

YOLO COUNTY HOUSING

FY2020 ANNUAL UPDATE TO THE FY2020– FY2024 FIVE-YEAR AGENCY PLAN

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A. PHA Information

A.1 PHA Name:	Yolo County Housing
PHA Code:	CA044
PHA Type:	Standard Performing PHA
PHA Plan for Fiscal Year Beginning:	07/2020
Public Housing Units:	431
Housing Choice Vouchers:	1807
Total Combined Units/Vouchers:	2,238
PHA Plan Submission Type:	Annual Plan

Availability of Information

The FY2020 Agency Plan Annual Update 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.

Supporting documents to the FY2020 Agency Plan Annual Update are also available for inspection at the Main Office.

A copy of the FY2020 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year.

Introduction

Yolo County Housing is dedicated to providing quality affordable housing and community development services to all persons within its service area. Yolo County Housing was first created in 1950. Its primary programs are funded by the United States Department of Housing and Urban Development (HUD) and through the State of California (OMS and HCD). The Housing Authority and its allied organizations provide assistance to approximately 2,922 households. Housing assistance is provided throughout the region and can be found in Woodland, West Sacramento, Davis, Winters, Esparto, Yolo, Knight's Landing, Dunnigan, Madison and Dixon (Solano County).

YCH provides year-round rental assistance through low cost housing that it owns and manages, as well as through housing that it owns in partnership. It also provides assistance through its Housing Choice Voucher Program, its Project-Based Voucher program and through its Housing Choice Voucher Homeownership program. Additional units are available as well as through housing programs provided by its non-profit subsidiary, New Hope Community Development Corporation.

YCH also provides decent and safe temporary housing to migrant farmworker families during the County's growing season. YCH operates two centers in Yolo County. In addition, YCH also provides staff and services to the Dixon Housing Authority and manages its Dixon Migrant Center.

YCH provides space that is used by a number of local City, County, University and non-profit organizations to provide after-school and educational programs for youth, as well as senior meal programs and classes to City and County residents regardless of whether or not they receive other services through YCH.

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements

Statement of Housing Needs and Strategy for Addressing 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	8,725	5	5	5	3	4	4
Income >30% but <=50% of AMI	5,030	4	4	4	3	3	3
Income >50% but <80% of AMI	4,335	3	3	3	3	2	3
Elderly	2,130	4	3	3	4	2	3
Families with Disabilities	9,215	4	4	4	5	4	4
White	8,045	3	3	3	3	3	3
Black	710	3	3	3	3	3	3
Hispanic	5,065	3	3	3	3	3	3
Native American	120	3	3	3	3	3	3
Asian	2,420	3	3	3	3	3	3
Pacific Islander	120	3	3	3	3	3	3

Note: Overall figures for income categories have been updated. Remaining figures have not been updated from FY2017 Annual Update due to lack of available information.

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 2012 - 2016
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2019 YCH Market Study
- Other sources: (list and indicate year of information)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,056	n/a	n/a
Extremely low income (<=30% AMI)	734	69.5%	
Very low income (>30% but <=50% AMI)	243	23.0%	
Low income (>50% but <80% AMI)	72	6.8%	
Families with children	389	36.8%	
Elderly families	231	21.9%	
Families with Disabilities	400	37.9%	
White	593	56.2%	
African American	227	21.5%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	68	6.4%	
Native Hawaiian/Pacific Islander	14	1.3%	
Other/Declined	24	2.3%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes: How long has it been closed (# of months)? 36 months, will open in April 2020 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Displaced by Government Action, Mainstream Voucher Applicants and Family Unification Voucher Applicants)			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Knight's Landing			
	# of families	% of total families	Annual Turnover
Waiting list total	1,113		
Extremely low income (<=30% AMI)	919	82.6%	
Very low income (>30% but <=50% AMI)	158	14.2%	
Low income (>50% but <80% AMI)	26	2.3%	
Families with children	575	51.7%	
Elderly families	57	5.1%	
Families with Disabilities	254	22.8%	
White	384	34.5%	
African American	425	38.1%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	40	3.6%	
Native Hawaiian/ Other Pacific Islander	24	2.2%	
Other/Declined	6	0.5%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	142	12.8%	
2 BR	556	50.0%	
3 BR	374	33.6%	
4 BR	41	3.7%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Winters			
	# of families	% of total families	Annual Turnover
Waiting list total	2,810		
Extremely low income (<=30% AMI)	2,325	82.7%	
Very low income (>30% but <=50% AMI)	371	13.2%	
Low income (>50% but <80% AMI)	93	3.3%	
Families with children	913	32.5%	
Elderly families	252	9.0%	
Families with Disabilities	892	31.7%	
White	1,167	41.5%	
African American	943	33.6%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	122	4.3%	
Native Hawaiian/ Other Pacific Islander	53	1.9%	
Other/Declined	11	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.005%	
1 BR	1,133	40.3%	
2 BR	1,070	38.1%	
3 BR	514	18.3%	
4 BR	81	2.9%	
5 BR	9	0.3%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Yolo (city)			
	# of families	% of total families	Annual Turnover
Waiting list total	3,492		
Extremely low income (<=30% AMI)	2,776	79.5%	
Very low income (>30% but <=50% AMI)	553	15.8%	
Low income (>50% but <80% AMI)	132	3.8%	
Families with children	1,612	46.2%	
Elderly families	218	6.2%	
Families with Disabilities	841	24.1%	
White	1,294	37.1%	
African American	1,225	35.1%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	196	5.6%	
Native Hawaiian/ Other Pacific Islander	77	2.2%	
Other/Declined	11	0.3%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	531	15.2%	
2 BR	1,822	52.2%	
3 BR	1,037	29.7%	
4 BR	101	2.9%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: West Sacramento			
	# of families	% of total families	Annual Turnover
Waiting list total	5,547		
Extremely low income (<=30% AMI)	4,488	80.9%	
Very low income (>30% but <=50% AMI)	817	14.7%	
Low income (>50% but <80% AMI)	193	3.5%	
Families with children	2,012	36.3%	
Elderly families	711	12.8%	
Families with Disabilities	1,686	30.4%	
White	2,388	43.1%	
African American	1,698	30.6%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	322	5.8%	
Native Hawaiian/ Other Pacific Islander	103	1.9%	
Other/Declined	20	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.1%	
1 BR	1,929	34.8%	
2 BR	2,195	39.6%	
3 BR	1,192	21.5%	
4 BR	226	4.1%	
5 BR	1	0.1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Esparto			
	# of families	% of total families	Annual Turnover
Waiting list total	2,067		
Extremely low income (<=30% AMI)	1,670	80.8%	
Very low income (>30% but <=50% AMI)	302	14.6%	
Low income (>50% but <80% AMI)	74	3.6%	
Families with children	1,009	48.8%	
Elderly families	109	5.3%	
Families with Disabilities	514	24.9%	
White	779	37.7%	
African American	734	35.5%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	94	4.6%	
Native Hawaiian/ Other Pacific Islander	42	2.0%	
Other/Declined	9	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	285	13.8%	
2 BR	1,082	52.3%	
3 BR	629	30.4%	
4 BR	70	3.4%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if			

generally closed? No Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Woodland			
	# of families	% of total families	Annual Turnover
Waiting list total	5,529		
Extremely low income (<=30% AMI)	4,466	80.8%	
Very low income (>30% but <=50% AMI)	811	14.7%	
Low income (>50% but <80% AMI)	201	3.6%	
Families with children	1,884	34.1%	
Elderly families	733	13.3%	
Families with Disabilities	1,688	30.5%	
White	2,540	45.9%	
African American	1,398	25.3%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	260	4.7%	
Native Hawaiian/ Other Pacific Islander	93	1.7%	
Other/Declined	32	0.6%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.1%	
1 BR	2,225	40.2%	
2 BR	2,030	36.7%	
3 BR	1,089	19.7%	
4 BR	178	3.2%	
5 BR	1	0.1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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 days public housing units are off-line: YCH developed and implemented an updated Admissions and Continued Occupancy Policy (ACOP) and as a result YCH has been able to maintain an average 98.8% occupancy rate among the three Asset Management Properties (AMP's).
- Reduce turnover time for vacated public housing units: Turnover time average is up due to the negative effect of the number of evictions that resulted in extensive property damage. To address this, staff has moved forward with changes in the eligibility process, investigating mobile work order systems for better tracking and communication, and exploring job training program opportunities for residents.
- Reduce time to renovate public housing units: Due to the increased funding received through the 2018 and 2019 CFPs, in addition to paying off the Capital Fund Financing Plan, YCH should be able to put more money towards unit renovations.
- 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: Payment standards are adjusted based on the current rental market on an annual basis to allow the maximum number of families to be assisted.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required: Through continuing marketing efforts, YCH has extended outreach to additional landlords with the hopes of increasing the unit size mix.
- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: Staff holds periodic seminars to educate potential landlords about the HCV Programs rules and benefits as well as an annual fair

housing conference. YCH has also brought in a Lease and Rental Coordinator to work directly with landlords.

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

- Apply for additional Housing Choice Voucher units should they become available: YCH continues to administer the ten (10) project-based vouchers and twenty-two (22) tenant-based vouchers through the Veterans Affairs Supportive Housing (VASH) Program. In addition, YCH continues to administer 22 Mainstream Vouchers and 26 Family Unification Program (FUP) Vouchers. YCH has applied for additional FUP Vouchers and is awaiting to hear if they have been awarded.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing. This includes the recently completed West Beamer Place, the upcoming West Sacramento Permanent Supportive Housing development and others.
- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance: Worked with private landlord and HHSA to lease 12 units at 1811 Merkley Avenue aimed at providing stable housing for CalWORKs homeless families. Used project based vouchers to leverage additional units: 20 PBV at West Beamer Places created 80 new units; 60 PBV in West Sacramento will result in 85 permanent supportive housing units; 22 PBV at Blue Mountain Terrace will result in 63 affordable senior units.

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: Goal was exceeded: Due to the population served, YCH consistently exceeds this goal.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based housing choice voucher assistance: Due to the population served, YCH consistently exceeds this goal.

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: YCH has a preference for working families which is also given to elderly and disabled families.
- Adopt rent policies to support and encourage work but, that are mindful of current unemployment rates, seasonal employment and low wage jobs: YCH updates the flat rents annually to stay current with the rental market trends and to provide a more affordable rent for those families who may have employment incomes which may make paying 30% of income unreasonable.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Maintain housing that is designated for elderly occupants. YCH continues to maintain Riverbend Manor I and II for elderly occupants. YCH increased housing opportunities through twenty-two (22) project-based vouchers awarded to Blue Mountain Terrace in Winters and five (5) project-based vouchers to Walnut Terrace in Davis.

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: YCH has scheduled needed 504 improvements at all sites through the Capital Fund Program in upcoming years.
- 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: At voucher issuance, YCH staff provides information to families concerning the opportunity to locate housing outside of these areas.

Reasons for Selecting Strategies

- Funding constraints – Although increased funding was received through the 2018 and 2019 CFPs, rising operations and renovation costs continue to put a strain on YCH’s budgets.
- Influence of the housing market on PHA programs – The on-going rise of rents in the housing market continues to negatively affect the Housing Choice Voucher Program by reducing the number of families that YCH can serve.

Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions

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. YCH completes reviews annually of both the ACOP and Administrative Plan. The purpose of these reviews is to make sure both plans are compliant with current regulations as well to analyze and revise, as necessary, any policies related to the operational efficiency of each program. Once finalized, both documents will be posted per HUD requirements to allow for public comments.

Public Housing – Admissions and Continued Occupancy Policy (ACOP)

Deconcentration Policy

It is Yolo County Housing’s (YCH) policy to provide for deconcentration of poverty and encourage income mixing. The goal of this policy is lessen the concentration of poverty and to create mixed-income communities within YCH’s public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, YCH will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with YCH’s annual income targeting requirements. Regulations require that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This “income targeting” requirement is separate from the Deconcentration Policy, which is comparative in nature.

YCH will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

The full Deconcentration Policy is part of the ACOP and can be reviewed at YCH’s main administrative office located at 147 West Main Street in Woodland or on the agency website at www.ych.ca.gov.

Eligibility

All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:

- a. The applicant family must qualify as a family as defined in Part B of the ACOP.
- b. The single person applicant must qualify as a single person as defined in Part B of the ACOP.
- c. The applicant's Annual Income as defined in Part B of the ACOP (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of YCH jurisdiction.
- d. The applicant family must conform to the Occupancy Standards contained in the ACOP regarding unit size and type and the family will occupy unit as its sole place of residence.
- e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained YCH shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
- f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing and Section 8 Housing Choice Voucher Program.
- g. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
- h. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity convictions shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by YCH, and/or if the circumstances leading to eviction no longer exists.
- i. If YCH determines that any applicant or household member is a person currently engaging in illegal use of drugs, or currently engaged in criminal activity, or a

person convicted of methamphetamine production, a person subject to sex offender registration, a person showing a pattern of alcohol abuse; YCH has the right to use criminal conviction records to make such determinations. Any of the above are subject to denial. In accordance with HUD guidance outlined in PIH Notice 2015-19, YCH will not consider an arrest as evidence of criminal activity for the purpose of denial of admission to the public housing program. YCH may consider the conduct of the individual is not suitable for tenancy if there is sufficient evidence other than the arrest record.

QHWRA further stipulates that individuals convicted of manufacturing or producing methamphetamine on federal property will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

- j. Notwithstanding any other provision of the law, YCH shall prohibit admission to public housing for any household with a member who YCH determines is illegally using a controlled substance; or, YCH determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to public housing to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, YCH may consider whether such household member:

- i. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
 - ii. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
or
 - iii. Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- k. YCH shall prohibit admission for any applicant or member of the applicant's household that YCH determines is subject to a lifetime registration requirement

under a state sex offender registration program. YCH will conduct sexual offender registration background checks on all household members, ten (10) years of age or older.

Denial of Admission

Conditions for Denial

- a. The applicant or resident currently owes rent or other amounts to a PHA or to another agency in connection with HCV, Public Housing, or any other subsidized affordable housing program operated by the PHA.
- b. The applicant has committed any fraud in connection with federal housing assistance program.
- c. New admission has breached an "Agreement to Repay" any monies due YCH. If the applicant owes money as a prior participant, the applicant will not be accepted, nor placed on the waiting list, until payment in full has been received.
- d. The applicant family must have no record of eviction or for disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse; or, any ongoing pattern over the last three years of tenancy history that would reasonably be expected to adversely affect:
 1. The health, safety, or welfare of other residents;
 2. The peaceful enjoyment of the neighborhood by other residents; or
 3. The physical environment and fiscal stability of the neighborhood.
- e. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping that meets the definition of a health and safety code violation. For example, this could include the creation of fire hazards, infestation due to improperly disposed of garbage/trash, serious neglect of the premises affecting neighbors and the community, neglect to mitigate mildew/mold issues in unit caused by tenant. This is verified through photographic or documented evidence by previous or current landlords. When a qualified agency is successfully working with the applicant family to improve its housekeeping, the decision as to eligibility shall be reached by the General Director and/or s/he designee
- f. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior

residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations.

- g. Selected families must have capacity to comply with all terms and conditions of the lease.
- h. A former resident who owes a balance to YCH or any other PHA will not be considered for re-admission until the account is paid in full.

Selection

Any family that wishes to reside in public housing must apply for admission to the program. HUD permits YCH to determine the format and content of its applications, as well as how such applications will be made available to interested families and how applications will be accepted by YCH.

YCH's application process will involve two phases:

The first is the "initial" application for admission (referred to as a pre-application). This phase is to determine the family's eligibility for public housing 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 that 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. Applicants are required to attend an application interview to discuss the family's circumstance in greater detail.

YCH will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will YCH discriminate because of religion, age, physical or mental disability, medical condition, pregnancy, parenthood, familial status, marital status, military or veteran status, political affiliation, actual or perceived sexuality, or gender identity.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

Preferences

YCH will offer the following preferences for the Public Housing Program. During the pre-application period, families can update their preferences in writing. Preferences will be verified at the time of full application (determination of eligibility) and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

Yolo County Resident The residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the creed, familial status, sexual orientation, race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of determination of eligibility. [1 Point]

Veteran Preference Any individual who served in the active 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 also applies to veterans and the surviving spouses of U.S. veterans. [1 Point]

Working Preference Families with at least one adult who is employed and has been employed for at least 6 months at an average of at least 20 hours per week at the time of determination of eligibility. This definition includes families where at least one adult was employed and is receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability. [1 Point]

Involuntarily Displaced Families who, within 2 years of the determination of eligibility, are displaced through no fault of their own for one or more of the following reasons. Families will receive credit for this preference only once, regardless of whether or not they qualify under more than one of the instances below. [2 Points]

Natural Disaster

Families that are displaced as a result of a federally-declared natural disaster that extensively damaged or destroyed their dwelling.

Governmental Action

Families that are displaced as a result of governmental action or that reside in dilapidated housing that is cited by local government officials or a local code enforcement agency. This preference applies to housing that 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 the family or has been declared unfit for habitation.

Victims of Domestic Violence

Families where the head or spouse is the victim of domestic violence. This preference must be documented by a referral from a social service agency, restraining order, proof of residency in a domestic violence shelter, or other similar means.

Witness Protection

Families that are part of a Witness Protection Program and, after a threat assessment, the applicable law enforcement agency recommends housing the family to avoid or reduce the risk of violence against the family.

Hate Crime

Families who are displaced due to a family member being the victim of one or more hate crimes and the family has vacated the unit because of the crime. Documentation of a hate crime includes a police report clearly indicating the nature of the crime or referral from local law enforcement.

Section 8 Participant

Families who were terminated by YCH from YCH Section 8 Housing Choice Voucher Program solely due to the lack of funding for their assistance. [1 Point]

At pre-application, the family will be placed on the waiting list based upon their total points, thereafter ordered by date and time of application. Preferences will be verified at the time of full application (determination of eligibility) and families must meet the qualification requirements at that time.

Applicants are responsible for updating any information and reporting any changes to their mailing address, contact information, preferences, income, and family composition. Applicants are advised that the failure to update information may dramatically affect their position on the waiting list and full eligibility is determined from the full application.

In the event of a declared natural disaster in or around the service area, YCH may, at its discretion, provide preference to those families displaced as a result of natural disaster and will house evacuees as priority over current applicants on the waiting list. Disaster-affected families that were currently residing in public housing prior to the disaster will be first offered a unit in public housing, if available.

Unit Offers

One unit offer: YCH operates site-based wait lists in its public housing portfolio. If YCH makes a unit offer to an applicant from the designated site wait list and that unit is rejected, the applicant will be removed from that site-based wait list. The family will remain on any and all other site-based wait lists. (For example, a family is determined eligible for Vista Montecito in Esparto. If the family denies the unit because they want to live in West Sacramento, the family will be removed from the Vista Montecito wait list but will remain on all other site-based wait list unless they request “in writing” to be removed.)

When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an applicant moves nears the top of the waiting list, YCH will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the very near future, and to inform the applicant about the requirements for move-in (i.e. utility deposits, security deposits, etc.).
- b. Upon availability for occupancy, an applicant will be offered a unit and the opportunity to see it.
- c. Upon offer of an apartment, the applicant shall have 5 (five) calendar days to accept or reject the unit offered. Additional business days may be granted if necessary to allow the applicant to inspect the apartment or as a reasonable accommodation. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.

- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

Unit Refusals

- a. Applicants will be made one (1) offer of a unit of appropriate size and type from the site-based wait list. Should the family reject the offer, the family will be removed from that site-based wait list unless the family refuses for good cause.
- b. Applicants not responding to an offer of housing by YCH shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.
- c. An applicant will have five (5) calendar days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.
- d. Any other wait list the applicant may be on will remain unaffected.
- e. In accordance with the YCH Reasonable Accommodation Policy appendix to the ACOP, a unit refusal may be reasonable as an accommodation due to disability. (Example: Unit offer is two story and the disabled individual has difficulty climbing stairs.)
- f. Good Cause for refusal of unit:
 - Unit is not ready for move-in at the time of the offer of housing. Ready for move in means the unit has no Uniform Physical Condition Standard (UPCS) deficiencies.
 - Inaccessibility to source of employment, education, or job training, children's day care, educational program for children with disabilities, so that accepting the unit offer would require the family undue hardship.
 - The family demonstrates to YCH's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy.
 - A health professional verifies temporary hospitalization or recovery from illness of the head of household, other household members or live in aide.

- Elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing as outlined in ACOP.

Housing Choice Voucher Program – Administrative Plan

Eligibility

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. A family, regardless of actual or perceived sexual orientation, gender identity, or marital status, may be a single person or group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. YCH has the discretion to determine if any other group of persons qualifies as a family.
- Have income at or below HUD specified income limits. To be income-eligible, a family must be a very low-income family or a low-income family which has been “continuously assisted” under the 1937 Housing Act. A very low-income family is a family whose annual income does not exceed 50 percent of the median income for Yolo County, adjusted for family size. A low-income family is a family whose annual income does not exceed 80 percent of the median income for Yolo County, adjusted for family size.
- Qualify on the basis of citizenship or the eligible immigrant status of family members. Housing assistance is only available to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible immigration status. At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
- Provide social security number information for all family members as required. Every family member must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been

issued.

- Consent to YCH's collection and use of family information as provided for in YCH-provided consent forms. HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age to sign form HUD-9886, Authorization for the Release of information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.
- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

Selection

Although an applicant may be eligible for the Housing Choice Voucher Program, it does not mean that they will be provided assistance. 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 will admit an otherwise eligible family who was evicted from federally assisted housing within the past three (3) years for drug-related criminal activity, if YCH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program as approved by YCH, or the person who committed the crime, is no longer living in the household.
- 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 that 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.

Wait List

Each eligible applicant household shall be placed on the waiting list based on preference and then by date and time of application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

YCH will maintain information that permits proper selection from the Waiting List. The Waiting List will be organized to contain the following information for each applicant.

- Applicant name
- Family unit size (number of bedrooms for subsidy standards)
- Date and time of application
- Preference score
- Racial or ethnic designation of the head of household

YCH shall make known to the public that applications are being taken at least 10 business days prior to the date applications will first be accepted. Publicity will include:

- (i) The dates, times, and location where families may apply;
- (ii) The programs for which applications will be taken;
- (iii) A brief description of the program; and
- (iv) Limitations, if any, on whom may apply.

Public notice shall be in the form of, but not be limited to, newspaper ads and radio announcements. YCH will give the public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. YCH communicates the wait list opening via e-mail to our partners, advertises the opening date in newspapers of the main cities located in Yolo County, global media and our website. The wait list is open online so applicants can immediately place their name on the waitlist.

YCH also partners with agencies that provide services to the most vulnerable families, such as shelters for persons experiencing homelessness, health and human services agencies, agencies that provide services to victims of domestic violence, mental health services providers, churches, Native American organizations, agencies that serve minority groups, global media, local libraries, senior centers, etc.

YCH provides training for our partners through a workshop where they can view the application and learn the process to apply. Partner agencies such as county libraries, Health and Human services and others that have computer labs make their computers available to applicants who do not own a device with internet access so they can apply.

All notices will comply with all HUD fair housing requirements.

YCH shall make known to the public that the waiting list will be closed and pre-applications will no longer be taken until further notice. Public notice may be in the form of, but will not be limited to, newspaper ads and radio announcements. YCH may give the public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

Closing the waiting list is defined that no applications will be received except for applicants that are direct referrals from local government agencies that are displaced as a result of governmental action. Once the referral is verified and accepted by YCH, the person is placed on the waiting list in accordance with this policy.

Selection and Special Funding Sources

Special Admissions [24 CFR 982.203] HUD may award funding for specific families living in specified types of units (e.g. a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, YCH may admit families that are not on the waiting list, or without considering the family's position on the waiting list. YCH must maintain records showing that such families were admitted with special program funding.

Targeted Funding

HUD may award YCH funding for a specified category of families on the waiting list. YCH must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C of the Administrative Plan.

YCH may administer the following types of targeted funding in the future:

- Mainstream Voucher Program - YCH will utilize its HCV waiting list for this program. If YCH has closed its HCV waiting list, it will reopen the waiting list to accept Mainstream applicant families when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.
- Shelter Plus Care Program
- Moderate Rehabilitation Program

Preferences

YCH offers the following preferences for the Housing Choice Voucher Program. Preferences will be verified at the time of full application (determination of eligibility) and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

- 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 Chief Executive Officer.
- Yolo County residents (residency preference). This residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the race,

color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of application qualify for this preference.

- Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.
- Section 8 participants who have been terminated due to over-leasing or lack of federal funding. At the time a participant is terminated due to over-leasing or lack of federal funding, that person's name will automatically be placed on the waiting list and given the appropriate preference.
- Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.
- Non-Elderly Person with Disabilities - Limited Preference: A person 18 years of age or older and less than 62 years of age who has a disability **and** is are currently in institutional or other segregated settings or at risk of institutionalization; **or** homeless or at risk of becoming homeless. (Definitions available in the YCH Administrative Plan Glossary). Wait list applicants that meet this limited preference will be identified on the wait list for the issuance of Mainstream Housing Choice Vouchers by order of preference points in addition to date/time of application.
- Displaced by Government Action
 - a. 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 a Federal government, which extensively damaged or destroyed their dwelling or is:
 - b. 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.
 - c. 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.

- d. 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.

Point Values of Preferences

Points are not assigned for "Special Provisions" preferences. Applicants who qualify for special programs (e.g., Section 8 Moderate Rehabilitation, Mainstream or Welfare-to-Work Vouchers) will be placed on lists specific to those programs in order of the date and time the application was received in the office of Yolo County Housing and according to other preferences for which they are entitled.

Other preferences have point values, which determine, in addition to the date and time of application or lottery selection, the Applicant's order of placement on the waiting lists. The point values are:

Points Preference

- Residency in Yolo County Terminated Section 8 participants (due to over-leasing or lack of federal funding) (1 point)
- Working/Permanently Disabled/Elderly (1 point)
- Members of Military/Veterans (1 point)
- Mainstream Voucher Limited Preference for Non-Elderly Disabled Families (1 point)
- Involuntarily Displaced (2 points)

Points are cumulative. Applicants with the most points are ranked highest on the waiting lists.

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 the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2020.

Funding Source	Amount	Use
FY2020 PH Operating Fund	\$1,260,000	PH Operations
FY2020 Capital Fund Program	\$1,114,168	PH Modernization
FY2019 Capital Fund Program	\$792,734	PH Modernization
FY2018 Capital Fund Program	\$660,762	PH Modernization
Housing Choice Voucher Program	\$11,710,000	HCV Operations
HCV Administrative Fees	\$1,192,000	HCV Operations
Public Housing Dwelling Rent	\$1,975,000	PH Operations
Interest	\$3,000	PH/HCV Operations
Other Income	\$24,000	PH Operations
Total	\$18,731,664	

Note: The Capital Fund amounts for FY2019 and FY2018 are the unobligated amounts as of 12/31/2019.

Rent Determination

Public Housing

Determining the Total Tenant Payment is a two-step process. Total Tenant Payment shall be the highest of the following rounded to the nearest dollar:

- a. 30 percent of monthly Adjusted Income; or
- b. A minimum rent amount of \$25. Note: QHWRA (Quality Housing Work Responsibility Act) established certain exceptions to the minimum rent requirements relating to hardship, which are discussed in the Rent Collection Policy of the ACOP.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

Housing Choice Voucher

Family share of rent shall be calculated based on:

- 30% of the monthly adjusted income of the family; or,
- 10% of the monthly income of the family; or,
- Welfare Rent (payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated), or
- Minimum Rent.

YCH has established a minimum rent policy to require families to pay a minimum monthly rent of \$25. This minimum rent shall include any amount allowed for utilities.

Operations and Management

In addition to the Admission and Occupancy Policies for each program, other management policies have been developed to help YCH staff operate in a consistent and effective manner. The following includes a list of the more significant policies adopted by YCH:

- Cash Management
- Disposition of Property
- Insurance
- Repayment Policy
- Maintenance
- Safety
- Procurement
- Smoke-Free

Because YCH owns the Public Housing properties, it is important to ensure they are properly maintained. YCH's highly trained and effective maintenance staff is responsible for completing work orders in a timely fashion.

To ensure sanitary conditions are maintained, periodic pest control visits are made to all apartments.

Grievance Procedure

Public Housing

All Public Housing residents have the right to appeal decisions or actions of the YCH staff through application of the Grievance Procedure. The full Grievance Procedure is part of the ACOP and can be reviewed at YCH's main administrative office.

The Grievance Procedure cannot be used in cases of criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and any drug-related criminal activity on or near the premises.

Applicants are afforded an informal review process if they believe they have been wrongly denied eligibility to the Program. The informal review process provides the applicant with an opportunity to present new information or refute existing information. The informal review process is covered in the ACOP.

Housing Choice Voucher

YCH must give an applicant to the HCV Program an opportunity for an informal review of the decision to deny assistance to the applicant.

In addition, YCH must give a participant of the HCV Program an opportunity for an informal hearing to consider whether certain decisions relating to the individual circumstances of the participant are in accordance with the law, HUD regulations and YCH policies.

The process for conducting an informal review and informal hearing are included in the HCV Administrative Policy.

Homeownership Programs

Public Housing

YCH does not currently operate a public housing homeownership program.

Housing Choice Voucher - Tenant Based Assistance

Yolo County Housing has established a housing choice voucher tenant-based homeownership option in Yolo County, USA, pursuant to the U.S. Department of Housing

and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option.

Any voucher eligible program participant who has been issued a Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following:

- 1) A family must meet the requirements for continued participation in the YCH Tenant-based HCV Program.
- 2) The homeownership option will be included in all Briefing and Re-Housing classes as well as media and community announcements. Current HCV participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3) A family in which the head of household or co-head has previously received assistance and has defaulted on a mortgage obtained through the Homeownership Option is barred from participation.
- 4) Participant families must be any of the following: "first-time homeowners," in which no family member owned any present ownership interest in a residence of any family member in the last three years; residents of limited equity cooperatives; or, a family of which a member is a person with disabilities, and use of the Homeownership Option is needed as a reasonable accommodation. (Title to a mobile home is not considered as homeownership for purposes of this option.)
- 5) Participants in the HCV Homeownership Option must attend and satisfactorily complete the pre-purchase homeownership counseling program and be deemed to be "mortgage ready" before a homeownership voucher will be issued. Participants are also required to attend and complete post-purchase, ongoing homeownership counseling. At a minimum, the counseling will cover the following:
 - Home maintenance
 - Budgeting and money management
 - Credit counseling
 - Negotiating the purchase price of a home
 - Financing
 - Locating the home
 - De-concentration issues
 - Family must only purchase a home that passes HQS inspection and has been satisfactory according the independent inspection
- 6) The head of household and/or co-head must be currently employed on a

fulltime basis (as defined by HUD to average 30 hours per week) and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household, spouse or co-head is disabled or elderly are exempted from this requirement. Families that include a person with disabilities may request an exemption as a reasonable accommodation.

- 7) The family's income must be equal to or exceed the HUD minimum income requirement, currently set at 2000 hours times the current Federal minimum wage or \$14,500. Welfare assistance will not be counted (used) for meeting the income requirement, except for households in which the head or co-head is elderly or disabled and for households that include a disabled person other than head or co-head. ("Welfare assistance" includes federal housing assistance or the housing component of a welfare grant; Jobs and Family Services assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a federal, state or local program that provides assistance available to meet family living or housing expenses.)
- 8) Participants may be enrolled in the Family Self-Sufficiency (FSS) Program but are not required to do so for qualifying in the program. Participants enrolled in the FSS will have a preference over non-FSS families. Funds accumulated in the escrow account may be advanced for purchase of the home or home maintenance, subject to the guidelines of the FSS Program.
- 9) YCH requires the applicant for the program to be a current participant of the Voucher program and must have been in the program for at least one year, and be a participant in good standing.

The full homeownership plan can be found in the Administrative Plan for the Housing Choice Voucher Program.

Community Service and Self-Sufficiency Programs

It is the policy of YCH to enhance and promote economic and social self-sufficiency. As such, YCH shall provide the following for the enhancement of the economic and social self-sufficiency of assisted families:

- **Income mix** (YCH may establish and utilize income-mix criteria for the selection of residents.)
- **Targeting** (mandatory): Not less than 40% of dwelling units owned by YCH shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

- Cooperation Agreements for Economic Self-Sufficiency (mandatory): YCH shall enter into cooperation agreements with state, local, and other agencies providing assistance to covered families under welfare or public assistance programs. The cooperation agreements shall facilitate the administration of this policy and the sharing of information regarding rents, income, assistance, or other information that may assist YCH or welfare or public assistance agency to carry out its functions. YCH shall also seek to include in cooperation agreements with welfare or public assistance agencies provisions to provide for economic self-sufficiency services within the properties owned by YCH, provide for services designed to meet the unique employment-related needs of residents, and provide for placement of work fare positions on-site.

Community Service Requirement

As a condition of continued occupancy, with the exception of excluded residents, each adult resident of YCH shall:

- Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides; or,
- Participate in an economic self-sufficiency program for eight (8) hours per month.

Definition of “economic self-sufficiency program”: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, work fare, financial or household management, apprenticeship, or other activities as the Secretary may provide.

Safety and Crime Prevention

The Department of Housing and Urban Development (HUD) requires public housing authorities to track, report and work to prevent crime. In order to meet these requirements, YCH has entered into cooperative agreements with local law enforcement agencies in order to ensure that affordable housing developments, public housing and housing subsidy households are safe environments for families. A strong partnership with local law enforcement can benefit both agencies and prevent incidents from becoming a continuing problem. Through mutual support, both agencies can work together at decreasing crime in their jurisdiction. YCH and the City of Davis have worked together to create the Memorandum of Understanding (MOU) that will meet state and federal requirements and allow for improved informationsharing between the City and YCH while respecting the rights of our residents. The original MOU template used initially in 2009 with the City of Woodland was developed in partnership with Legal

Services of Northern California and reviewed by legal counsel for the Agency. It will be executed by the City of Davis Police Chief and YCH CEO.

MOU's between YCH and the City of Woodland, City of Winters, and the Yolo County Sheriff's Department have been enacted.

In addition to the security camera systems installed at Yolano Village and the office at El Rio Villa, YCH has been working on the installation of a similar type system at Donnelly Village through an MOU with the Woodland Police Department. Staff is also seeking funds to install similar systems at Winters and in AMP III which includes Las Casitas and Riverbend Manor I & II.

Pet Policy

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 an appendix to the Admissions and Continued Occupancy Plan (ACOP) and is available for review at the main office during normal operating hours or accessible on the agency website: www.ych.ca.gov.

Asset Management

YCH's twelve (12) public housing properties have been grouped into three (3) Asset Management Projects (AMPs). The AMPs were determined using various factors including proximity, number of units, etc. Each AMP operates as though it is a separate entity with dedicated management and maintenance. Each AMP has its own budget which is monitored very closely.

Management continually assesses all properties to determine how to keep operating costs down and extend the property life by addressing capital improvement needs. Also, as some properties begin to reach the end of their useful life, management will need to determine what can be done to help keep the properties affordable for low-income residents.

Substantial Deviation

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Agency pertaining to the Authority's Goals and Objectives. This includes revising or

modifying the Agency's Goals and Objectives.

As part of the possible conversion to Rental Assistance Demonstration (RAD), YCH is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

Significant Amendment

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.
- Any change with regard to demolition or disposition, designation, homeownership programs, conversion or RAD activities.

B.2 New Activities

Hope VI or Choice Neighborhoods

At this time, there are no plans to submit an application for a Hope VI or Choice Neighborhoods Grant in the upcoming Fiscal Year. YCH reserves the right to submit an application if circumstances change. The Plan will be amended accordingly.

Mixed Finance Modernization or Development

At this time, there are no plans to submit an application for approval of a Mixed Finance Modernization or Development project in the upcoming Fiscal Year. YCH reserves the right to submit an application for approval if circumstances change. The Plan will be amended accordingly.

Demolition and/or Disposition

At part of the RAD conversion, YCH may use Section 18 Demolition and/or Disposition. At this time, YCH is only in the assessment stage with no formal plans completed. Further details will be provided if YCH decides to move forward with demolition or disposition.

Conversion of Public Housing to Tenant-Based Assistance

In conjunction with RAD, YCH staff is analyzing the possibility of converting a portion of its' public housing units to tenant-based assistance. Due to new regulations established by HUD, YCH may be able to complete a streamlined voluntary conversion. As the process is only in the assessment phase, no plans have been finalized. Further details will be provided if YCH decides to move forward with the conversion.

Conversion of Public Housing to Project-Based Assistance using RAD

YCH's Board of Commissioners has authorized staff to analyze the possible conversion to Rental Assistance Demonstration (RAD). YCH submitted an application to HUD in late 2018 to convert to RAD. Please see additional information on the possible conversion located on the following pages.

The Rental Assistance Demonstration (RAD) program is a federal housing program that was enacted as part of the Consolidated and Further Continuing Appropriations Act, 2012 administered by the Department of Housing and Urban Development (HUD). Broadly, the purpose of RAD is to provide a set of tools to address the unmet capital needs of deeply affordable, federally assisted public housing properties in order to maintain both the viability of the properties and their long-term affordability.

The 1.2 million units in the Public Housing program nationally have a documented repair backlog of nearly \$26 billion. Yolo County Housing (YCH) owns and operates 431 public housing units across its' portfolio located in City of Woodland, City of West Sacramento, and the unincorporated areas of the County in Knights Landing, Yolo, Esparto and outside the City of Winters. YCH public housing properties were built between 1950 and 2001 and have received 80 or above in their REAC scores over the last 6 years. Staff maintain safe, decent affordable housing throughout their portfolio through innovative, effective management and maintenance techniques with funding through rents (calculated at 30% of the family's eligible income and family size), federal operating funds and capital fund. However, funding is often prorated at 82% or less of what YCH is contracted for.

Nevertheless, YCH still needs to meet operational and capital improvement costs which have continued to accumulate over the years.

RAD was created to give public housing authorities (PHAs) a tool to preserve and improve public housing properties assisting with meeting any deferred maintenance needs as well as providing an opportunity to create a long term, permanent solution to preserving affordable housing. In considering RAD, some of the potential advantages for YCH could be:

- Moving units to a project-based voucher (Section 8) platform with a long-term contract that, by law, must be renewed. This ensures that units remain permanently affordable to low-income households. There would be two options, Project-Based Rental Assistance (PBRA) or Project-Based Vouchers (PBV) that the agency could consider when moving to RAD.
- Shift of units from a public housing program to a project-based program may allow YCH to leverage additional private capital markets to make capital improvements without having to rely on HUD Capital Funds which have historically been grossly underfunded or to seek cumbersome Section 30 approvals.
- Continues to maintain the public stewardship of the converted property through ongoing ownership and property use rules.
- Less burdensome regulatory reporting which could allow YCH to use resources more effectively based on local and portfolio wide need.

One of the common questions is, “How will this affect current public housing residents?” For the extremely-low to low income residents in public housing, there will be very little effect. In fact, there could be advantages to those who reside in public housing, such as:

- Residents will still only pay 30% of their household’s adjusted gross income, therefore, their rent contribution will remain the same.
- Properties will remain under the control of the housing authority, so the responsive service they are accustomed to will continue.
- More stable platform so their affordable housing/unit will be preserved.
- More flexibility and more funding to do improvements and/or borrow funds for rehabilitation work.

On October 25, 2017, the YCH Housing Commission authorized staff to issue the LOI and apply to the RAD waitlist.

On May 25, 2018, HUD announced in an email that all waitlisted agencies would be required to submit a complete application to the RAD program within 60 calendar days in order to retain its position on the waiting list and begin working with HUD to evaluate various RAD options for long-term preservation of affordable housing in Yolo County.

On July 2, 2018, HUD changed the submission date to September 4, 2018 as its drop dead deadline for waitlisted agencies to apply.

On August 15, 2018, YCH submitted the RAD application to HUD. Staff is moving forward the next steps of the RAD process in order to meet the next deadline of April 14, 2019.

In October 2018, the RAD application was approved by HUD and a Commitment to Housing Assistance Payments (CHAP) award letter was received.

In January 2019, a consultant for RAD Physical Conditions Assessment and Phase 1 Environmental Review was hired after RFP process.

In May 2019, RAD consultant hired through RFP process to help guide staff through the RAD process with the best possible deal for YCH.

In June 2019, staff received a notice of additional flexibility to RAD process due to pending announcement of a new Streamlined Voluntary Conversion (SVC) funding option for up to 250 units.

June to September 2019: Initial financial, environmental work by YCH RAD team. Drone survey of properties for elevations being completed prior to easement, boundary and lot line work.

October 3, 2019: Initial meeting of RAD subcommittee to discuss current status, options and anticipated timing to complete the RAD process.

January-February 2020: Digitized current site plans were completed to allow for further analysis of potential lot-line adjustments or parcel splits and title work that will need to be completed prior to close. Additional analysis of repositioning options to inform the final decision making process with the various stakeholders has begun and will continue for the next few months.

Current and Next Steps:

Initial analysis of feasibility showed a funding shortfall in AMP III in West Sacramento due to lower rents paid by elderly and disabled tenants. Subsequent to this, HUD has come out with Revision 4 to the RAD Program. This creates a new tool called Voluntary Streamlined Conversion. With the advent of this new tool, staff and consultants have been modeling alternative strategies. These new opportunities appear to present a sustainable path forward. An initial concept discussion was held with the Board's RAD subcommittee on October 3, 2019. With the input received from the members, staff is moving forward with the Agency's RAD team on finalizing a draft plan designed to cause minimum disruption to residents and maximize value on exit so that the units can be maintained and appropriate capital reserves established.

The proposed plan will be designed to not only accomplish the above, but also to create developable land for projects. The final property and program types may vary to some degree, but the strategy to use a combination of PBRA, PBV, Section 18 disposition (primarily of vacant land and non-RAD eligible units) and Streamline Voluntary Conversion. Once the draft plan has been completed and tested for viability, staff will bring the proposed plan forward, 1st to the RAD Subcommittee for additional input and then to the Board. The goal is to exit the public housing program by November 2020. However, once the process is underway, staff also anticipates coming back to the Board to consider funding for preliminary planning for projected new developments on newly created lots as a way to "hit the ground running" once RAD has been completed.

Significant Open Items and Expected Date of Completion:

The following significant items or processes need to be completed in order to obtain final HUD approval and officially exit the public housing program by November 2020:

- Complete the feasibility analysis of using the various programs and obtain preliminary HUD approval by March 2020.
- Wind down the Energy Performance Contract (EPC) program used to fund \$1.6 million of energy upgrades to public housing units with an equipment loan secured by the upgrades that was to be repaid over 25 years with a specific public housing funding program for this purpose. The associated debt will need to be repaid or refinanced by August 2020.
- Final municipal approval of any lot-line adjustments or lot splits (to remove excess property and refine property being moved into the new programs from public housing) and resolve any title issues prior to closing escrow on the removal of this property from public housing. Must be approved by October 2020.

- Finalized plan with MRI-Tenmast to migrate enterprise data for new programs and structure by October 2020. Migration of tenant data and changes in program types in the Agency's Enterprise system is a complex process and will involve conversion and process mapping. Staff was able to get a sense of the work needed at MRI/Tenmast's conference and understand that the vendor has been working on these issues already.
- Based on limitations and regulatory requirements of the various conversion programs, closing will need to be done in a specific order or, if a variance is provided by HUD, simultaneously in November 2020 in order to minimize the carry costs necessary for funding transitions that begin on January 1 of each year.

<u>Name of Public Housing Development:</u> Yolano Drive	<u>PIC Development ID:</u> CA044000001	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 60	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$155,105
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	20	20	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> El Rio Villa I	<u>PIC Development ID:</u> CA044000002	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 30	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$77,552
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	4	4	0
Two Bedroom	14	14	0
Three Bedroom	10	10	0
Four Bedroom	2	2	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Vista Montecito	<u>PIC Development ID:</u> CA044000002	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – With Section 18 Demolition/Disposition	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 16	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$41,360
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Ridgecut Homes	<u>PIC Development ID:</u> CA044000001	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – With Section 18 Demolition/Disposition	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 10	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$25,850
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Yolito	<u>PIC Development ID:</u> CA044000001	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – With Section 18 Demolition/Disposition	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 10	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$25,850
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	0	8	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Donnelly Circle	<u>PIC Development ID:</u> CA044000001	<u>Conversion type (i.e., PBV or PBRA):</u> Either PBV or PBRA – To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 72	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$186,120
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	24	24	0
Four Bedroom	12	12	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> El Rio Villa II	<u>PIC Development ID:</u> CA044000002	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 26	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$67,210
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	2	2	0
Two Bedroom	12	12	0
Three Bedroom	8	8	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Riverbend Manor I	<u>PIC Development ID:</u> CA044000003	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 39	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Senior units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$100,815
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	4	4	0
One Bedroom	31	31	0
Two Bedroom	4	4	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Riverbend Manor II	<u>PIC Development ID:</u> CA044000003	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 24	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Senior units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$62,040
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	6	6	0
One Bedroom	18	18	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> El Rio Villa III	<u>PIC Development ID:</u> CA044000002	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 50	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$129,250
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	10	10	0
Two Bedroom	10	10	0
Three Bedroom	20	20	0
Four Bedroom	8	8	0
Five Bedroom	2	2	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> El Rio Villa IV	<u>PIC Development ID:</u> CA044000002	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 18	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$46,530
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	0	0	0
Three Bedroom	18	18	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Las Casitas	<u>PIC Development ID:</u> CA044000003	<u>Conversion type (i.e., PBV or PBRA):</u> To Be Determined	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 76	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$196,460
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	16	16	0
Two Bedroom	28	28	0
Three Bedroom	26	26	0
Four Bedroom	6	6	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

Resident Rights, Participation, Waiting List and Grievance Procedures

Sections 1.6 B, 1.7 B and 1.7 C of PIH-2012-32 REV-4 are incorporated as part of this Plan. Please see the Tab related titled Conversion to Rental Assistance Demonstration.

Site Selection and Neighborhood Standards Review

No Transfer of Assistance is planned. Therefore, this section is not applicable.

Relocation Plans

The renovations planned to be completed as part of the conversion to RAD should not cause tenants to be relocated. Therefore, no relocation plans are necessary at this time.

Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), YCH is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- c. Changes to the financing structure for each approved RAD conversion.

Occupancy by Over-Income Families

Federal Regulations allow that a PHA which owns or operates less than 250 public housing units may lease a unit to an over-income family provided that certain criteria are met. Since YCH's portfolio includes more than 250 public housing units, this section is not applicable.

Occupancy by Police Officers

If it is deemed necessary to increase security for public housing residents, a PHA may allow police officers who are not otherwise eligible for the Public Housing Program, to live in a public housing dwelling unit. At this time, YCH has decided not to allocate any dwelling units for this purpose.

Non-Smoking Policies

To promote a healthier living environment for residents and to eliminate the harmful effects of second hand smoke and increased fire hazards, YCH has instituted a Smoke-Free Policy. This policy made all properties owned by the Agency Non-Smoking effective July 1, 2018.

The full Policy is included as part of the Admissions and Continued Occupancy Policy (ACOP) and can be reviewed at YCH's main office or on the website at www.ych.ca.gov.

Project-Based Vouchers

To expand the availability of affordable housing in Yolo County, YCH uses project-based vouchers. 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. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. HAP contracts cannot be renewed or entered into of more than twenty (20%) of the base allocation is utilized for PBV. YCH is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available and/or authorized by HUD.

Currently, YCH uses approximately 7.6% (138 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. YCH entered into an Agreement for Housing Assistance Payments (AHAP) for 22 vouchers at Blue Mountain Terrace, a senior living community in Winters. YCH published a RFP for New Construction or Rehab properties and awarded 102 additional project-based vouchers. 75 vouchers were awarded to new construction projects serving homeless populations with wrap-around services and 5 were awarded to a rehabilitation project at a senior housing complex. The table on the following page provides information on the apartment complexes which currently have project-based contracts with YCH:

Contracts

Complex	Units	Effective Date	City
Fair Plaza Senior Apts.	27	10/1/2008	Woodland
Homestead Apts.	4	2/1/2009	Davis
Eleanor Roosevelt Circle	15	4/1/2009	Davis
Terracina at Springlake	15	8/15/2012	Woodland
New Harmony	17	2/1/2013	Davis
Esperanza Crossing	10	6/20/2013	Esparto
Cesar Chavez Plaza	10	11/8/2013	Davis
Hotel Woodland VASH	10	12/1/2014	Woodland
West Beamer Place	20	10/1/2018	Woodland
Esperanza Crossing II	10	10/1/2017	Esparto

Awarded

Complex	Units	Award Date	City
Blue Mountain Terrace	22	02/11/2016	Winters
Mercy – 1801 West Capitol	60	1/24/2019	West Sacramento
Friends of the Mission – East Beamer Way Micro-Neighborhood	15	1/24/2019	Woodland
CHOC – Walnut Terrace Apartments	5	1/24/2019	Davis

The implementation of project-based vouchers up to 20% of the Annual Budget Authority will increase the quality of affordable housing and expand housing opportunity to low-income families in Yolo County which is consistent with the Agency Plan’s Goals and Objectives.

Units with Approved Vacancies for Modernization

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, YCH does not have a need to request this approval from HUD. YCH reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

Other Capital Grant Programs

Currently, YCH is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. YCH reserves

the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

B.3 Civil Rights Certification

Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with the PHA Plans and Related Regulations, will be submitted as an electronic attachment to the FY2020 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

B.4 Most Recent Fiscal Year Audit

The most recent Fiscal Year Audit covers FYE June 30, 2019. Though there were no findings on the financial statements, there was an audit finding related to discrepancies in the rent calculations at one of the properties resulting an immaterial overstatement of operating subsidy for the year. YCH has modified its processes to ensure a higher level of quality control review is conducted throughout the year. A copy of the Audit is included with the Annual Update.

B.5 Progress Report in Meeting Goals and Objectives in Prior Five-Year Agency Plan

Please see the FY2020 – FY2024 Five-Year Agency Plan.

B.6 Resident Advisory Board Comments

Please see the FY2020 – FY2024 Five-Year Agency Plan.

B.7 Certification by State or Local Officials

YCH will submit Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form will be submitted to HUD as an electronic attachment to the FY2020 Annual Update.

B.8 Troubled PHA

Yolo County Housing is **not** a Troubled PHA and therefore, this section is applicable.

C. Statement of Capital Improvements

C.1 Capital Improvements

The most recent Capital Fund Five-Year Action Plan covering 2019 – 2023 was approved by the Housing Commissioners in April 2019.

The proposed Capital Fund Five-Year Action Plan covering FY2020 – FY2024 will be discussed in the same Public Hearing as the FY2020 Agency Plan Annual Update. A copy of the FY2020 – FY2024 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period as well.

Other

Moving To Work (MTW)

Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing and voucher rules and more flexibility with how they use their Federal funds. MTW agencies are expected to use the opportunities presented by MTW to inform Housing and Urban Development (HUD) about ways to better address local community needs.

In 2012, staff presented the MTW concept to the Housing Commission and to the Resident Advisory Board which was well received. At the time, the agency was unable to submit a complete application to become a MTW agency and no additional opportunities to apply became available. After five years, there are potentially new opportunities to apply and staff recommends that YCH look into MTW options as a vehicle to increase housing choice and expand self-sufficiency programs for our families as well as to bring cost savings to the agency.

Within California, there are currently seven (7) MTW agencies including Tulare, San Diego, San Mateo, San Bernardino, Oakland, Santa Clara County and Santa Clara/San Jose; more

than in any other state. Due to the unprecedented affordability crisis in California, public housing authorities in the state face challenges as they struggle to keep pace with the growing affordability gap and need interventions and flexibility. These challenges have launched a statewide effort to make California an MTW state. If successful, housing authorities will have the option of using MTW to create specific, local solutions for their jurisdictions.

In addition to the statewide initiative, HUD issued a draft MTW expansion notice for public comment which ended September 8, 2017. It is anticipated, that in the future, HUD will release the final notice which will provide new guidance to public housing authorities that have an interest in becoming an MTW agency. Only PHA's that are high performers in both their Low-Rent Public Housing and Housing Choice Voucher programs are eligible to apply. YCH has consistently maintained high performer status in both programs for the last four years.

In becoming an MTW agency, YCH can seek exemption from existing Public Housing and Housing Choice Voucher program rules in pursuit of three objectives:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs to assist people to obtain employment and become economically self-sufficient; and
- Increase housing choice for low-income families.

Some activities that MTW agencies have implemented include:

- Block grant approach -- combining public housing operating and capital funds with voucher funds and use them interchangeably depending on the housing needs of the service area.
- Extending FSS Escrow accounts to public housing residents
- Increased case management services
- Linking rental assistance with supportive services
- Streamlining and redesigning processes/forms
- Simplified rent calculations
- Developing mixed-income and tax credit properties
- Expansion of mortgage assistance and homeownership programs.

Becoming an MTW agency would allow YCH to expand on implementation of innovative policies and strategies that will help those families and individuals most in need (such as in homeless recovery programming), expand avenues and opportunities for family self-

sufficiency and use resources to best serve Yolo County constituents. The creation of any future YCH MTW work plan would require resident/tenant participation and feedback, partner agency input, and guidance from the Housing Commission.

On October 16, 2017, staff held an initial meeting with the YCH Resident Advisory Board (RAB) to discuss the Annual Plan Update, Admissions and Continued Occupancy Plan (ACOP) updates, and the Administrative Plan updates. During this meeting, staff provided an overview of opportunities through the MTW program and received positive comments and agreement with the concept from the RAB members.

YCH continues to evaluate the possibility of becoming a Moving To Work PHA.