011.** Three age groups: 6-8, 9-11, 12-14 will compete for prizes at the local level with first place winners being elevated to the Housing Authority Insurance Group (HAIG) National Contest. Winners of the National contest will receive \$100 for 1st place. Representatives from TANA, Yolo County Arts Council and YCH will judge the local winners the week of April 25, 2011.

- **California Rural Legal Assistance Foundation will be offering free informational Immigration Law Workshops** to residents at Winters on May 12 and at Woodland on May 14 at 5:00 p.m. Interested families are encouraged to contact Alicia Ruiz, Client Services Coordinator, for more information.
- Connie Gomez, our long term Client Services Coordinator, will not be returning to employment with YCH. Staff will be moving forward with a recruitment shortly. We wish Ms. Gomez success in her future endeavors.
- **Quarterly resident meetings** will be held in West Sacramento on April 20, Winters on April 26 and Woodland on April 27.
- **YCH staff made a presentation at the City of Davis Council meeting on March 29th.** They presented the YCH Corporate Resume for Development and Management Services and provided Council members with an overview of YCH programs, services and portfolio. Earlier, staff presented each councilmember with a YCH 2011 Calendar and Annual Report.
- **Housing Authority Insurance Group (HAIG) will be providing YCH with a 6.46% dividend refund** on our liability insurance. This is the result of staff commitment to risk mitigation and safety.
- **Janis Holt, our very own Resource Administrator, has been appointed Chair of the Yolo Youth Opportunities Council**
- **Staff promoted the Housing Authority Insurance Group scholarship program** application to resident families and FSS participants. The outreach has resulted in **one application to date from a Woodland resident.**
- **YCH Family Self-Sufficiency Program has reported 6 new enrollments last quarter,** meeting the required threshold of 60% of mandatory enrolled slots. This was the result of teamwork by FSS staff and everyone in the Housing Assistance Division. Good Work!

Agenda Item No. 5.04
Board of Commissioners Comments

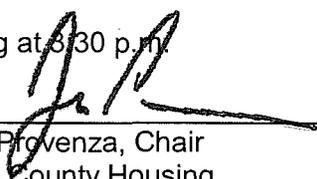
Commissioners thanked Executive Director, Lisa Baker, for her efforts.

The Housing Commissioners adjourned to Closed Session at 2:58 p.m. on the following matter:

Conference with Legal Counsel - Anticipated Litigation
 Significant exposure to litigation pursuant to Government Code
 Section 54956.9(b) 1 case

Adjournment

Adjourned this meeting of the Yolo County Housing at 8:30 p.m.



Jim Provenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

APRIL 14, 2011

YOLO COUNTY HOUSING

MICHAEL H. MCGOWAN, DISTRICT 1

DON SAYLOR, DISTRICT 2

MATT REXROAD, DISTRICT 3

JIM PROVENZA, DISTRICT 4

DUANE CHAMBERLAIN, DISTRICT 5

MARLENE GARNES, TENANT COMMISSIONER

BERNITA TONEY, TENANT COMMISSIONER

BOARD OF SUPERVISORS CHAMBERS

625 COURT STREET, ROOM 206

WOODLAND, CALIFORNIA 95695

LISA A. BAKER
EXECUTIVE DIRECTOR

SONIA CORTES
AGENCY COUNSEL

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

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

CONSENT AGENDA (ITEMS 2.01– 2.02)

- 2.01 Review and Approve Minutes from the Meeting of March 10, 2011 (Baker)
- 2.02 Review and Approve Award of Contract to JJM Engineering Constructors and Authorize Executive Director to Execute Contract (Ichtertz and Baker)

PRESENTATIONS (ITEM 3.01)

- 3.01 Presentation of New Staff Member, Roberto Guevara, Madison Migrant Coordinator

PUBLIC HEARINGS (ITEMS 4.01 – 4.02)

- 4.01 Public Hearing to Consider Amending the Voucher Administrative Plan Regarding Purging and Reopening the Wait List and Amending the Plan to add the Definition of Involuntarily Displaced to the List of Preferences (Krager, Jimenez-Perez, Baker)
- 4.02 Public Hearing to Consider Adoption of the Agency's 2011 Annual Plan (Krager, Baker, Ichtertz)

REGULAR AGENDA (ITEMS 5.01 – 5.04)

- 5.01 Review, Approve and Accept the 2009-2010 Audit for Yolo County Housing (Stern, Baker)
- 5.02 Receive Verbal Report on Federal and State Budget Issues from Executive Director
- 5.03 Receive Comments from Executive Director
- 5.04 Receive Comments from Commissioners

CLOSED SESSION (ITEM 6.01)

- 6.01 Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code
Section 54956.9(b): 1 case

ADJOURNMENT

Next meeting scheduled for May 19, 2011.

I declare under penalty of perjury that the foregoing agenda was posted April 8, 2011 by 5:00 p.m. at the following places:

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

I declare under penalty of perjury that the foregoing agenda will be posted no later than April 11, 2011 by 2:00 p.m. as follows:

4. On the Yolo County website: www.yolocounty.org.

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

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

Yolo County Housing
Yolo County, California

Meeting Date: April 14, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 2.01
March 10, 2011 Minutes

Minute Order No. 11-17: Approved the minutes from the meeting of March 10, 2011.

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

Yolo County Housing
Yolo County, California

March 10, 2011

MINUTES

Yolo County Housing met on the 10th day of March, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Provenza, Chamberlain, Saylor, Toney and Garnes. Commissioners Rexroad and McGowan were absent. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01
Pledge of Allegiance

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

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 11-12: Approved the agenda for this meeting as submitted, correcting the title on Agenda Item No. 2.02 to read:

“Review and Ratify Property Maintenance Services Agreement Management Services Memorandum of Understanding.”

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

Agenda Item No. 1.03
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 2.01
February 17, 2011 Minutes

Minute Order No. 11-13: Approved the minutes from the meeting of February 17, 2011.

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

Agenda Item No. 2.02
Property Management Services
Memorandum of Understanding

Minute Order No. 11-14: Reviewed and ratified the execution of the Property Management Services Memorandum of Understanding (MOU) between Yolo County Housing and the City of Davis for Pacifico, located at 1752 Drew Circle in Davis, CA, signed by the Executive Director, Lisa Baker.

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

Agenda Item No. 3.01
Presentations

3.01 Resource Administrator Janis Holt presented new staff member, Eva Montenegro, Office Assistant I

3.02 Resource Administrator Janis Holt presented new intern, Ariana Carr, Special Assistant to the Executive Director

Agenda Item No. 4.01
Prefund Plan

Minute Order No. 11-15: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-03** authorizing the establishment of a Prefunding Plan with the California Employer's Retiree Benefit Trust (CERBT) for prefunding of YCH's Other Post Employment Benefits (OPEB).
- B. Approved and authorized the Chair to sign the Delegation of Authority **Resolution No. 11-04**, which authorizes the Executive Director and Finance Director to request disbursements on behalf of YCH from the Other Post Employment Prefunding Plan.
- C. Approved an ad hoc subcommittee whereby the Chair appointed Commissioners Saylor and Chamberlain to work with Yolo County Housing on the development of a process to determine amount to be paid.

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

Agenda Item No. 4.02
Change of Governance

Received verbal report on Change in Governance from Executive Director.

Agenda Item No. 4.03
Executive Director Comments

Executive Director Lisa Baker presented remarks on Agency accomplishments.

Agenda Item No. 4.04
Board of Commissioners Comments

Chair Provenza reminded his fellow commissioners to file their Form 700's by April 1, 2011 and informed them of an upcoming conference on Wednesday, March 16, 2011 at the County Conference Room at 7:00 p.m. in Davis which will include instructions on how to correctly fill out this form.

The Housing Commissioners adjourned to Closed Session at 2:40 p.m. on the following matters:

Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis Holt, Resource Administrator; Sonia Cortés, Agency Counsel
Bargaining Units: General Unit

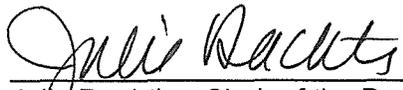
Conference with Real Property Negotiator
Property: 1752 Drew Circle, Davis, California
Agency negotiator: Lisa A. Baker
Negotiating parties: City of Davis
Under negotiation: Price Terms of Payment

Adjournment

Adjourned this meeting of the Yolo County Housing at 4:30 p.m.



Jim Provenza, Chair
Yolo County Housing



Julie Dachtler, Clerk of the Board

Yolo County Housing
Yolo County, California

Meeting Date: April 14, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 2.02
JJM Engineering Constructors

Minute Order No. 11-18: Approved and authorized the Executive Director to execute a contract with JM Engineering Constructors, who have been determined to the lowest responsive-responsible bidder for the Davis Migrant Center Water System Improvements.

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



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

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

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Fred Ichtertz, Facilities Administrator
SUBJECT: **Review and Approve Award of Contract to JJM Engineering Constructors and Authorize the Executive Director to Execute Contract.**

RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Review and approve a contract with JJM Engineering Constructors, who has been determined the lowest responsive - responsible bidder for the Davis Migrant Center Water System Improvements; and
2. Authorize the Executive Director to execute contract.

BACKGROUND / DISCUSSION

In 2008, the California State Department of Housing and Community Development (HCD) received a USDA-RD improvement grant in the amount of \$1,000,000 for the Davis Migrant Center. HCD and YCH executed agreement 08-OMS-880 for these improvement funds. The original grant application included new domestic water well with hydro-pneumatic tank and emergency back-up generator, as well as American with Disabilities Act (ADA) upgrades to dwelling units and grounds, including playground and recreation area improvements. The grant also includes new site landscape irrigation with moisture detectors, landscaping upgrades (drought-tolerant plantings) and new security screen doors for dwelling units.

Prioritization of proposed work items were determined by HCD and YCH with the work items being ranked based on critical needs and costs, with the most critical and costly items being addressed first with remaining funding to be used on other work items within the list. That list is as follows:

1. Domestic water well with new hydro-pneumatic tank and emergency backup generator – because this work would require trenching and other water line upgrade it was determined it would be more feasible to include the new site landscape irrigation within this proposed work.
2. American with Disabilities Act upgrades to dwelling units and grounds

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3. Playground and recreation area improvements
4. Security screen doors
5. Drought-tolerant Landscaping upgrades

With the new domestic water system being ranked as number one, YCH with HCD concurrence, entered into an agreement with Nolte and Associates who had been the engineers for the Dixon Housing Authority new water wells and water system improvements in 2008 at the Dixon Migrant Center.

Nolte prepared the drawings and technical specifications section of the project manual for the well and irrigation improvements, while YCH staff combined USDA-RD, HCD and YCH requirements into the project manual. The final project manual was reviewed and approved by HCD and USDA-RD prior to going out to bid.

The project was advertised in December 2010, with a pre-bid conference being held at the Davis Migrant Center on January 11, 2011, with eleven (11) contractors present.

Bids were received on February 24, 2011 with a total of three (3) bids received, with JJM as the apparent low bidder.

Davis Migrant Center Water System Improvements Bid Results		
Contractors Name		Bid Amount
1.	JJM Engineering Constructors	\$493,980.00
2.	Sierra National Construction	\$495,910.00
3.	Swank Construction	\$541,173.96

Upon review of all submitted bid packets for completeness by staff and the agency engineer, it was determined that Swank Construction made a mathematical error in its bid submission and the correct amount should have been \$502,140. Even with this error, Swank Construction was still rank as third high bidder with the lowest responsive - responsible bidder determined to be JJM Engineering Constructors.

Upon determination that JJM Engineering Constructors was the lowest responsive - responsible bidder, YCH staff met with USDA-RD and HCD for their review and concurrence of the selection of JJM Engineering Constructors. YCH received Letter of Concurrences from USDA-RD on March 10, 2011 with HCD following shortly thereafter on March 16, 2011.

Because the apparent lowest responsive - responsible bid was lower than the engineer's estimate, the remaining grant funds will be used to address the other identified work items, beginning with the American with Disabilities upgrades. To facilitate these upgrades, a survey of ADA improvements was completed in early December 2010.

In February, staff contacted one of our agency architects about the ADA upgrades and playground and recreation area improvements. Our initial kick off meeting for these improvements will begin shortly after a contract has been awarded for the water system improvements. The purchase and installation of the screen doors and drought-tolerant landscaping upgrades will be conducted by current agricultural housing staff members. It is anticipated all work items will be completed before the 2012 opening season, which is well within the grant expenditure deadline.

FISCAL IMPACT

None. Cost of proposed contract paid through the USDA-RD Improvement Grant.

CONCLUSION

Staff recommends award of contract to JJM Engineering Constructors, who has been determined the lowest responsive - responsible bidder for the Davis Migrant Center Water System Improvements and authorize Executive Director to execute the contract.

Yolo County Housing
Yolo County, California

Meeting Date: April 14, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 4.01
Voucher Administrative Plan

Minute Order No. 11-19: Took the following actions:

- A. Held a public hearing.
- B. Approved the proposed amendments regarding purging and reopening the wait list and adding language regarding "Involuntarily Displaced" to the Administrative Plan of the Housing Choice Voucher Program.
- C. Authorized the Executive Director to implement these amendments.

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



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

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

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Marianne Krager, Director of Operations
SUBJECT: **PUBLIC HEARING TO CONSIDER AMENDING THE VOUCHER ADMINISTRATIVE PLAN REGARDING PURGING AND REOPENING THE WAIT LIST AND AMENDING THE PLAN TO ADD THE DEFINITION OF "INVOLUNTARILY DISPLACED" TO THE LIST OF PREFERENCES**

RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Hold a public hearing to solicit public input;
2. After receiving public testimony, comments and any changes, approve the proposed amendments regarding purging and reopening the wait list and adding language regarding "Involuntarily Displaced" to the Administrative Plan for the Housing Choice Voucher Program and;
2. Authorize the Executive Director to implement these amendments.

BACKGROUND / DISCUSSION

HUD regulations contain a list of what must be included in the Administrative Plan. YCH's Plans must cover YCH policies on selection and admission of applicants from the YCH waiting list. This includes any YCH selection and admission policies and preferences for ordering the wait list. YCH is proposing two (2) amendments to the Administrative Plan designed to improve the wait list for both applicants and YCH and to improve YCH's ability to assist local governments in the case of involuntary displacement.

Purging and Reopening the Wait List

The purpose of the purge is to analyze the list that represents the applicant pool to ensure that individual applicants are still interested in the housing choice voucher program. Purging the list helps to move interested applicants into the program more quickly while helping to reduce administrative and financial burdens incurred when contacting applicants. When a wait list pool is not updated, agencies incur unnecessary

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costs associated with staff time, and costly postage and supplies associated with mailing multiple notices to families who have moved, are no longer eligible or who are no longer interested in the program. Additionally staff has to go through the process on a case-by-case basis to eliminate those ineligible or disinterested families. Purging the list, which involves the process of contacting all applicant families on the list to verify their continued interest and potential eligibility, reduces this large capital outlay and time consumption. In general, staff finds that the wait list is most successful if it is purged and considered for re-opening every three years. This gives the YCH the benefits of scheduling the purge on a three year cycle, the ongoing use of a recent list, while also not over-burdening staff with a large and expensive purge project.

Staff proposes that the following language regarding the Wait List be inserted in the Administrative Plan:

Purging the Waiting List

YCH Policy The wait list will be updated every three (3) years to ensure that the waiting list is current and accurate. After updating the list, the Executive Director will verify that it has sufficient families waiting for a voucher for at least one (1) year. Where there are insufficient families to serve within that one-year period, the Board will consider opening the wait list to receive new applicants.

Amendment to Add Language Regarding Involuntary Displacement

The purpose of preferences is to ensure the public housing agency has established a system for selection of families admitted to the program. Currently the YCH's Administrative Plan does not have "involuntarily displaced" language. The purpose of this language will be to include families who have found themselves in a position of either homelessness, having to live in sub-standard housing through no-fault of their own or having to relocate due to being part of a Witness Protection Program or displaced due to a family member being the victim of one or more hate crimes.

Staff proposes that the following language regarding Involuntary Displacement be inserted in the Administrative Plan:

Involuntarily Displaced:

Displaced by Government Action

Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by the Federal government, which extensively damaged or destroyed their dwelling, or is:

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

FISCAL IMPACT

None at this time. Cost savings through a regular schedule for wait list maintenance.

CONCLUSION

In order for preferences to be consistent with local housing needs and priorities, staff is recommending that the Board adopt the proposed revisions to the Administrative Plan. As these are considered "Significant Amendments or Modifications" to the policy or policies pertaining to the operation of the Authority, YCH has published a "Public Notice" in local area media and giving "All citizens, residents and interested parties" 45 days to comment as required by our Administrative Plan and notifying them of the Public Hearing. That comment period ended on April 11, 2011. To date, YCH has received no public comments.

Yolo County Housing
Yolo County, California

Meeting Date: April 14, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 4.02
FY 2011 Annual Plan Update

Minute Order No. 11-20: Took the following actions:

- A. Held a public hearing.
- B. Adopted the 2011 Annual Plan update to the Five Year Agency Plan; approved and authorized the Chair to sign the U.S. Department of Housing and Urban Development (HUD) **Resolution No. 11-05**, and authorized the Executive Director to submit to HUD.
- C. Approved the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and included in the Agency Plan and Capital Fund submission.

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



Yolo County Housing

Lisa A. Baker, Executive Director

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WOODLAND, CA 95695

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BOARD OF COMMISSIONERS

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

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Fred Ichtertz, Facilities Administrator
SUBJECT: **Modification to proposed 2011 Capital Fund 5-Year Work Plan for the inclusion of additional playground equipment at Yolano Drive due to funding reductions of the Community Development Block Grant Award received from the City of Woodland.**

RECOMMENDED ACTIONS:

That the Board of Commissioners;

1. Review and approve the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and include it in the Agency Plan and Capital Fund submission

BACKGROUND / DISCUSSION

In 2008, YCH received a Community Development Block Grant (CDBG) award from the City of Woodland for installation of new playground equipment at our housing complex at Yolano Drive. The new equipment was to replace damaged and non-repairable existing playground equipment on property that the City of Woodland (COW) leased from YCH. Due to COW budget cuts in 2008, that park was returned to YCH and upon inspection it was determined that the existing equipment posed a safety hazard to our residents and was beyond repair due to the manufacturer going out of business. The existing playground equipment was removed immediately to abate the safety hazard.

YCH was awarded the 2008 CDBG grant to replace the removed hazardous playground equipment; however that grant award was also tied to the UCD Chicano Art Department – TANA Art Building modifications to our old maintenance shop across from the Yolano Drive housing complex. The TANA project was recently closed out by the city and because of unforeseen additional costs for that project, we were notified on Monday, April 11, 2011 that our grant award amount has been reduced.

Our agency architect has already begun the design phase for this playground and for an additional playground at our Donnelly Circle housing complex. We have held a preliminary kick off meeting with residents from both complexes and will be meeting with them again shortly for design review comments.

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

The Donnelly Circle playground is currently being funded with the existing 2009 Capital Fund. In addition, proposed site improvements at both housing complexes that meet current American with Disabilities Act (ADA) requirements will be done in conjunction with the proposed playgrounds. ADA improvements are being funded with the 2009 and 2010 Capital Funds.

Due to reductions created by the TANA project close-out costs, the current CDBG award is now not enough to fully fund the proposed and previously-approved playground improvements at the Yolano complex. The proposed modification to the 2011 Capital Fund 5 -Year Work Plan will allow all proposed play equipment to be installed in accordance with the original plan.

FISCAL IMPACT

None. Funding to come from City of Woodland CDBG award and agency's Capital Fund Program.

CONCLUSION

Staff recommends that the proposed modifications to the Capital Fund submission be approved and included in the Agency Plan and in the proposed 2011 Capital Fund 5-Year Work Plan.

Part I: Summary						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Davis Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	\$317,665.00	\$261,500.00	\$363,187.00	\$210,000.00
C.	Management Improvements		\$128,614.00	\$128,614.00	\$128,614.00	\$128,614.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$72,500.00	\$0.00	\$153,187.00
E.	Administration		\$99,238.00	\$99,238.00	\$99,238.00	\$99,238.00
F.	Other		\$30,000.00	\$54,155.00	\$35,000.00	\$35,000.00
G.	Operations		\$198,450.00	\$198,450.00	\$198,450.00	\$198,450.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$218,420.00	\$177,930.00	\$167,898.00	\$167,898.00
K.	Total CFP Funds		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00

Part I: Summary (Continuation)

PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Yolo Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	PHA-Wide	Annual Statement	\$684,722.00	\$843,387.00	\$639,200.00	\$792,387.00
	CA044001 Yolano Homes		\$140,000.00	\$0.00	\$87,960.00	\$200,000.00
	CA044002 El Rio Villa I		\$0.00	\$52,500.00	\$43,980.00	\$0.00
	CA044004 Vista Montecito		\$0.00	\$24,000.00	\$23,456.00	\$0.00
	CA044005 Ridge Cut Homes		\$0.00	\$0.00	\$14,660.00	\$0.00
	CA044006 Yolito		\$45,000.00	\$0.00	\$14,660.00	\$0.00
	CA044007 Donnelly Circle		\$0.00	\$0.00	\$112,882.00	\$0.00
	CA044008 El Rio Villa II		\$0.00	\$0.00	\$38,116.00	\$0.00
	CA044015 Riverbend Sr. Manor I		\$15,500.00	\$0.00	\$0.00	\$0.00
	CA044017 Riverbend Sr. Manor II		\$24,500.00	\$15,000.00	\$17,473.00	\$0.00
	CA044018 El Rio Villa III		\$0.00	\$57,500.00	\$0.00	\$0.00
	CA044025 El Rio Villa IV		\$0.00	\$0.00	\$0.00	\$0.00
	CA044028 Las Casitas		\$82,665.00	\$0.00	\$0.00	\$0.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
See Annual Statement	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$25,000.00	A and E Fees	LS	\$25,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$30,000.00	Physical Needs Assessment	LS	\$15,000.00
				Energy Audit	LS	\$9,155
				Subtotal 1430		\$54,155.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	See Annual Statement					
	Site Improvements			Site Improvements		
	Install playground at CA044-01 (AMP 1)	LS	\$140,000.00	Upgrade development signage (PHA-Wide)	LS	\$75,000.00
	Upgrade septic lift system at CA044-06 (AMP 1)	LS	\$45,000.00	Construct patios for dwelling units (PHA-Wide)	LS	\$75,000.00
	Install new entry gate to property at CA044-15 (AMP 3)	LS	\$12,500.00	Install bike racks at each development (PHA-Wide)	LS	\$25,000.00
	Install new entry gate to property at CA044-17 (AMP 3)	LS	\$12,500.00	Paint building exteriors at CA044-02 (AMP 2)	5 bldgs.	\$52,500.00
	Playground improvements at CA044-28 (AMP 3)	LS	\$7,665.00	Paint building exteriors at CA044-04 (AMP 2)	8 bldgs.	\$24,000.00
	Subtotal 1450		\$217,665.00	Subtotal 1460		\$251,500.00
	Dwelling Structures			Dwelling Equipment (PHA-Wide)		
	Install screen doors at CA044-15 (AMP 3)	6	\$3,000.00	Replace ranges	50	\$10,000.00
	Install screen doors at CA044-17 (AMP 3)	24	\$12,000.00	Subtotal 1465.1		\$10,000.00
	Exterior painting at CA044-28 (AMP 3)	19 bldgs.	\$75,000.00			
	Subtotal 1460		\$90,000.00	Non- Dwelling Structures		
				Replace windows at office and community ctr. at CA044-17 (AMP 3)	LS	\$15,000.00
	Dwelling Equipment (PHA-Wide)			Replace windows at office and community ctr. at CA044-18 (AMP 2)	LS	\$7,500.00
	Replace ranges	50	\$10,000.00	Interior remodel of office at CA044-18 (AMP 2)	LS	\$50,000.00
	Subtotal 1465.1		\$10,000.00	Subtotal 1470		\$72,500.00
	Collateralization of Debt Service/PHA-Wide			Collateralization of Debt Service/PHA-Wide	LS	
	Repayment of CFFP	LS	\$218,420.00	Repayment of CFFP		\$177,930.00
	Subtotal 1501		\$218,420.00	Subtotal 1501		\$177,930.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
See Annual Statement	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$30,000.00	A and E Fees	LS	\$30,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$35,000.00	Subtotal 1430		\$35,000.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Dwelling Structures			Dwelling Structures		
	Replace exterior doors at CA044-01 (AMP 1)	120	\$87,960.00	Complete bathroom modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-02 (AMP 2)	60	\$43,980.00	Complete kitchen modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-04 (AMP 2)	32	\$23,456.00	Subtotal 1460		\$200,000.00
	Replace exterior doors at CA044-05 (AMP 1)	20	\$14,660.00			
	Replace exterior doors at CA044-06 (AMP 1)	20	\$14,660.00	Dwelling Equipment/PHA-Wide		
	Replace exterior doors at CA044-07 (AMP 1)	154	\$112,882.00	Replace stoves	50 ea	\$10,000.00
	Replace exterior doors at CA044-08 (AMP 2)	52	\$38,116.00	Subtotal 1465.1		\$10,000.00
	Replace exterior doors at CA044-17 (AMP 3)	24	\$17,473.00			
	Subtotal 1460		\$353,187.00	Non-Dwelling Structures/PHA-Wide		
				Install individual storage units for apartments (Phase 1)	100	\$83,187.00
	Dwelling Equipment (PHA-Wide)			Subtotal 1470		\$83,187.00
	Replace ranges	50	\$10,000.00			
	Subtotal 1465.1		\$10,000.00	Non-Dwelling Equipment/PHA-Wide		
				Computer equipment upgrades	LS	\$15,000.00
	Collaterization of Debt Service/PHA-Wide			Purchase maintenance tools	LS	\$10,000.00
	Repayment of CFFP	LS	\$167,898.00	Purchase ¾ ton maint. truck with tool box	1 each	\$30,000.00
	Subtotal 1501		\$167,898.00	Purchase dump trailer for maintenance	1 each	\$15,000.00
				Subtotal 1475		\$70,000.00
				Collaterization of Debt Service/PHA-Wide		
				Repayment of CFFP	LS	\$167,898.00
				Subtotal 1501		\$167,898.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

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

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Marianne Krager, Director of Operations
SUBJECT: **Public Hearing to Consider Adoption of the Agency's FY 2011 Annual Plan**

RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Hold public hearing to solicit public comment regarding the proposed Annual Plan; and
2. After public testimony, comments and any changes, adopt the 2011 Annual Plan update to the Five year Agency Plan, approve the required U.S. Department of Housing and Urban Development (HUD) Resolution and authorize the Executive Director to submit to HUD.

BACKGROUND / DISCUSSION

Yolo County Housing, as part of its requirements to HUD, is required to have an adopted Five Year Agency Plan regarding its Housing Choice Voucher and Public Housing Programs. The Agency must review its 5-year Plan annually and adopt an Annual Plan Update regarding how it will handle its Admissions, Occupancy, Residency, Capital Fund Plan and Strategic Plans for housing.

As part of this process, YCH created a draft plan and circulated it for a 45-day comment period. Additionally the draft Plan was presented to the Resident Advisory Board (RAB) for review, comment and input. Their comments are contained within the Plan. A Public Notice was subsequently published and the comment period began Thursday February 24, 2011 and will end on Monday April 11, 2011. To date, the YCH has not received any additional public comments.

The RAB held one (1) meeting to review the plan on February 9, 2011. Members received presentations from each department, which included Finance, Administration, Facilities, Public Housing and Housing Assistance (Vouchers). Members were extremely excited about YCH's "Welcome Home" initiative. Discussions regarding "resident patrols" and "direct pay" for rents contained within the Initiative generated considerable interest.

FISCAL IMPACT

Submission and approval of the Plan is the basis for receipt of federal funds from HUD.

CONCLUSION

The YCH Five Year Plan is updated annually through the Agency Plan process. The Proposed YCH Five Year Plan extends from 2010 through 2014. Staff recommends the adoption of the Plan and the Plan's submittal to the Department of Housing and Urban Development (HUD).

Attachment: Resolution
Draft Annual Plan

YOLO COUNTY HOUSING

FY2011 ANNUAL UPDATE TO THE FY2010-FY2014 FIVE-YEAR AGENCY PLAN

SECTION 5.0 THROUGH 10.0

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5.0 Five-Year Plan

5.1 Mission Statement

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

5.2 Goals and Objectives

- Continue to increase the sustainability of the Agency’s portfolio by reducing energy usage using both simple and complex strategies.
- Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.
- Continue to improve the Public Housing Assessment System (PHAS) score.
- Continue to train staff on Asset Management to ensure compliance with all new HUD regulations.
- Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers and includes either units or budget authority).
- Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.
- Continue to achieve High Performer status on Section 8 Management Assessment (SEMAP) score.
- Implement new owner outreach materials to attract potential new owners to participate in the HCV Program.
- Analyze, develop and implement effective work flows for staff.
- Complete full enrollment in the Family Self-Sufficiency Program (FSS) to comply with the HUD requirement.
- Continue to upgrade computer systems including servers, software, and memory capacity.

- Continue with annual customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.
- Install individual meters at apartments where there is currently no meter.
- Develop eco-friendly landscaping plan to reduce water usage.
- Install broadband access capability to reach all sites and offer inexpensive in-home broadband access to residents as an additional revenue source.
- Continue to deploy Facebook page to help distribute information to residents and applicants.
- Upgrade website to include better information, easier navigation and install access portals for customers – landlords, tenants, and participants.
- Move forward with additional elements of YCH’s “Welcome Home” strategy that are already outlined in the Plan, including development of a welcome packet for residents, participants, and landlords.
- Apply for additional funding including the Capital Fund Education and Training Community Facilities (CFCF) Program and Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program.

6.0 PHA Plan Update

- (a) **Identify specifically which plan elements have been revised since the PHA’s prior plan submission.**

Yolo County Housing has revised the following elements:

Goals and Objectives

Staff has removed Goals which have been completed and added additional Goals for the upcoming years.

Financial Resources

The Financial Resources section has been revised to include projected amounts for FY2011.

Resident Services

The Resident Services section has been updated to include current information regarding resident programs.

Fiscal Year Audit

The Audit for the Fiscal Year ending 6/30/2009 has been completed and is included with the Agency Plan. The Audit for 6/30/2010 is in the process of being completed.

Capital Improvements

The Agency Plan includes a copy of the FY2011 Capital Fund Annual Statement. Performance and Evaluation Reports for the FY 2008, FY2009 and FY2010 Capital Funds and FY2009 Stimulus Funds are also included. The projections for the FY2011 CFP are based on the actual 2010 amount.

Policies

Verification Hierarchy for both HCV and LIPH – This update allows YCH to use “third party verification” provided by the tenant or applicant.

Wait List Preferences – The definition of the “working preference” has been updated to include families where at least one adult was employed but, through no fault of their own, lost their job and is currently receiving unemployment benefits.

Family Self-Sufficiency (FSS) Program – YCH will conduct interim reexaminations for families enrolled in the FSS Program to establish baselines and escrow accounts.

Purging the Wait List – The wait list will be updated every three (3) years to ensure that the waiting list is current and accurate.

YCH has added an “involuntarily displaced” preference to the Housing Choice Voucher Program’s Wait List. Involuntarily displaced includes a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:

- Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring

considerable repair or endangers the health, safety, and well-being of family.

- Has been declared unfit for habitation by a government agency, or
- Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.
- Displaced due to a family member being the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public.

The FY2011 Annual update to the FY2010-FY2014 Five-Year Agency Plan will be available for review during the 45-day Public Hearing Notice period at Yolo County Housing's Main Office which is located at 147 West Main Street in Woodland, California.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

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

The Admissions and Continued Occupancy Policy (ACOP) covers the specific requirements for admission to the public housing program. These requirements for the HCV Program are stated in the Administrative Plan. The information listed below highlights some of the main factors used in determining eligibility and admission to both programs and is not meant to be exhaustive. Both documents are on file at YCH's main office and should be referred to for specific questions.

Public Housing – Admissions and Continued Occupancy Policy (ACOP)

It is the Yolo County Housing's policy to admit qualified applicants only. An applicant is qualified if s/he meets the following criteria:

Heads a household where at least one member of the household is either a citizen or eligible non-citizen.

Has an Annual Income at the time of admission that does not exceed the low income limit for occupancy as established by HUD and posted separately in YCH offices.

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in the ACOP.

The qualifying factors of eligibility will not be verified until the family is in a position on the waiting list to be offered a housing unit.

The applicant must qualify as a family. A family may be a single person or group of persons. Discrimination on the basis of a familial status is prohibited, and a group of persons may not be solely denied on the basis that they are not related by blood or marriage.

Applicants with a previous outstanding debt to YCH or any other PHA resulting in from a previous tenancy in a public housing or Housing Choice Voucher programs must be paid in full prior to admission.

YCH requires that a criminal background check and a credit check be performed upon admission and at all re-examinations when the tenant supplies any information to criminal activity. Any applicant and/or participant who has been convicted of any criminal activity including felony behavior in the past (3) three years will be denied admission and/or terminated.

Persons evicted from public housing, Indian housing, Section 23, the Voucher Program, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a three (3) year period beginning with the date of such conviction.

YCH will permanently deny admission to public housing to persons convicted of manufacturing or producing methamphetamines on the premises of the assisted housing project in violation of any Federal or State law.

YCH will deny admission to public housing to any family in which a family member is subject to a lifetime sex offender registration requirement.

A detailed interview will be conducted with all applicants. The interview will contain questions designed to evaluate the qualifications of applicants to meet the essential requirements of tenancy. All submitted information will be subject to third party verification.

It is the policy of YCH to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. Families who wish to apply for any of YCH's programs must complete a written application when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

Applicants may choose which site-based waiting list on which they wish to be placed.

The application process will involve two phases. The first is the "initial" application for admission (referred to as a pre-application). This first phase is to determine the family's eligibility for, and placement on, the waiting list. The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time, YCH ensures that verification of all HUD and YCH eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit.

If after a review of the pre-application the family is determined to be preliminarily eligible, they will be notified in writing that they will be placed on the waiting list. If the family is determined to be ineligible based on the information provided in the pre-application, YCH will notify the family in writing, state the reason for denial, and inform them of their right to an informal hearing.

It is the YCH's policy that each applicant is assigned an appropriate place on the waiting list for the development(s) in which the applicant wishes to reside. Applicants will be listed in sequence based upon the date and time the application is received, the size and type of unit required, the site in which they wish to reside, and the factors of preference or priority.

Housing Choice Voucher Program – Administrative Plan

YCH is responsible for ensuring that each individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the

program. The family must provide any information needed by YCH to confirm eligibility and determine the level of assistance.

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

- Qualify as a family as defined by HUD and YCH.
- Have income at or below HUD specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for all family members as required.
- Consent to YCH's collection and use of family information as provided for in YCH-provided consent forms.
- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income eligible, a family must be one of the following:

- A very-low income family or
- A low-income family that has been "continuously assisted" under the 1937 Housing Act.

HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity.
- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.

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

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

- The family does not provide information that HUD or YCH determines is necessary to the administration of the program.
- The family does not provide complete and true information to YCH.
- Any public housing agency has terminated assistance under the program for any family member within the last three (3) years.
- Any family member has been evicted from federally assisted housing in the last three (3) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any other federal housing program.
- The family owes rent or other amounts to any public housing agency in connection with the HCV, Certificate, Moderate Rehabilitation, or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.
- The family has breached the terms of a repayment agreement entered into with YCH, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.
- A family member has engaged in or threatened violent or abusive behavior towards YCH personnel.

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

When a family wishes to receive HCV assistance, the family must submit an application that provides YCH with the information needed to determine the family's eligibility. The application process involves two phases. The first phase involves placing the family on the waiting list. This process requires the family to declare any preferences to which they may be entitled and the family's income.

In the event two or more applicants with identical preferences are eligible for placement on the waiting list, their order of placement will be determined by the date and time of the application or by the order in which the family was randomly selected in the lottery process.

The second phase is the final determination of eligibility, which takes place when the family nears the top of the waiting list.

YCH is permitted to close the waiting list if it has an adequate pool of families to use its available HCV resources. YCH will close the waiting list when the estimated waiting period for housing assistance for the most current applicants on the list reaches 12 months. Before reopening the waiting list, YCH must publish a public notice stating that it will be reopened.

YCH has established the following preferences for admission to the HCV program:

- Applicants with special provisions, which includes, tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Executive Director.
- Applicants who live or work in Yolo County.
- Any citizen of the United States, who served in the military, naval, or air service of the United States who received an honorable discharge or was released from active duty under honorable conditions. This preference applies to the surviving spouses of veterans.
- HCV participants who have been terminated due to over-leasing or lack of federal funding.
- Families who have at least one adult employed and has been employed for at least six (6) months. Definition of employment includes receipt of employment benefits. This preference is automatically extended to elderly families and a family whose head of household or spouse is receiving income based on their permanent disability.
- Involuntarily displaced.

Each preference is given a point value of one and the points are cumulative. Applicants with the highest point total are ranked highest on the list.

Once an applicant family has been selected from the waiting list, YCH will notify the family by first class mail. The family will be sent a packet of forms to be completed and returned by a specified date.

2. Financial Resources

The table below lists Yolo County Housing's anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support public housing and housing choice voucher programs in Fiscal Year 2011.

Funding Source	Amount	Use
FY2011 PH Operating Fund	\$830,000	PH Oper.
FY2011 Capital Fund Program	\$992,387	PH Mod.
FY2010 Capital Fund Program	\$992,387	PH Mod.
FY2009 Capital Fund Program	\$744,751	PH Mod.
Housing Choice Voucher Program	\$10,580,896	HCV Oper.
Public Housing Dwelling Rent	\$1,745,906	PH Operations
Interest	\$1,833	PH Operations
Other Income	\$58,613	PH Operations
Total	\$15,946,773	

Note: The Capital Fund amounts for FY2009 and FY2010 are the unobligated amounts as of 12/31/2010.

3. Rent Determination

Public Housing

A family's income determines eligibility for assistance and is also used to calculate the family's rent payment. The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called a utility reimbursement, which may be paid to the family or directly to the utility company by YCH.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts rounded to the nearest dollar.

30% of the family's monthly adjusted income

10% of the family's monthly gross income

The flat rent

Housing Choice Voucher

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

30% of the family's monthly adjusted income

10% of the family's monthly gross income

4. Operation and Management

YCH has a staff maintenance mechanics which provides general maintenance services at each site to help ensure the units are kept in good working order. If a resident needs an item repaired, they are asked to call the management office and place a work order. Once the work order is entered, a maintenance mechanic will go to the unit to repair the item. If the need for repair was not caused by the resident, then YCH does not charge the resident. If the resident caused the repair, then they are charged according to the Maintenance Charge List on file at the office.

The Authority also has a preventative maintenance schedule in which items such as filters for the HVAC systems are changed out on a regular basis. The Authority also has a pest control plan in which each unit is sprayed once a month to help control pest infestation.

YCH also has many policies which management uses to operate the Agency on a daily basis. These policies are listed below:

- Personnel
- Procurement
- Vehicle Guidelines
- Distracted Driver
- IT Policy
- Uniform Policy
- Capitalization
- A/R Write-off
- Surplus Property
- Signature Authority
- Records Retention
- Credit and Investment
- Section 3
- Applicant Screening
- Eviction
- Tracking Crime
- Reasonable Accommodation
- Facility Use
- Pet
- Admissions and Continued Occupancy (LIPH)
- Administrative Plan (HCV)
- Grievance
- Domestic Violence
- Energy Plan

5. Grievance Procedures

Public Housing

Applicants who are determined ineligible, who do not meet YCH admission standards, or where YCH does not have an appropriate size and type unit in its inventory will be given written notification promptly, including the reason for the determination. Ineligible applicants will be offered an opportunity for an informal hearing. A request for an informal hearing must be submitted to YCH within ten (10) working days from the date of the notification of their ineligibility. If an informal hearing is requested, YCH will conduct the hearing within twenty (20) working days of the request. Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the initial determination of

ineligibility or a subordinate of that person. Within ten (10) working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

Housing Choice Voucher

When YCH makes a decision that has a negative impact on a family, the family is generally entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission based on citizenship issues, the appeal takes the form of an informal hearing.

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program.

6. Designated Housing for Elderly and Disabled Families

Currently, Yolo County Housing has two (2) public housing developments which are designated for occupancy by elderly and disabled residents. The developments are Riverbend Senior Manor I and II and are located in West Sacramento. Because these developments were constructed solely for the purpose of housing elderly tenants, YCH does not have to reapply for the elderly designation.

YCH does not plan to apply for approval to designate more developments as elderly-only occupancy in FY2011.

7. Community Service and Self-Sufficiency

Yolo County Housing maintains over 45 partner service agreements with local city, county, state and non-profit agencies to provide services and education for residents of our Low Income Public Housing and Agricultural Services Programs. The services vary at each location depending on the needs of the site and the availability of services.

At the public housing sites located at Winters, Woodland, and West Sacramento, resident and community services include the monthly Emergency Food Assistance Program (EFAP) provided by the Yolo County Food Bank, quarterly resident meetings held by YCH to assist residents with access to services, information and resources, on-site computer labs are open daily for youth (ages 5-18) with YCH staff available to provide homework assistance, computer tutorial support, and other educational activities. Day care centers at the Winters and

Woodland sites are operated by the YMCA and provide access to quality day care and preschool services to resident families. All residents receive an annual YCH calendar which highlights meetings, resident services, emergency planning information, ADA/504 information, fair housing, and other pertinent information related to their quality, safe and affordable housing community.

Future Plans All Properties: Develop a resident security patrol program. Develop a “Welcome Home” program which includes information that welcomes the resident to their new home and provides a coupon pack from local businesses as a way to introduce residents to their community. Apply for grant opportunities to maintain staff support of resident services through HUD such as a Resident Opportunities Self-Sufficiency (ROSS) grant. YCH will work with the WIB, public and private sector partners in identifying and expanding employment and educational opportunities for residents.

At the Winters site (which includes Esparto residents), YCH has a partnership with the University of California at Davis Cooperative Extension 4-H that provides education in nature and ecology (this property borders Putah Creek), youth soccer skills, and after-school homework assistance during the school year. Rural Innovations Social Economics, Inc (RISE) provides weekly classes and activities to parents and children. Narcotics Anonymous holds weekly meetings on-site Wednesday evenings. The Yolo County Health Department (YCHD) also provides a monthly literacy and nutrition program for children up to the age of five years old called the GET READY Program. In addition, the YCHD also provides occasional education in nutrition, exercise and car seat safety. Winters Health Care provides an annual health fair, dental screenings, nutrition, and other educational resources to Winters families.

Future Plans (Winters): The development of a Community Garden project on-site. Through additional community partnerships, YCH will be expanding the provision of health, parent, and educational services to residents.

At the Woodland site (which includes Yolo and Knights Landing residents), the UC Davis TANA Center (a community art center) opened this year dedicated to inspiring local youth and reinforcing culture through silk-screening, mural painting and other classes. Woodland youth have the opportunity to participate in programming at no cost. In partnership with the Yolo Family Resource Center, YIIN, and 4-H, Woodland youth participate in the YCH Summer Soccer League. Residents have access and priority to the Yolo County Office of Education Early Head Start Program located on-site as well.

Future Plans (Woodland): YCH staff is exploring grant opportunities to build an adult education and job training center on site at Woodland. This would enhance service delivery in the areas of youth and adult education (ESL, HS

Diploma/GED) as well as post-secondary education and/or training opportunities tied to the future economy. YCH will expand partnerships with UC Davis TANA, Yolo Family Resource Center, 4-H, and other partners to enhance Woodland youth leadership opportunities.

Since 1987, the City of West Sacramento Senior Center currently resides in the community room and offices located at the Riverbend Senior Manor. They will be relocating this year but will continue to provide elements of programming to YCH residents. The Elderly Nutrition Program (ENP) will continue to operate out of the community room providing a hot lunch meal to resident seniors at a reduced rate. Other services include Legal Services of Northern California, Veterans Services, and the Bryte & Broderick Farmer's Market which all provide services on site at Riverbend Manor. Seniors from both YCH and the community at large have access to a variety of education and recreation opportunities.

Future Plans (West Sacramento): YCH in partnership with the residents will be determining programs and services to be offered at the Riverbend Manor once the Senior Center has vacated the premises. YCH plans to expand the soccer league to include Las Casitas youth.

8. Safety and Crime Prevention

Fortunately, the Agency does not have a major crime problem at any of its sites. Even though crime is not a major problem, YCH still works hard to ensure that all residents feel safe in their homes. Each site manager has a good relationship with local law enforcement. Officers stop by the site offices on a periodic basis to discuss crime issues with the site managers. Local law enforcement agencies also send reports to management detailing any crimes committed on each site.

9. Pets

Yolo County Housing has adopted a Pet Policy covering the ownership of pets in its' public housing developments. The policy explains the YCH's policy on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the Agency. The full Pet Policy is on file at the main office and can be reviewed during normal operating hours.

10. Civil Rights

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

11. Fiscal Audit

The Fiscal Audit for the Year ended June 30, 2009 is attached to the Agency Plan as attachment ca044h01. The Fiscal Audit for the Year ended June 30, 2010 is in the process of being completed.

12. Asset Management

The Agency's management staff is continually looking for areas where cost reductions can take place without affecting the level of service to current and potential public housing residents and HCV Program participants.

Management is also reviewing the Agency's housing inventory to determine what needs to be addressed at each property to maintain long-term viability. Depending on the results of this review, the Agency may decide on various options including limited rehabilitation, complete modernization, demolition, or disposition of properties. Before any option is undertaken, it will be presented in the Agency Plan for review by the public. At this time, there are no plans for demolition of any properties. Management is analyzing the possibility of disposing of some vacant land which has been acquired over the years. This land would be used for future development of additional affordable housing units. It is the intent of the Agency to retain as much housing for the low-income residents of Yolo County as possible. This, of course, is dependent on a reasonable continued funding level by the federal, state, and local governments.

13. Violence Against Women Act

The Agency has adopted a Domestic Violence Policy consistent with the Violence Against Women Act (VAWA). The Domestic Violence Policy covers residents and applicants for both the Public Housing and the Housing Choice Voucher Program. The policy states that no person who has been a victim of domestic violence will be denied or removed from housing based solely on the domestic violence act. The full policy is available at the office and can be reviewed during normal operating hours.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development

Yolo County Housing will not be pursuing any Hope VI or Mixed Finance Modernization or Development in FY2011. YCH reserves the right to pursue the use of these programs in the future, if warranted.

(b) Demolition and/or Disposition

YCH will not pursue any demolition activities of the public housing units under its ownership in FY2011. YCH reserves the ability possibly pursue disposition of vacant land.

(c) Conversion of Public Housing

YCH will not convert any public housing to tenant-based assistance in FY2011.

(d) Homeownership

YCH does not presently have or does not plan to apply for approval for a public housing homeownership program in FY2011.

(e) Project-Based Vouchers

To expand the availability of affordable housing in Yolo County, YCH is planning to use project-based vouchers in the upcoming fiscal year. The current Annual Contributions Contract with HUD allows YCH to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. Based on current projections, YCH would use approximately 10% of the budget authority for project-based vouchers. This would equate to about fifty (50) units. While no specific locations have been determined at this time, the units are expected to be located outside of areas of poverty. The implementation of project-based vouchers is consistent with the Agency Plan because it will help to increase the quality of affordable housing and expand housing opportunities to low-income families in Yolo County.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

ca044b01 – FY2011 CFP Annual Statement
ca044d01 – FY2010 CFP Performance and Evaluation Report
ca044e01 – FY2009 ARRA Performance and Evaluation Report
ca044f01 – FY2009 CFP Performance and Evaluation Report
ca044g01 – FY2008 CFP Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

ca044c01 – FY2011-2015 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

Yolo County Housing has been approved to use the Capital Fund Financing Program. The amount of the debt repayment is included in the Capital Fund Annual Statements and Five-Year Plan. (see above)

9.0 Housing Needs

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	6,239	5	5	5	3	4	4
Income >30% but <=50% of AMI	4,677	4	4	4	3	3	3
Income >50% but <80% of AMI	3,715	3	3	3	3	2	3
Elderly	1,446	3	3	3	4	2	3
Families with Disabilities	2,512	3	4	4	5	4	4
White	8,061	3	3	3	3	3	3
Black	465	3	3	3	3	3	3
Hispanic	4,219	3	3	3	3	3	3
Native American	159	3	3	3	3	3	3
Asian	2,484	3	3	3	3	3	3
Pacific Islander	94	3	3	3	3	3	3

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

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

9.1 Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, while preserving the maximum number of families able to be assisted
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

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

- Apply for additional section 8 and/or Voucher units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance.

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

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

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work but, that are mindful of current extreme unemployment rates

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Maintain housing that is designated for elderly occupants.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

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

Progress: On an on-going basis, YCH continues to maintain a 97% to 98% occupancy rate.

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

Progress: In July, HUD removed YCH from Troubled Status. YCH is now considered a Standard Performing PHA with its sights set on becoming a High Performer.

Goal: Continue to train staff on Asset Management to ensure compliance with HUD regulations.

Progress: As available, staff continues to receive training related to Asset Management.

Goal: Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers).

Progress: HCV staff has contacted 800 applicants from the HCV wait list and has held weekly briefings. As of October 2010, there are 1,264 families participating in the program with a goal to lease up 56 additional vouchers by the end of the year.

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

Progress: Although no new homeownership contracts were signed, YCH has identified one (1) new potential Homeownership family. Increasing homeownership remains a goal.

Goal: Achieve High Performer status on Section 8 Management Assessment (SEMAP) score.

Progress: HUD notified YCH in October that the final SEMAP score for the FYE 6/30/2010 is 93% which makes the Agency a High Performer.

Goal: Implement owner education materials to attract potential new owners to participate in the HCV Program.

Progress: The Agency continues to work with landlords by providing education and streamlining payment systems to encourage landlords to participate in the HCV Program.

Goal: Implement Family Self Sufficiency Program (FSS) to comply with the HUD requirement.

Progress: During FY2010, YCH enrolled eleven (11) new participants in the FSS Program.

Goal: Successfully complete the Capital Fund Financing Program application for debt service on the Administration building.

Progress: The CFFP application has been completed and is in place.

Goal: Upgrade computer systems including servers, software, and memory capacity.

Progress: YCH is in the process of converting to “Cloud Computing” which is not only expected to reduce operating costs but will also reduce energy consumption.

Goal: Develop and implement customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.

Progress: In 2010, staff sent customer care surveys to its three (3) main core customers including public housing tenants, Section 8 participants, and Section 8 landlords. The results were

documented and presented to the Board of Commissioners in December.

Goal: Install individual meters at apartments where there is currently no meter.

Progress: Staff is in the process of studying this goal with hopes of implementation within the near future.

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

Progress: The Agency is in the process of installing an eco-friendly landscape project at Riverbend Manor in West Sacramento.

Goal: Install broadband access capability at all sites and offer to residents as an additional revenue source.

Progress: Four (4) Wi-Fi Hotspots have been established. The hotspots are located in West Sacramento, Woodland, Winters, and at the main office.

Goal: Add a website link to Housing Specialist and other Agency personnel to increase communication between staff and residents.

Progress: The Agency's website www.ych.ca.gov includes a staff roster which provides the e-mail address for employees.

In addition, YCH continues to strive towards creating more energy efficient properties by investigating entering into an Energy Performance Contract (EPC). This would help the Agency reduce energy usage by installing new energy efficient equipment while paying of the equipment using the savings. YCH has signed a 3-county MOU for a joint EPC and is currently seeking a consultant to help with implementation.

Also, a computer lab assistant has been hired at Winters to provide assistance to youth and residents at the Winters properties.

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

Significant Amendment or Modification to the Annual Plan:

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

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of 10% of total Capital Fund Program budget(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(c) Memorandum of Agreement

As of 6/22/2010, YCH has addressed all items listed in the Memorandum of Agreement with HUD. As a result, YCH is no longer considered a Troubled Agency.

(d) Resident Advisory Board Comments and Public Comments

YCH staff held Resident Advisory Board meetings to discuss the Agency Plan with residents. Meetings were held with representatives of the three cities that have public housing developments including West Sacramento, Winters, and Woodland. The comments from these meetings are listed below.

The Executive Director discussed the “Welcome Home” initiative at all meetings. All RAB members were very excited about the how the initiative may include “Resident Patrols”. The idea of “direct pay” for rents, etc. was also discussed.

West Sacramento

YCH staff discussed solutions to alleviating mildew in bathrooms with residents. "Tips and Tricks" flyer will be provided to all residents.

Winters

Discussed the possibility of starting a "Resident Council" in Winters and that Alicia Ruiz, Interim Resident Initiatives Coordinator would be the person to contact to begin that process.

Also, Michael Hendrix, a Winters representative, mentioned the need for after hours security and was encouraged by the resident safety patrol proposal.

Yolano-Donnelly

The possibility of installing ceiling lights and/or ceiling fans in the living rooms of each unit was discussed. Potential options and costs were also discussed.

Public Comments

None to date. If comments are received at the public hearing, they will be incorporated herein.

(e) Challenged Elements

No element of the FY2011 Annual Update to the FY2010-FY2014 Five-Year Agency Plan has been challenged.

Part I: Summary						
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³	\$198,477.00	\$198,477.00	\$0.00	\$0.00	
3	1408 Management Improvements	\$109,978.00	\$109,978.00	\$60,000.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 21)	\$99,238.00	\$99,238.00	\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$30,000.00	\$30,000.00	\$0.00	\$0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$140,000.00	\$297,896.12	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$184,087.00	\$35,100.00	\$0.00	\$0.00	
11	1465.1 Dwelling Equipment - Nonexpendable	\$17,709.12	\$10,000.00	\$0.0	\$0.0	
12	1470 Nondwelling Structures	\$5,000.00	\$3,800.00	\$0.00	\$0.00	
13	1475 Nondwelling Equipment	\$40,000.00	\$40,000.00	\$0.00	\$0.00	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
18a	1501 Collateralization or Debt Service paid by the PHA	\$167,897.88	\$167,897.88	\$167,897.88	\$0.00	
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$992,387.00	\$992,387.00	\$227,897.88	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					

Part I: Summary					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

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

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Operations							
PHA-Wide	Operations	1406	LS	\$198,477.00	\$198,477.00	\$0.00	\$0.00	
	Subtotal 1406			\$198,477.00	\$198,477.00	\$0.00	\$0.00	
	Management Improvements							
PHA-Wide	Resident Services Coordinator	1408	1	\$67,570.00	\$67,570.00	\$0.00	\$0.00	
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$22,544.00	\$22,544.00	\$0.00	\$0.00	
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
PHA-Wide	Resident Training	1408	LS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
PHA-Wide	Update Utility Allowances	1408	LS	\$3,500.00	\$3,500.00	\$0.00	\$0.00	
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Subtotal 1408			\$109,978.00	\$109,978.00	\$60,000.00	\$0.00	

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² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Administration							
PHA-Wide	Facilities Manager (60% + 31% fringe benefits)	1410	LS	\$61,390.00	\$61,390.00	\$0.00	\$0.00	
PHA-Wide	Executive Director (12% + 20% fringe benefits)	1410	LS	\$20,404.00	\$20,404.00	\$0.00	\$0.00	
PHA-Wide	Finance Manager (12% + 20% fringe benefits)	1410	LS	\$12,212.00	\$12,212.00	\$0.00	\$0.00	
PHA-Wide	Senior Accountant (5% + 21% fringe benefits)	1410	LS	\$3,574.00	\$3,574.00	\$0.00	\$0.00	
PHA-Wide	Accounting Technician (5% + 21% fringe benefits)	1410	LS	\$2,804.00	\$2,804.00	\$0.00	\$0.00	
	Subtotal 1410			\$99,238.00	\$99,238.00	\$0.00	\$0.00	
	Fees and Costs							
PHA-Wide	A&E Design Fee	1430	LS	\$25,000.00	\$25,000.00	\$0.00	\$0.00	
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Subtotal 1430			\$30,000.00	\$30,000.00	\$0.00	\$0.00	

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Part II: Supporting Pages								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Site Improvements							
PHA-Wide	Site improvements to meet ADA compliance	1450	LS	\$40,000.00	\$0.00	\$0.00	\$0.00	
AMP 1	Site improvements to meet ADA compliance at CA044-01	1450	LS	\$0.00	\$12,500.00	\$0.00	\$0.00	
AMP 1	Site improvements to meet ADA compliance at CA044-05	1450	LS	\$0.00	\$1,100.00	\$0.00	\$0.00	
AMP 1	Site improvements to meet ADA compliance at CA044-06	1450	LS	\$0.00	\$9,700.00	\$0.00	\$0.00	
AMP 1	Site improvements to meet ADA compliance at CA044-07	1450	LS	\$0.00	\$19,700.00	\$0.00	\$0.00	
AMP 2	Resurface roads at CA044-02	1450	LS	\$50,000.00	\$100,000.00	\$0.00	\$0.00	
AMP 2	Resurface roads at CA044-08	1450	LS	\$50,000.00	\$100,000.00	\$0.00	\$0.00	
AMP 3	Site improvements to meet ADA compliance at CA044-15 and 17	1450	LS	\$0.00	\$54,896.12	\$0.00	\$0.00	
	Subtotal 1430			\$140,000.00	\$297,896.12	\$0.00	\$0.00	

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² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No); Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Dwelling Structures (Cont.)							
PHA-Wide	Replace water heaters	1460	30	\$10,000.00	\$0.00	\$0.00	\$0.00	ARRA Funds
PHA-Wide	Unit improvements to meet ADA compliance	1460	LS	\$54,087.00	\$0.00	\$0.00	\$0.00	
AMP 1	Unit improvements related to ADA Compliance at CA044-01	1460	LS	\$0.00	\$8,100.00	\$0.00	\$0.00	
AMP 1	Unit improvements related to ADA Compliance at CA044-05	1460	LS	\$0.00	\$2,900.00	\$0.00	\$0.00	
AMP 1	Unit improvements related to ADA Compliance at CA044-06	1460	LS	\$0.00	\$3,700.00	\$0.00	\$0.00	
AMP 1	Unit improvements related to ADA Compliance at CA044-07	1460	LS	\$0.00	\$10,400.00	\$0.00	\$0.00	
AMP 3	Paint building exteriors at CA044-17	1460	6 bldgs.	\$30,000.00	\$0.00	\$0.00	\$0.00	2008 CFP
AMP 3	Install new HVAC systems at CA044-17	1460	24 units	\$120,000.00	\$0.00	\$0.00	\$0.00	Will be incl. in EPC
	Subtotal 1460			\$184,087.00	\$25,100.00	\$0.00	\$0.00	

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² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Dwelling Equipment</u>							
PHA-Wide	Replace stoves	1465.1	50	\$17,709.12	\$10,000.00	\$0.00	\$0.00	
PHA-Wide	Replace refrigerators	1465.1	50	\$0.00	\$0.00	\$0.00	\$0.00	ARRA
	Subtotal 1465.1			\$17,709.12	\$10,000.00	\$0.00	\$0.00	
	<u>Non-Dwelling Structures</u>							
PHA-Wide	Improvements related to ADA compliance	1470	LS	\$5,000.00	\$0.00	\$0.00	\$0.00	
AMP 1	Improvements to learning center related to ADA Compliance at CA044-07	1470	LS	\$0.00	\$3,800.00	\$0.00	\$0.00	
	Subtotal 1470			\$5,000.00	\$3,800.00	\$0.00	\$0.00	
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase maintenance tools	1475	1	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase maintenance truck w/ tool box	1475	1	\$30,000.00	\$30,000.00	\$0.00	\$0.00	
	Subtotal 1475			\$40,000.00	\$40,000.00	\$0.00	\$0.00	
	<u>Collateralization or Debt Service</u>							
PHA-Wide	Debt Service for CFFP	1501	LS	\$167,897.88	\$167,897.88	\$167,897.88	\$0.00	
	Subtotal 1501			\$167,897.88	\$167,897.88	\$167,897.88	\$0.00	
	Total CFP			\$992,387.00	\$992,387.00	\$227,897.88	\$0.00	

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² To be completed for the Performance and Evaluation Report

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number: Yolo County Housing/CA044			Locality (Woodland/Davis Co., California)		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	\$317,665.00	\$261,500.00	\$363,187.00	\$210,000.00
C.	Management Improvements		\$128,614.00	\$128,614.00	\$128,614.00	\$128,614.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$72,500.00	\$0.00	\$153,187.00
E.	Administration		\$99,238.00	\$99,238.00	\$99,238.00	\$99,238.00
F.	Other		\$30,000.00	\$54,155.00	\$35,000.00	\$35,000.00
G.	Operations		\$198,450.00	\$198,450.00	\$198,450.00	\$198,450.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$218,420.00	\$177,930.00	\$167,898.00	\$167,898.00
K.	Total CFP Funds		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00

Part I: Summary (Continuation)						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Yolo Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	PHA-Wide	Annual Statement	\$684,722.00	\$843,387.00	\$639,200.00	\$792,387.00
	CA044001 Yolano Homes		\$0.00	\$0.00	\$87,960.00	\$200,000.00
	CA044002 El Rio Villa I		\$0.00	\$52,500.00	\$43,980.00	\$0.00
	CA044004 Vista Montecito		\$0.00	\$24,000.00	\$23,456.00	\$0.00
	CA044005 Ridge Cut Homes		\$0.00	\$0.00	\$14,660.00	\$0.00
	CA044006 Yolito		\$45,000.00	\$0.00	\$14,660.00	\$0.00
	CA044007 Donnelly Circle		\$140,000.00	\$0.00	\$112,882.00	\$0.00
	CA044008 El Rio Villa II		\$0.00	\$0.00	\$38,116.00	\$0.00
	CA044015 Riverbend Sr. Manor I		\$15,500.00	\$0.00	\$0.00	\$0.00
	CA044017 Riverbend Sr. Manor II		\$24,500.00	\$15,000.00	\$17,473.00	\$0.00
	CA044018 El Rio Villa III		\$0.00	\$57,500.00	\$0.00	\$0.00
	CA044025 El Rio Villa IV		\$0.00	\$0.00	\$0.00	\$0.00
	CA044028 Las Casitas		\$82,665.00	\$0.00	\$0.00	\$0.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
See Annual Statement	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$25,000.00	A and E Fees	LS	\$25,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$30,000.00	Physical Needs Assessment	LS	\$15,000.00
				Energy Audit	LS	\$9,155
				Subtotal 1430		\$54,155.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Site Improvements			Site Improvements		
	Install playground at CA044-07 (AMP 1)	LS	\$140,000.00	Upgrade development signage (PHA-Wide)	LS	\$75,000.00
	Upgrade septic lift system at CA044-06 (AMP 1)	LS	\$45,000.00	Construct patios for dwelling units (PHA-Wide)	LS	\$75,000.00
	Install new entry gate to property at CA044-15 (AMP 3)	LS	\$12,500.00	Install bike racks at each development (PHA-Wide)	LS	\$25,000.00
	Install new entry gate to property at CA044-17 (AMP 3)	LS	\$12,500.00	Paint building exteriors at CA044-02 (AMP 2)	5 bldgs.	\$52,500.00
	Playground improvements at CA044-28 (AMP 3)	LS	\$7,665.00	Paint building exteriors at CA044-04 (AMP 2)	8 bldgs.	\$24,000.00
	Subtotal 1450		\$217,665.00	Subtotal 1460		\$251,500.00
	Dwelling Structures			Dwelling Equipment (PHA-Wide)		
	Install screen doors at CA044-15 (AMP 3)	6	\$3,000.00	Replace ranges	50	\$10,000.00
	Install screen doors at CA044-17 (AMP 3)	24	\$12,000.00	Subtotal 1465.1		\$10,000.00
	Exterior painting at CA044-28 (AMP 3)	19 bldgs.	\$75,000.00			
	Subtotal 1460		\$90,000.00	Non- Dwelling Structures		
				Replace windows at office and community ctr. at CA044-17 (AMP 3)	LS	\$15,000.00
	Dwelling Equipment (PHA-Wide)			Replace windows at office and community ctr. at CA044-18 (AMP 2)	LS	\$7,500.00
	Replace ranges	50	\$10,000.00	Interior remodel of office at CA044-18 (AMP 2)	LS	\$50,000.00
	Subtotal 1465.1		\$10,000.00	Subtotal 1470		\$72,500.00
	Collateralization of Debt Service/PHA-Wide			Collateralization of Debt Service/PHA-Wide	LS	
	Repayment of CFFP	LS	\$218,420.00	Repayment of CFFP		\$177,930.00
	Subtotal 1501		\$218,420.00	Subtotal 1501		\$177,930.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$30,000.00	A and E Fees	LS	\$30,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$35,000.00	Subtotal 1430		\$35,000.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement						
	Dwelling Structures			Dwelling Structures		
	Replace exterior doors at CA044-01 (AMP 1)	120	\$87,960.00	Complete bathroom modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-02 (AMP 2)	60	\$43,980.00	Complete kitchen modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-04 (AMP 2)	32	\$23,456.00	Subtotal 1460		\$200,000.00
	Replace exterior doors at CA044-05 (AMP 1)	20	\$14,660.00			
	Replace exterior doors at CA044-06 (AMP 1)	20	\$14,660.00	Dwelling Equipment/PHA-Wide		
	Replace exterior doors at CA044-07 (AMP 1)	154	\$112,882.00	Replace stoves	50 ea	\$10,000.00
	Replace exterior doors at CA044-08 (AMP 2)	52	\$38,116.00	Subtotal 1465.1		\$10,000.00
	Replace exterior doors at CA044-17 (AMP 3)	24	\$17,473.00			
	Subtotal 1460		\$353,187.00	Non-Dwelling Structures/PHA-Wide		
				Install individual storage units for apartments (Phase 1)	100	\$83,187.00
	Dwelling Equipment (PHA-Wide)			Subtotal 1470		\$83,187.00
	Replace ranges	50	\$10,000.00			
	Subtotal 1465.1		\$10,000.00	Non-Dwelling Equipment/PHA-Wide		
				Computer equipment upgrades	LS	\$15,000.00
	Collateralization of Debt Service/PHA-Wide			Purchase maintenance tools	LS	\$10,000.00
	Repayment of CFFP	LS	\$167,898.00	Purchase ¾ ton maint. truck with tool box	1 each	\$30,000.00
	Subtotal 1501		\$167,898.00	Purchase dump trailer for maintenance	1 each	\$15,000.00
				Subtotal 1475		\$70,000.00
				Collateralization of Debt Service/PHA-Wide		
				Repayment of CFFP	LS	\$167,898.00
				Subtotal 1501		\$167,898.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00

Part I: Summary						
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450111 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2011 FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³	\$198,477.00				
3	1408 Management Improvements	\$128,614.00				
4	1410 Administration (may not exceed 10% of line 21)	\$99,238.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$45,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	\$72,763.00				
10	1460 Dwelling Structures	\$114,700.00				
11	1465.1 Dwelling Equipment - Nonexpendable	\$10,000.00				
12	1470 Nondwelling Structures	\$8,300.00				
13	1475 Nondwelling Equipment	\$40,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
18a	1501 Collateralization or Debt Service paid by the PHA	\$275,295.00				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$992,387.00				
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					

Part I: Summary					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450111 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2011 FFY of Grant Approval: 2011
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
	Signature of Executive Director	Date	Signature of Public Housing Director	Date	

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450111 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
PHA-Wide	Operations	1406	LS	\$198,477.00				
	Subtotal 1406			\$198,477.00				
	<u>Management Improvements</u>							
PHA-Wide	Resident Services Coordinator	1408	1	\$47,000.00				
PHA-Wide	Resident Services Coordinator Assistants	1408	1	\$41,000.00				
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$10,000.00				
PHA-Wide	Resident Training	1408	LS	\$10,000.00				
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00				
PHA-Wide	Update Utility Allowances	1408	LS	\$3,500.00				
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and tendoc files)	1408	LS	\$12,114.00				
	Subtotal 1408			\$128,614.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450111 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Administration							
PHA-Wide	Administrative costs related to the CFP	1410	LS	\$99,238.00				
	Subtotal 1410			\$99,238.00				
	Fees and Costs							
PHA-Wide	A&E Design Fee	1430	LS	\$25,000.00				
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00				
PHA-Wide	Environmental Review	1430	LS	\$10,000.00				
PHA-Wide	Asbestos Survey and Report	1430	LS	\$5,000.00				
	Subtotal 1430			\$45,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450111 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Site Improvements							
AMP 2	Site improvements related to ADA Compliance at CA044-04	1450	LS	\$4,700.00				
AMP 2	Site improvements related to ADA Compliance at CA044-02,08,18, and 25 (Phase 1)	1450	LS	\$45,463.00				
AMP 3	Site improvements related to ADA Compliance at CA044-28	1450	LS	\$22,600.00				
	Subtotal 1430			\$72,763.00				
	Dwelling Structures							
AMP 2	Unit improvements related to ADA Compliance at CA044-04	1460	25 bldgs.	\$3,600.00				
AMP 2	Site improvements related to ADA Compliance at CA044-02,08,18, and 25	1460	6	\$100,800.00				
AMP 3	Site improvements related to ADA Compliance at CA044-15 and 17	1460	24	\$9,100.00				
AMP 3	Site improvements related to ADA Compliance at CA044-28	1460	24	\$1,200.00				
	Subtotal 1460			\$114,700.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450111 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Dwelling Equipment</u>							
PHA-Wide	Replace stoves	1465.1	50	\$10,000.00				
	Subtotal 1465.1			\$10,000.00				
	<u>Non-Dwelling Structures</u>							
AMP 2	Improvements related to ADA Compliance at El Rio Villa office	1470	LS	\$6,000.00				
AMP 3	Improvements related to ADA Compliance at Riverbend Manor office	1470	LS	\$2,300.00				
	Subtotal 1470			\$8,300.00				
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00				
PHA-Wide	Purchase maintenance tools	1475	1	\$5,000.00				
PHA-Wide	Vehicle replacement	1475	1	\$30,000.00				
	Subtotal 1475			\$40,000.00				
	<u>Collateralization or Debt Service</u>							
PHA-Wide	Debt Service for CFFP	1501	LS	\$275,295.00				
	Subtotal 1501			\$275,295.00				
	Total CFP			\$992,387.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

**PHA Certifications of Compliance
with PHA Plans and Regulated
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/ or X Annual PHA Plan for the PHA fiscal year beginning 7/1/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant, or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity of HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principle office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Yolo County Housing

CA 044

PHA Name

PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 2010 - 2014

X Annual PHA Plan for Fiscal Year 2011

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

Name of Authorized Official Jim Provenza	Title Board Chairman
Signature X 	Date 4/14/11

Yolo County Housing
Yolo County, California

Meeting Date: April 14, 2011

To: County Counsel ✓
Yolo County Housing ✓

Agenda Item No. 5.01
FY 2009-2010 Audit

Minute Order No. 11-21: Reviewed, approved and accepted the FY 2009-10 Yolo County Housing audit and directed staff to return to the Board of Commissioners the last meeting before the changeover with a proposed calendar of timeframes and deadlines.

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



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

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

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
By: Mark Stern, Finance Director
SUBJECT: **Review, Approve and Accept the FY 2009-2010 Audit for Yolo County Housing**

RECOMMENDED ACTION

That the Board of Commissioners review, approve and accept the FY 2009-2010 Yolo County Housing audit.

BACKGROUND / DISCUSSION

Staff presents the audit report from our independent Certified Public Accounting firm for the fiscal year ended June 30, 2010. The auditors have issued an unqualified opinion on the financial statements but a qualified opinion on compliance with requirements applicable to each major program and on internal control over compliance with Circular OMB A-133.

There are two (2) financial findings related to prior year issues and three (3) program findings, one of which is related to prior operations issues. Three of the five findings are continuations of findings from 2008-2009 and although the status has improved, the shortcomings have not been completely eliminated. YCH staff is committed to resolving the remaining issues. Staff believes the two findings related to Inter-Fund Balances resulted from software issues that can be resolved through technical support from our software vendor.

Financial Findings

- 1) General Ledger Maintenance continues to present challenges that the auditors find reportable. The problem results from a combination of software and staff time limitations. Staff has committed to resolving the issues that are not the result of software limitations.
- 2) Segregation of Duties continues to be a finding primarily because of agency size. Several procedures have been implemented since this finding was first noted several years ago but without having more staff to share the duties, best practice segregation cannot be accomplished. Staff is researching possible third party rent collection vendors to solve the perceived problem.

Major Federal Programs Findings

- 1) Documents missing from tenant files are a continuation of the 2008-2009 finding. Housing Management staff has committed to performing random audits of tenant files to ensure that all



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BOARD OF COMMISSIONERS

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Don Saylor
Bernita Toney

DATE: April 14, 2011
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Fred Ichtertz, Facilities Administrator
SUBJECT: **Modification to proposed 2011 Capital Fund 5-Year Work Plan for the inclusion of additional playground equipment at Yolano Drive due to funding reductions of the Community Development Block Grant Award received from the City of Woodland.**

RECOMMENDED ACTIONS:

That the Board of Commissioners;

1. Review and approve the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and include it in the Agency Plan and Capital Fund submission

BACKGROUND / DISCUSSION

In 2008, YCH received a Community Development Block Grant (CDBG) award from the City of Woodland for installation of new playground equipment at our housing complex at Yolano Drive. The new equipment was to replace damaged and non-repairable existing playground equipment on property that the City of Woodland (COW) leased from YCH. Due to COW budget cuts in 2008, that park was returned to YCH and upon inspection it was determined that the existing equipment posed a safety hazard to our residents and was beyond repair due to the manufacturer going out of business. The existing playground equipment was removed immediately to abate the safety hazard.

YCH was awarded the 2008 CDBG grant to replace the removed hazardous playground equipment; however that grant award was also tied to the UCD Chicano Art Department – TANA Art Building modifications to our old maintenance shop across from the Yolano Drive housing complex. The TANA project was recently closed out by the city and because of unforeseen additional costs for that project, we were notified on Monday, April 11, 2011 that our grant award amount has been reduced.

Our agency architect has already begun the design phase for this playground and for an additional playground at our Donnelly Circle housing complex. We have held a preliminary kick off meeting with residents from both complexes and will be meeting with them again shortly for design review comments.

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

The Donnelly Circle playground is currently being funded with the existing 2009 Capital Fund. In addition, proposed site improvements at both housing complexes that meet current American with Disabilities Act (ADA) requirements will be done in conjunction with the proposed playgrounds. ADA improvements are being funded with the 2009 and 2010 Capital Funds.

Due to reductions created by the TANA project close-out costs, the current CDBG award is now not enough to fully fund the proposed and previously-approved playground improvements at the Yolano complex. The proposed modification to the 2011 Capital Fund 5 -Year Work Plan will allow all proposed play equipment to be installed in accordance with the original plan.

FISCAL IMPACT

None. Funding to come from City of Woodland CDBG award and agency's Capital Fund Program.

CONCLUSION

Staff recommends that the proposed modifications to the Capital Fund submission be approved and included in the Agency Plan and in the proposed 2011 Capital Fund 5-Year Work Plan.

Part I: Summary						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Davis Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	\$317,665.00	\$261,500.00	\$363,187.00	\$210,000.00
C.	Management Improvements		\$128,614.00	\$128,614.00	\$128,614.00	\$128,614.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$72,500.00	\$0.00	\$153,187.00
E.	Administration		\$99,238.00	\$99,238.00	\$99,238.00	\$99,238.00
F.	Other		\$30,000.00	\$54,155.00	\$35,000.00	\$35,000.00
G.	Operations		\$198,450.00	\$198,450.00	\$198,450.00	\$198,450.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$218,420.00	\$177,930.00	\$167,898.00	\$167,898.00
K.	Total CFP Funds		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$992,387.00	\$992,387.00	\$992,387.00	\$992,387.00

Part I: Summary (Continuation)

PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Yolo Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	PHA-Wide	Annual Statement	\$684,722.00	\$843,387.00	\$639,200.00	\$792,387.00
	CA044001 Yolano Homes		\$140,000.00	\$0.00	\$87,960.00	\$200,000.00
	CA044002 El Rio Villa I		\$0.00	\$52,500.00	\$43,980.00	\$0.00
	CA044004 Vista Montecito		\$0.00	\$24,000.00	\$23,456.00	\$0.00
	CA044005 Ridge Cut Homes		\$0.00	\$0.00	\$14,660.00	\$0.00
	CA044006 Yolito		\$45,000.00	\$0.00	\$14,660.00	\$0.00
	CA044007 Donnelly Circle		\$0.00	\$0.00	\$112,882.00	\$0.00
	CA044008 El Rio Villa II		\$0.00	\$0.00	\$38,116.00	\$0.00
	CA044015 Riverbend Sr. Manor I		\$15,500.00	\$0.00	\$0.00	\$0.00
	CA044017 Riverbend Sr. Manor II		\$24,500.00	\$15,000.00	\$17,473.00	\$0.00
	CA044018 El Rio Villa III		\$0.00	\$57,500.00	\$0.00	\$0.00
	CA044025 El Rio Villa IV		\$0.00	\$0.00	\$0.00	\$0.00
	CA044028 Las Casitas		\$82,665.00	\$0.00	\$0.00	\$0.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
See Annual Statement	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$25,000.00	A and E Fees	LS	\$25,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$30,000.00	Physical Needs Assessment	LS	\$15,000.00
				Energy Audit	LS	\$9,155
				Subtotal 1430		\$54,155.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Site Improvements			Site Improvements		
	Install playground at CA044-01 (AMP 1)	LS	\$140,000.00	Upgrade development signage (PHA-Wide)	LS	\$75,000.00
	Upgrade septic lift system at CA044-06 (AMP 1)	LS	\$45,000.00	Construct patios for dwelling units (PHA-Wide)	LS	\$75,000.00
	Install new entry gate to property at CA044-15 (AMP 3)	LS	\$12,500.00	Install bike racks at each development (PHA-Wide)	LS	\$25,000.00
	Install new entry gate to property at CA044-17 (AMP 3)	LS	\$12,500.00	Paint building exteriors at CA044-02 (AMP 2)	5 bldgs.	\$52,500.00
	Playground improvements at CA044-28 (AMP 3)	LS	\$7,665.00	Paint building exteriors at CA044-04 (AMP 2)	8 bldgs.	\$24,000.00
	Subtotal 1450		\$217,665.00	Subtotal 1460		\$251,500.00
	Dwelling Structures			Dwelling Equipment (PHA-Wide)		
	Install screen doors at CA044-15 (AMP 3)	6	\$3,000.00	Replace ranges	50	\$10,000.00
	Install screen doors at CA044-17 (AMP 3)	24	\$12,000.00	Subtotal 1465.1		\$10,000.00
	Exterior painting at CA044-28 (AMP 3)	19 bldgs.	\$75,000.00			
	Subtotal 1460		\$90,000.00	Non- Dwelling Structures		
				Replace windows at office and community ctr. at CA044-17 (AMP 3)	LS	\$15,000.00
	Dwelling Equipment (PHA-Wide)			Replace windows at office and community ctr. at CA044-18 (AMP 2)	LS	\$7,500.00
	Replace ranges	50	\$10,000.00	Interior remodel of office at CA044-18 (AMP 2)	LS	\$50,000.00
	Subtotal 1465.1		\$10,000.00	Subtotal 1470		\$72,500.00
	Collateralization of Debt Service/PHA-Wide			Collateralization of Debt Service/PHA-Wide	LS	
	Repayment of CFFP	LS	\$218,420.00	Repayment of CFFP		\$177,930.00
	Subtotal 1501		\$218,420.00	Subtotal 1501		\$177,930.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			Operations/PHA-Wide		
	Operations	LS	\$198,450.00	Operations	LS	\$198,450.00
	Subtotal 1406		\$198,450.00	Subtotal 1406		\$198,450.00
See Annual Statement	Management Improvements/PHA-Wide			Management Improvements/PHA-Wide		
	Resident Services Coordinator	1	\$47,000.00	Resident Services Coordinator	1	\$47,000.00
	Resident Services Assistants	1	\$41,000.00	Resident Services Assistants	1	\$41,000.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$12,114.00	Update Computer Software and Training	LS	\$12,114.00
	Subtotal 1408		\$128,614.00	Subtotal 1408		\$128,614.00
	Administration/PHA-Wide			Administration/PHA-Wide		
	Administrative costs related to the CFP	LS	\$99,238.00	Administrative costs related to the CFP	LS	\$99,238.00
	Subtotal 1410		\$99,238.00	Subtotal 1410		\$99,238.00
	Fees and Costs/PHA-Wide			Fees and Costs/PHA-Wide		
	A and E Fees	LS	\$30,000.00	A and E Fees	LS	\$30,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	Subtotal 1430		\$35,000.00	Subtotal 1430		\$35,000.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Dwelling Structures			Dwelling Structures		
	Replace exterior doors at CA044-01 (AMP 1)	120	\$87,960.00	Complete bathroom modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-02 (AMP 2)	60	\$43,980.00	Complete kitchen modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$100,000.00
	Replace exterior doors at CA044-04 (AMP 2)	32	\$23,456.00	Subtotal 1460		\$200,000.00
	Replace exterior doors at CA044-05 (AMP 1)	20	\$14,660.00			
	Replace exterior doors at CA044-06 (AMP 1)	20	\$14,660.00	Dwelling Equipment/PHA-Wide		
	Replace exterior doors at CA044-07 (AMP 1)	154	\$112,882.00	Replace stoves	50 ea	\$10,000.00
	Replace exterior doors at CA044-08 (AMP 2)	52	\$38,116.00	Subtotal 1465.1		\$10,000.00
	Replace exterior doors at CA044-17 (AMP 3)	24	\$17,473.00			
	Subtotal 1460		\$353,187.00	Non-Dwelling Structures/PHA-Wide		
				Install individual storage units for apartments (Phase 1)	100	\$83,187.00
	Dwelling Equipment (PHA-Wide)			Subtotal 1470		\$83,187.00
	Replace ranges	50	\$10,000.00			
	Subtotal 1465.1		\$10,000.00	Non-Dwelling Equipment/PHA-Wide		
				Computer equipment upgrades	LS	\$15,000.00
	Collaterization of Debt Service/PHA-Wide			Purchase maintenance tools	LS	\$10,000.00
	Repayment of CFFP	LS	\$167,898.00	Purchase ¾ ton maint. truck with tool box	1 each	\$30,000.00
	Subtotal 1501		\$167,898.00	Purchase dump trailer for maintenance	1 each	\$15,000.00
				Subtotal 1475		\$70,000.00
				Collaterization of Debt Service/PHA-Wide		
				Repayment of CFFP	LS	\$167,898.00
				Subtotal 1501		\$167,898.00
	Subtotal of Estimated Cost		\$992,387.00	Subtotal of Estimated Cost		\$992,387.00

required documents are contained in the files and that files are organized in a consistent manner to facilitate locating specific documents.

2) and 3) The change in auditors led to a finding regarding Interfund Accounts in both Low Income Public Housing and Housing Choice Vouchers. This is a longstanding problem that has built up balances over several years that staff believes is partially the result of deficiencies in the initial set-up of TenMast in 2006 and partially the identified finding of unallowable transfers between programs that happened during that same time. Staff has begun reconstructing transfer activity and plans to enlist technical assistance from TenMast to resolve the set-up problems.

The online submission of the audit to the federal clearinghouse was submitted prior to the March 31, 2011 due date.

The audit report is on record at the Clerk of the Board. Interested persons can review the report at either the Clerk of the Board at 625 Court Street, or at the office of the YCH at 147 W. Main Street, Woodland, CA during normal business hours.

Staff wishes to thank the auditors, Reznick Group, P.C., for its conscientious approach during the audit process.

FISCAL IMPACT

Agency-wide YCH had net income of \$1,705,858. The primary components of the gain were:

- HCV Voucher Funding exceeding payments by \$282,624 .
- Subsequent to the end of the year, YCH negotiated an adjustment to HCV Net Restricted Assets that resulted in a Prior Period Adjustment increasing NRA by \$133,658 but reducing COCC Net Assets by the same amount.
- HCV Administrative Funding exceeded expenses by \$141,080.
- Low Income Public Housing had net income of \$685,735. This primarily resulted from Capital Fund Income for Capitalized Building Improvements classified as depreciable assets.
- COCC recorded net income of \$462,247 which primarily resulted from Capital Fund Income for payment of Debt Service after approval of YCH's CFFP workout plan.

CONCLUSION

Staff recommends that the Board receive and approve the audit as submitted.

Attachment: Audit Report on file with the Clerk of the Board