SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



10.1 (ID # 7390)

MEETING DATE:

Tuesday, July 31, 2018

FROM: HOUSING AUTHORITY:

SUBJECT: HOUSING AUTHORITY: Adopt Resolution No. 2018-003 Approving the Housing Authority of the County of Riverside's Annual Section 8 Management Assessment Program (SEMAP) Certification as required by the U.S. Department of Housing and Urban Development, All Districts, [\$0] CEQA Exempt (Clerk to file Notice of Exemption)

RECOMMENDED MOTION: That the Board of Commissioners:

- 1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
- 2. Adopt Resolution No. 2018-003, Approving the Housing Authority of the County of Riverside's Annual Section 8 Management Assessment Program (SEMAP) Certification and Authorizing the Chairman of the Board of Commissioners and the Housing Authority of the County of Riverside's Executive Director to execute such certification;
- 3. Authorize the Chairman of the Board of Commissioners to execute the attached SEMAP Certification;

ACTION: Policy

MINUTES OF THE BOARD OF COMMISSIONERS

On motion of Commissioner Tavaglione, seconded by Commissioner Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes:

Jeffries, Tavaglione, Washington and Perez

Navs:

None

Absent:

Ashley

Date:

July 31, 2018

XC:

HA

Kecia Harper-Ihem

Clerk of the Boar

SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

RECOMMENDED MOTION: That the Board of Commissioners:

- 4. Authorize the Housing Authority's Executive Director, or designee, to execute the attached SEMAP Certification and to submit such certification and all other required SEMAP forms to the U.S. Department of Housing and Urban Development; and
- 5. Direct the Clerk of the Board to file the Notice of Exemption with the County Clerk within five days of the approval of the Board.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$ 0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year:	2018/19

CEO RECOMMENDATION: Approve

BACKGROUND:

Summary

The Housing Authority of the County of Riverside (Housing Authority) is authorized to administer 9576 Housing Choice Voucher (HCV) units, a form of tenant based rental assistance, funded through the U.S. Department of Housing and Urban Development (HUD). HUD established the Section 8 Management Assessment Program (SEMAP) to rate its Section 8 Tenant-Based Rental Assistance HCV Program. HUD utilizes the SEMAP Certification (form HUD-52648) consisting of 14 required program indicators to rate performance. A copy of the Housing Authority's proposed SEMAP Certification is attached.

For the past 15 years the Housing Authority has achieved and maintained SEMAP High Performer status from HUD at the completion of its SEMAP Certification process. It is anticipated that High Performer status will be earned again for Fiscal Year 2017/18 after HUD reviews the current certification data along with the web-based reporting data. In order to submit the necessary SEMAP Certification (form HUD-52648) and related documents to HUD for Fiscal Year 2017/18, the Housing Authority is required to first obtain approval of the certification from the Board of Commissioners through an adopted resolution. Resolution No. 2018-003 is attached.

The Housing Authority's Annual SEMAP Certification, supporting documents and Resolution No. 2018-003 (collectively, the Plans) are not projects as defined by California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378, because they are an administrative activity of the government that will not result in direct or indirect physical changes to the environment. The Plans consist of the administration and planning of ongoing programs to provide housing assistance to certain low income populations within the County of Riverside and will not result in direct or indirect physical changes to the environment and as

SUBMITTAL TO THE BOARD OF COMMISSIONERS HOUSING AUTHORITY COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

such are not projects pursuant to State CEQA Guidelines Section 15378(b)(5). In the alternative, even if a determination is made that the Plans are a project subject to CEQA, the Plans are exempt pursuant to State CEQA Guidelines Section 15061(b)(3) as they will not have any potential for direct or reasonably foreseeable indirect physical environmental impact, only administrative and financial impacts. A Notice of Exemption will be filed by Housing Authority staff with the County Clerk within 5 days of the approval of the Plans and adoption of Resolution No. 2018-003. In addition, the Plans are exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to Title 24 Code of Federal Regulations Sections 58.34 (a)(1) and (a)(3), since the Plans are an administrative and planning/strategy activity.

County Counsel has reviewed and approved as to form Resolution No. 2018-003, approving the Annual SEMAP Certification. Staff recommends that the Board formally approve and adopt Resolution No. 2018-003 and approve and adopt the Annual SEMAP Certification for FY 2018-2019.

Impact on Residents and Businesses

SEMAP is a mechanism for HUD to rate agencies administering the HCV Program and has no direct impact on the residents and businesses in the County of Riverside.

ATTACHMENTS:

- Housing Authority Resolution No. 2018-003
- Form HUD 52648 (SEMAP Certification)
- Notice of Exemption

RF:HM: CH: MW: CH: EG 7390 13871

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RESOLUTION NO. 2018-003
APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE'S
ANNUAL SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)
CERTIFICATION AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF
COMMISSIONERS AND THE EXECUTIVE DIRECTOR OF THE HOUSING
AUTHORITY OF THE COUNTY OF RIVERSIDE TO SIGN SUCH CERTIFICATION

WHEREAS, the Housing Authority of the County of Riverside ("Authority") administers 9,576 Housing Choice Voucher ("HCV") units funded through the U.S. Department of Housing and Urban Development ("HUD") as part of the Authority's tenant based rental assistance program;

WHEREAS, HUD established the Section 8 Management Assessment Program ("SEMAP") to rate its Housing Choice Voucher ("HCV") Program;

WHEREAS, SEMAP rates 14 indicators to show whether the Authority administers the HCV Program properly and effectively;

WHEREAS, pursuant to Title 24 of the Code of Federal Regulations Section 985.101 ("SEMAP Certification Regulation") the SEMAP certification must be submitted by the Authority to HUD annually within 60 calendar days after the end of the Authority's fiscal year. The Authority's fiscal year ended on June 30, 2018;

WHEREAS, pursuant to the SEMAP Certification Regulation, SEMAP certification must be approved by a resolution of the Authority's Board of Commissioners and signed by the Authority's Executive Director; and

WHEREAS, the Board of Commissioners desires to approve the SEMAP Certification attached hereto as Exhibit "A" and incorporated herein by this reference and authorize the Chairman of the Board of Commissioners and the Authority's Executive Director, or designee, to execute such certification.

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NOW THEREFORE, BE IT RESOLVED, FOUND, DETERMINED, AND ORDERED by the Board of Commissioners of the Housing Authority of the County of Riverside, State of California, in regular session assembled on July 31, 2018, as follows:

- 1. The above recitals are true and correct and incorporated herein by this reference.
- 2. The Section 8 Management Assessment Program (SEMAP) Certification attached hereto as Exhibit "A" and incorporated herein by this reference and the responses provided under such certification are true and accurate.
- 3. The SEMAP Certification attached hereto as Exhibit "A" relating to the Authority's Fiscal Year ending June 30, 2018 is hereby approved.
- 4. There is no evidence to indicate seriously deficient performance that casts doubt on the Authority's capacity to administer Section 8 Rental Assistance in accordance with Federal laws and regulations.
- 5. The Chairman of the Board of Commissioners is hereby authorized to execute the SEMAP Certification attached hereto as Exhibit "A."
- 6. The Authority's Executive Director or designee is hereby authorized to execute the SEMAP Certification attached hereto as Exhibit "A."
- 7. That the Board of Commissioners hereby finds that that Housing Authority's Annual SEMAP Certification ("Plans") and supporting documents for Fiscal Year 2018-2019 are not projects as defined by California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378 because they are an administrative activity of the government that will not result in direct or indirect physical changes to the environment, and are not projects pursuant to State CEQA Guidelines Section 15378(b)(5). Even if a determination is made that the Plans are a project subject to CEQA, the Plans are exempt pursuant to State CEQA Guidelines Section 15061(b)(3) as they will not have any potential for direct or reasonably foreseeable indirect physical environmental impact, only administrative and financial impacts. In

addition, the Plans are exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to Title 24 Code of Federal 2 Regulations Sections 58.34 (a)(1) and (a)(3), since the Plans are an 3 administrative and planning/strategy activity. 5 /// 6 111 /// 8 ROLL CALL: Ayes: Jeffries, Tavaglione, Washington and Perez Nays: 10 None Absent: Ashley 11 The foregoing is certified to be a true copy of a resolution duly 12 adopted by said Board of Supervisors on the date therein set forth. of said Board 13 14 15 16 17 18 S:\Midmanagement\SEMAP\2018\Board Resolution 2018-003 SEMAP Certification.docx 19 20 21 22 23 24 25 26 27

28

EXHIBIT A SEMAP CERTIFICATION (behind this page)

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0215 (exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instr	uctions Respond to this certification form using the PHA's actua	l data for the fiscal year just en	ded.
PHA	Name	For PHA FY Ending (mm/dd/yyy	y) Submission Date (mm/dd/yyyy)
H	ousing Authority of the County of Riverside	06/30/2018	
Indic for c	k here if the PHA expends less than \$300,000 a year in Federators 1 - 7 will not be rated if the PHA expends less than \$300,000 compliance with regulations by an independent auditor. A PHA the olete the certification for these indicators.	a vear in Federal awards and it	ts Section 8 programs are not audited in Federal awards in a year must still
Perfo	rmance indicators		
1.	Selection from the Walting List. (24 CFR 982.54(d)(1) and 982.204(a)) (a) The PHA has written policies in its administrative plan for selecting a	applicants from the waiting list.	
	PHA Response Yes V No		
	(b) The PHA's quality control samples of applicants reaching the top of the samples were selected from the waiting list for admission in accordance with on the waiting list and their order of selection.	ne waiting list and of admissions sho th the PHA's policies and met the set	ow that at least 98% of the families in the lection criteria that determined their places
	PHA Response Yes V		
2.	Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982 (a) The PHA has and implements a reasonable written method to determin on current rents for comparable unassisted units (f) at the time of initial le anniversary if there is a 5 percent decrease in the published FMR in effect consideration the location, size, type, quality, and age of the program maintenance or utilities provided by the owners.	e and document for each unit leased asing, (ii) before any increase in the t 60 days before the HAP contract :	e rent to owner, and (iii) at the HAP contract anniversary. The PHA's method takes into
	PHA Response Yes V	•	
	(b) The PHA's quality control sample of tenant files for which a determine method to determine reasonable rent and documented its determination	ation of reasonable rent was require that the rent to owner is reasonable	ed shows that the PHA followed its written e as required for (check one):
	PHA Response	to 97% of units sampled	Less than 80% of units sampled
3.	Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CI The PHA's quality control sample of tenant files shows that at the time of a of adjusted income or documented why third party verification was not avattributed allowances for expenses; and, where the family is responsible the unit leased in determining the gross rent for (check one):	dmission and reexamination, the PI- allable; used the verified information	n in determining adjusted income; properly
	PHA Response At least 90% of files sampled 80	to 89% of files sampled	Less than 80% of files sampled
4.	Utility Allowance Schedule. (24 CFR 982.517) The PHA maintains an up-to-date utility allowance schedule. The PHA reits utility allowance schedule if there has been a change of 10% or more in the phase of 10% or more in the pha	eviewed utility rate data that it obtain in a utility rate since the last time th	ned within the last 12 months, and adjusted e utility allowance schedule was revised.
5.	HQS Quality Control Inspections. (24 CFR 982.405(b)) A PHA supervisor (or other qualified person) reinspected a sample of unit HUD (see 24 CFR 985.2), for quality control of HQS inspections. The Phinspections and represents a cross section of neighborhoods and the will represent the properties of th	IA supervisor's reinspected sample	was drawn from recently completed HQS
	PHA Response Yes 🗸 No		
6.	HQS Enforcement. (24 CFR 982.404) The PHA's quality control sample of case files with failed HQS inspections were corrected within 24 hours from the inspection and, all other cited HC inspection or any PHA-approved extension, or, if HQS deficiencies were no payments beginning no later than the first of the month following the corrector (check one):	2S deficiencies were corrected with it corrected within the required time fi tion period, or took prompt and vigor	in no more than 30 calendar days from the rame, the PHA stopped housing assistance
	PHA Response	ess than 98% of cases sampled	

7.	Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)). Applies only to PHAs with jurisdiction in metropolitan FMR areas. Check here if not applicable				
	(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.				
	PHA Response Yes / No No				
	(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.				
	PHA Response Yes V No No				
	(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.				
	PHA Response Yes V				
	(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.				
	PHA Response Yes V No No				
	(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.				
	PHA Response Yes V No				
	(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.				
	PHA Response Yes ✓ No				
8.	Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)				
	PHA Response Yes 🗸 No No				
	Enter current FMRs and payment standards (PS)				
	0-BR FMR 768 1-BR FMR 926 2-BR FMR 1156 3-BR FMR 1618 4-BR FMR 2004				
	PS 800 PS 957 PS 1197 PS 1682 PS 1865				
	If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.				
9.	Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)				
	PHA Response Yes 🗸 No				
10.	Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)				
	PHA Response Yes 🗸 No				
11.	Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)				
	PHA Response Yes 🗸 No				
12.	Annual HQS inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))				
	PHA Response Yes 🗸 No				
13.	Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.				
	PHA Response Yes V				
14a.	Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105) Applies only to PHAs required to administer an FSS program. Check here if not applicable PHA Response a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later				
	through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)				
	or, Number of mandatory FSS slots under HUD-approved exception				

	b. Number of FSS families currently enrolled	340
	c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS pro	gram, but who
	have moved under portability and whose Section 8 assistance is administered by another PHA	
	Percent of FSS slots filled (b + c divided by a)	97.00
.14b.	 Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305) Applies only to PHAs required to administer an FSS program. Check here if not applicable 	g family self-sufficiency as measured by the
	PHA Response Yes V No	
	Portability: If you are the Initial PHA, enter the number of families with FSS escrow accounts currently e FSS program, but who have moved under portability and whose Section 8 assistance is administered to	nrolled in your by another PHA
Deco	concentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).	
	PHA is submitting with this certification data which show that:	
(1)	Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in PHA FY;	n low poverty census tracts at the end of the last
(2)	The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's is at least two percentage points higher than the percent of all Section 8 families with children who resided in PHA FY;	
/ 0\	or	
(3)	The percent of Section 8 mover families with children who moved to low poverty census tracts in the PH. PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children w end of the second to last PHA FY.	no resided in low poverty census tracts at the
	PHA Response Yes No Ville If yes, attach completed deconcentration	bonus indicator addendum.
	rming: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 Lecutive Director, signature Chairperson, Beard of Commis	1
—	- (mildless)	131/2018
	e (mm/dd/yyyy) Date (mm/dd/yyyy)	
certif	iffication.	· · · · · · · · · · · · · · · · · · ·
	AT	TEST:
	KE	C/A HARRER-WEM, Glerk
	By	X TANUM WHATAIN
		DEPUTY
		,
	FORM-APP	ROVED COUNTY COUNSEL
	FORMAPP BY:	ROVED COUNTY COUNSEL



Original Negative Declaration/Notice of Determination was routed to County

Clerks for posting on.

Initial

Notice of Exemption

To:		From:		
☐ Office of Planning and	Dagaarah	Public		
For U.S Mail:	Street Address:	Agency:	County of Riverside	
P.O. Box 3044	1400 Tenth St.	Address:	5555 Arlington Avenue	
Sacramento, CA 95812-3044	Sacramento, CA 95814	Tradition.	Riverside, CA 92504	
		Contact:	Erlan Gonzalez, Development Specialist	
		Phone:	(951) 343-5464	
		i none.	(201) 5 15 5 15 1	
		Lead Agency	(if different from above):	
County of: Riverside		Address:	,	
2724 Gateway	Drive			
P.O. Box 751				
Address: Riverside, CA	92502-0751	Contact:		
		Phone:		
	cemption in Compliance	with Section 1	5378 (b)(5) & Section 15061(b)(3) of CEQA	
Guidelines.				
State Clearinghouse Number (if sub	mitted to State Clearinghous	se):		
Project Title: 2018-2019 Approv Program (SEMAP		of the County	of Riverside's Section 8 Management Assessment	
Project Location (include county):		Riverside and El	leven Entitlement Cities within Riverside County	
Project Description:				
The Housing Authority of the County of Riverside is a Public Housing Agency (PHA). The Housing Authority annually submits the Section 8 Management Assessment Program (SEMAP) to rate its Section 8 Tenant-Based Rental Assistance Housing Choice Voucher (HCV) Program. HUD utilizes the SEMAP Certification (form HUD-52648) consisting of 14 required program indicators to rate performance. For the past 15 years the Housing Authority has achieved and maintained SEMAP High Performer status from HUD at the completion of its SEMAP Certification process. It is anticipated that High Performer status will be earned again for Fiscal Year 2017/18 after HUD reviews the current certification data along with the web-based reporting data. The Housing Authority's SEMAP Certification and supporting documents are not projects as defined by California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378, because they are an administrative activity of the government that will not result in direct or indirect physical changes to the environment. The plans consist of the administration and planning of ongoing programs to provide housing assistance to certain low income populations within the County of Riverside and will not result in direct or indirect physical changes to the environment and as such are not projects pursuant to State CEQA Guidelines Section 15378(b)(5). Furthermore, the plans are also exempt from CEQA as they fall within the so-called "common sense" exemption pursuant to CEQA Guidelines as they will not have any potential for direct or reasonably foreseeable indirect physical environmental impact, only administrative and financial impacts. The County of Riverside Board of Commissioners has considered the Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) and finds no substantial changes to the plans or circumstances under which the Plans will be undertaking necessitating further environmental documentation.				
Project Sponsor:				
This is to advise that the Rivers	ide County Board of Com	missioners app	roved the above project on	
Œ	Lead agency or Respon	sible Agency		
			s regarding the above described project:	
(tentative date)				
1. The Project is EXEMPT pursuant to State CEQA Guidelines Sections 15378(b)(5) and 15061(b)(3).				

The Notice of Exemption Declaration is available to the General Public at:

County of Riverside

5555 Arlington Avenue, Riverside, CA 92504