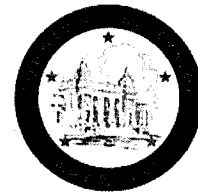


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
10.1
(ID # 10002)

MEETING DATE:

Tuesday, July 23, 2019

FROM: ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: HOUSING AUTHORITY: Adopt Resolution No. 2019-005 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

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. 2019-005, 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; and
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.

ACTION:Policy

Robert Field, Assistant County Executive Officer/ECD 6/25/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: July 23, 2019
xc: HA

Kecia R. Harper
Clerk of the Board

By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

| 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: 2019/20 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Housing Authority of the County of Riverside (Housing Authority) is authorized to administer 9821 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 16 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 2018/19 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 2018/19, the Housing Authority is required to first obtain approval of the certification from the Board of Commissioners through an adopted resolution. Resolution No. 2019-005, approving the Housing Authority's Annual Section 8 Management Certification and authorizing the Chairman of the Board of Commissioners and the Executive Director to sign such certification, is attached.

The Housing Authority's Annual SEMAP Certification, supporting documents and Resolution No. 2019-005 (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 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. In addition, the Plans are exempt from the provisions of the

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

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. 2019-005, approving the Annual SEMAP Certification. Staff recommends that the Board formally approve and adopt Resolution No. 2019-005 and approve and adopt the Annual SEMAP Certification for FY 2019-2020.

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. 2019-005
- Form HUD 52648 (SEMAP Certification)

RF: HM: CH: MW: SA: CH: EG

10002


Rekini Dasika, Principal Management Analyst 7/15/2019


Gregory V. Priamos, Director County Counsel 7/5/2019

1 Board of Supervisors

Housing Authority of the
County of Riverside

2
3 RESOLUTION NO. 2019-005

4 APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE'S ANNUAL
5 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION AND
6 AUTHORIZING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS AND THE
7 EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE TO
8 SIGN SUCH CERTIFICATION
9

10
11 **WHEREAS**, the Housing Authority of the County of Riverside ("Authority") administers
12 9,821 Housing Choice Voucher ("HCV") units funded through the U.S. Department of Housing and
13 Urban Development ("HUD") as part of the Authority's tenant based rental assistance program;

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

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

18 **WHEREAS**, pursuant to Title 24 of the Code of Federal Regulations Section 985.101
19 ("SEMAP Certification Regulation") the SEMAP certification must be submitted by the Authority to
20 HUD annually within 60 days after the end of the Authority's fiscal year. The Authority's fiscal year
21 ended on June 30, 2019;

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

25 **WHEREAS**, the Board of Commissioners desires to approve the SEMAP Certification
26 attached hereto as Exhibit "A" and incorporated herein by this reference and authorize the Chairman of
27

FORM APPROVED COUNTY COUNSEL
BY: JIM LARSON 6/27/19
DATE

1 the Board of Commissioners and the Authority's Executive Director, or designee, to execute such
2 certification.

3 **NOW THEREFORE, BE IT RESOLVED, FOUND, DETERMINED, AND ORDERED** by the
4 Board of Commissioners of the Housing Authority of the County of Riverside, State of California, in
5 regular session assembled on July 23, 2019, as follows:

6 1. The above recitals are true and correct and incorporated herein by this reference.

7 2. The Section 8 Management Assessment Program (SEMAP) Certification attached
8 hereto as Exhibit "A" and incorporated herein by this reference and the responses provided under such
9 certification are true and accurate.

10 3. The SEMAP Certification attached hereto as Exhibit "A" relating to the Authority's
11 Fiscal Year ending June 30, 2019 is hereby approved.

12 4. There is no evidence to indicate seriously deficient performance that casts
13 doubt on the Authority's capacity to administer Section 8 Rental Assistance in accordance with Federal
14 laws and regulations.

15 5. The Chairman of the Board of Commissioners is hereby authorized to execute the
16 SEMAP Certification attached hereto as Exhibit "A."

17 6. The Authority's Executive Director or designee is hereby authorized to execute the
18 SEMAP Certification attached hereto as Exhibit "A."

19 7. That the Board of Commissioners hereby finds that that Housing Authority's
20 Annual SEMAP Certification ("Plans") and supporting documents for Fiscal Year 2019-2020 are not
21 projects as defined by California Environmental Quality Act (CEQA) Section 21065 and State CEQA
22 Guidelines Section 15378 because they are an administrative activity of the government that will not
23 result in direct or indirect physical changes to the environment, and are not projects pursuant to State
24 CEQA Guidelines Section 15378(b)(5). Even if a determination is made that the Plans are a project
25 subject to CEQA, the Plans are exempt pursuant to State CEQA Guidelines Section 15061(b)(3) as they
26 will not have any potential for direct or reasonably foreseeable indirect physical environmental impact,

1 only administrative and financial impacts. In addition, the Plans are exempt from the provisions of the
2 National Environmental Policy Act (NEPA) pursuant to Title 24 Code of Federal Regulations Sections
3 58.34 (a)(1) and (a)(3), since the Plans are an administrative and planning/strategy activity.
4
5
6

7 ROLL CALL:

8 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
9 Nays: None
Absent: None

10 The foregoing is certified to be a true copy of a resolution duly
11 adopted by said Board of Supervisors on the date therein set forth.

12 Kecia R. Harper, Clerk of said Board

13 By 
14 Deputy

EXHIBIT A
SEMAP CERTIFICATION
(behind this page)

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Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

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

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

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

| PHA Name | For PHA FY Ending (mm/dd/yyyy) | Submission Date (mm/dd/yyyy) |
|--|--------------------------------|------------------------------|
| Housing Authority of the County of Riverside | 06/30/2019 | |

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

| | | | | |
|---------------------|---------------------|----------------------|----------------------|----------------------|
| 0-BR FMR <u>826</u> | 1-BR FMR <u>986</u> | 2-BR FMR <u>1232</u> | 3-BR FMR <u>1717</u> | 4-BR FMR <u>2132</u> |
| PS <u>826</u> | PS <u>986</u> | PS <u>1232</u> | PS <u>1717</u> | PS <u>1919</u> |

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

| |
|-----|
| 334 |
| |

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

b. Number of FSS families currently enrolled 301

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA 0

Percent of FSS slots filled (b + c divided by a) 91.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)
Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No 0

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) 8-7/23/19

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

ATTEST:

KECIA R. HARPER, Clerk

By [Signature]
 DEPUTY

FORM APPROVED COUNTY COUNSEL

BY: [Signature] 8/27/19
 JHAILA R. BROWN DATE

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.