

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

TO: BOARD OF COMMISSIONERS

FROM: Joseph Villarreal, Executive Director

DATE: October 25, 2011

SUBJECT: STATUS OF HACCC'S CORRECTIVE ACTION PLAN WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO REMOVE THE AUTHORITY'S TROUBLED RATING UNDER THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. RECOMMENDED ACTION:

ACCEPT report on the Housing Authority of the County of Contra Costa's (HACCC) progress in complying with the obligations set forth in the U.S. Department of Housing and Urban Development's (HUD) Corrective Action Plan (CAP) designed to remove HACCC's troubled rating under the Section 8 Management Assessment Program (SEMAP).

CONTINUED ON ATTACHMENT: X YES

SIGNATURE _____
Joseph Villarreal, Executive Director

_____ RECOMMENDATION OF EXECUTIVE DIRECTOR _____ RECOMMENDATION OF BOARD COMMITTEE

_____ APPROVE _____ OTHER

SIGNATURE(S):

ACTION OF BOARD ON _____ APPROVED AS RECOMMENDED _____ OTHER _____

VOTE OF COMMISSIONERS

_____ UNANIMOUS (ABSENT _____)
AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF COMMISSIONERS ON THE DATE SHOWN.

ATTESTED _____
JOSEPH VILLARREAL, CLERK OF THE BOARD OF COMMISSIONERS AND EXECUTIVE DIRECTOR

BY _____, DEPUTY

II. FINANCIAL IMPACT:

No immediate impact.

III. REASONS FOR RECOMMENDATION/BACKGROUND

SEMAP is the U. S. Department of Housing and Urban Development's (HUD) report card for the Housing Choice Voucher (HCV) program. Data on the essential operations of the HCV program are reported annually to HUD and scored according to HUD regulations. SEMAP scores are derived using a combination of HUD's national database of HCV tenant data, information from annual independent audits and self-reported data from public housing authorities (PHAs). HUD conducts confirmatory reviews periodically to verify the data.

Under SEMAP, PHAs that manage an HCV program receive an annual rating on fourteen separate required Indicators and one bonus Indicator. A PHA that scores at least 90 percent on the fourteen required Indicators receives a high performer rating. A PHA with a score between 60 and 89 percent receives a standard rating. Any PHA that scores less than 60 percent is considered a troubled Section 8 agency. HACCC scored 24% on its last SEMAP confirmatory review and thus the agency's HCV program is currently rated as troubled. HUD requires troubled agencies to follow a corrective action plan (CAP)

designed to address the deficiencies that led to the troubled SEMAP rating. HACCC worked with HUD staff to develop a CAP designed to remove the HACCC's troubled rating. The proposed CAP was approved by the Board of Commissioners at its August 16, 2011 meeting and HUD was informed of this approval. It was expected that HACCC would receive official acceptance of the Plan along with timelines by October 15, 2011. However, HUD has not provided this yet, so staff emailed the agency's HUD representative asking when the official notification from HUD can be expected.

In the meantime, HACCC is working on the items set forth in the CAP. Since the Board of Commissioner's last meeting, HACCC staff has:

- Procured a vendor that will conduct training for staff on HUD's quality control procedures. The date has not yet been finalized, but training should occur either the last week of November or the first week of December.
- Continued to work on all items with 30 or 60 day target dates.
- Drafted updated wait list quality control (QC) and sampling procedures. These are currently being reviewed by staff. (60-day target)
- Drafted updated reasonable rent QC and sampling procedures. These are currently being reviewed by staff. (60-day target)
- Drafted updated adjusted income determination QC and sampling procedures. These are currently being reviewed by staff. (60-day target)
- Compiled data to receive SEMAP Deconcentration Bonus. (no target date)

- Began review of late annual inspections reported in PIC (automated HUD reporting system) to determine cause. (60-day target)
- Wrote a letter to HUD's Quality Assurance Division confirming that the data in the Voucher Management System (another automated HUD reporting system) for participants moving and executing contracts after the first of the month was correct. This was related to a problem HUD had nationally with this data. (30-day target)
- Drafted training for management staff on how to write policies and procedures. This is based on individual training that has been given to some staff. (not part of CAP)

IV. CONSEQUENCES OF NEGATIVE ACTION

This item is an information item only.