



**Tuesday, September 9, 2014
Regular Meeting—6:00 p.m.
Council Chambers
6615 Passons Blvd.**

Next Resolution No. HA-91
Next Agreement No. HA-16

ROLL CALL:

- Brent A. Tercero, Chairman
- Gregory Salcido, Vice Chairman
- Bob J. Archuleta, Member
- David W. Armenta, Member
- Gustavo V. Camacho, Member

1st PERIOD OF PUBLIC COMMENTS- IF YOU WOULD LIKE TO OFFER PUBLIC COMMENT ON ANY LISTED AGENDA ITEMS, PLEASE FILL OUT A GREEN PUBLIC COMMENT REQUEST FORM AND PROVIDE IT TO THE STAFF MEMBER AT THE BACK TABLE BEFORE THE MEETING STARTS.

When you are called to speak, please come forward and state your name and city of residency for the record. You have three (3) minutes to make your remarks.

CONSENT CALENDAR:

All items listed on the Consent Calendar may be acted on by a single motion without separate discussion. Any motion relating to a Resolution or Ordinance shall also waive the reading of the titles in full and include its adoption as appropriate. If discussion or separate vote on any item is desired by a Councilmember or staff, that item may be pulled from the Consent Calendar for separate consideration.

PLEASE TURN OFF ALL PAGERS AND/OR PHONES WHILE MEETING IS IN SESSION AND PLEASE REFRAIN FROM TEXTING DURING THE MEETING

In compliance with the Americans with Disabilities Act of 1990, the City of Pico Rivera is committed to providing reasonable accommodations for a person with a disability. Please call City Clerk’s office at (562) 801-4389 if special accommodations are necessary and/or if information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged.

CONSENT CALENDAR:

1. Minutes.

- Housing Assistance Agency meeting of July 8, 2014

Recommendation: Approve

2. Summary for CDBG/Home/CalHome – Funded Loan - Rehabilitation Programs as of August 2014.

- a. Status of Funds Report and Program Summary – CDBG Grant & Home/CALHome Loan Housing Rehabilitation Programs as of August 2014.
- b. Monthly Activity Report
Section 8 Housing Program August 2014.

Recommendation: Receive and File.

3. Section Eight Management Assessment Program (SEMAP) Certification.

Recommendation:

1. Adopt Resolution certifying that the Community and Economic Development Department Housing Assistance Agency has satisfactorily completed a supervisory quality control review measuring the Housing Assistance Agency's performance during fiscal year 2013-2014.

Resolution No. _____ A RESOLUTION OF THE HOUSING ASSISTANCE AGENCY APPROVING SUBMITAL OF SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

LEGISLATION: None.

NEW BUSINESS:

OLD BUSINESS:

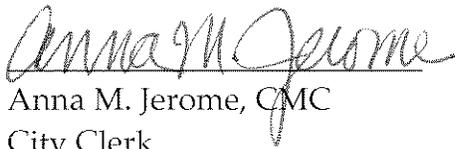
2ND PERIOD OF PUBLIC COMMENTS – THIS TIME IS RESERVED FOR COMMENTS THAT HAVE NOT BEEN ADDRESSED DURING THE MEETING OR THAT ARE NOT LISTED ON THE AGENDA. PLEASE FILL OUT A BLUE PUBLIC COMMENT REQUEST FORM AND PROVIDE IT TO THE STAFF MEMBER AT THE BACK TABLE BEFORE THE MEETING STARTS.

When you are called to speak, please come forward and state your name and city of residency for the record. You have three (3) minutes to make your remarks.

AFFIDAVIT OF POSTING

I, Anna M. Jerome, City Clerk, for the City of Pico Rivera Housing Assistance Agency, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Pico Rivera City Hall bulletin Board, Pico Rivera website, Pico Rivera Post Office and Parks: Smith, Pico and Rivera as well as the Pico Rivera County Public Libraries on this the 5th, day of September 2014.

Dated this 5th, day of September 2014

A handwritten signature in cursive script that reads "Anna M. Jerome". The signature is written in black ink and is positioned above the printed name and title.

Anna M. Jerome, CMC
City Clerk

SB343 NOTICE

In compliance with and pursuant to the provisions of SB343 any public writing distributed by the City Clerk to at least a majority of the City Council Members regarding any item on this regular meeting agenda will be available on the back table at the entrance of the Council Chamber at the time of the City Council meeting and at the counter of City Hall at 6615 Passons Boulevard, Pico Rivera, California during normal business hours.



Tuesday, July 8, 2014

A Regular Meeting of the Housing Assistance Agency was held in the Council Chamber, Pico Rivera City Hall, 6615 Passons Boulevard, Pico Rivera, California.

Chairman Tercero called the meeting to order at 6:00 p.m.

PRESENT: Archuleta, Armenta, Camacho, Salcido, Tercero

ABSENT: None

CONSENT CALENDAR:

1. Minutes.

- Approved Housing Assistance Agency meeting of June 10, 2014

2. Summary for CDBG/Home/CalHome – Funded Loan - Rehabilitation Programs as of June 2014.

- a. Status of Funds Report and Program Summary – CDBG Grant & Home/CALHome Loan Housing Rehabilitation Programs as of June 2014.
- b. Monthly Activity Report
Section 8 Housing Program June 2014.

1. Received and Filed.

Motion by Vice Chairman Salcido, seconded by Commissioner Armenta to approve Consent Calendar Items 1 and 2. Motion carries by the following roll call vote:

AYES: Archuleta, Armenta, Camacho, Salcido, Tercero

NOES: None

LEGISLATION: None.

NEW BUSINESS: None.

OLD BUSINESS: None.

2ND PERIOD OF PUBLIC COMMENTS – ALL OTHER CITY-RELATED BUSINESS:

None.

ADJOURNMENT:

The Housing Assistance Agency meeting was adjourned at 6:30 p.m. There being no objection it was so ordered.

AYES: Archuleta, Armenta, Camacho, Salcido, Tercero

NOES: None

Brent A. Tercero, Chairman

ATTEST:

Anna M. Jerome, Agency Secretary

I hereby certify that the foregoing is a true and correct report of the proceedings of the Housing Assistance Agency Regular Meeting dated July 8, 2014, and approved by the Housing Assistance Agency on September 9, 2014.

Anna M. Jerome, Agency Secretary



To: Chairman and Commissioners
From: Executive Director
Meeting Date: September 9, 2014
Subject: SUMMARY FOR CDBG/HOME/CALHOME-FUNDED LOAN-REHABILITATION PROGRAMS AS OF AUGUST 2014

FUNDING	BUDGET	ENCUMBERED	FISCAL YEAR EXPENDITURES	BALANCE	NOTES
Grant Program					
CDBG Housing Rehabilitation	\$185,000	\$0	\$0	\$0	Prequalifying approximately twenty applicants for eligibility. Grants are up to \$12,000 per household.
GRANT PROGRAM TOTALS	\$185,000	\$0	\$0	\$0	
Loan Program					
2010 CALHOME	\$1,000,000	\$598,800	\$401,200	\$0	Three projects are under construction and four projects have been approved. The grant expires October 2015.
HOME Program Income	\$346,346	\$0	\$0	\$346,346	There is no expiration for program income.
CALHOME Program Income	\$88,619	\$0	\$0	\$88,619	There is no expiration date for program income.
LOAN PROGRAM TOTALS	\$1,434,965	\$598,800	\$401,200	\$434,965	



To: Chairman and Commissioners

From: Executive Director

Meeting Date: September 9, 2014

Subject: MONTHLY ACTIVITY REPORT – SECTION 8 HOUSING PROGRAM – AUGUST 2014

ACTIVITY:

Clients processed (including recertifications)	186
Monthly Recertifications	35

INSPECTIONS SCHEDULED:

a) Passed	30
b) Failed	5

VOUCHERS

Allocated Under Annual Contributions Contract	517
Issued	0
Expired	3
Searching	2
Under Contract	463
Available	46
Outgoing Clients to another PHA	0
Terminated	5
Portability Contracts	3
New Port-ins to Pico Rivera	0

HOUSING WARRANT REGISTER – AUGUST 2014

Total checks for 08/01/2014 \$365,350



To: Chairman and Commissioners

From: City Manager

Meeting Date: September 9, 2014

Subject: SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM
(SEMAP) CERTIFICATION

Recommendation:

Adopt Resolution certifying that the Community and Economic Development Department Housing Assistance Agency has satisfactorily completed a supervisory quality control review measuring the Housing Assistance Agency's performance during fiscal year 2013-2014.

Fiscal Impact: None.

Discussion:

In 1998, the U.S. Department of Housing and Urban Development (HUD) introduced the Section Eight Management Assessment Program (SEMAP). SEMAP is a management assessment system that HUD uses to measure the performance of all local housing agencies that administer the Section 8 tenant-based rental assistance program.

Under SEMAP, HUD will annually measure the performance of housing agencies in 14 key areas ranging from proper selection of applicants from the Section 8 waiting list to the accurate verification of family income and timely housing quality inspections. As part of this process, agencies are required to certify annually, by resolution, that they have conducted supervisory quality control reviews in these 14 areas.

SEMAP CERTIFICATION

September 9, 2014

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The Community and Economic Development Department staff has completed the supervisory quality control review indicating that the Pico Rivera Housing Assistance Agency has adequately administered the Section 8 Program during the 2013-2014 fiscal year. The attached resolution provides the appropriate certification.

A handwritten signature in black ink, appearing to read 'René Bobadilla', with a stylized flourish at the end.

René Bobadilla

RB:BM:ID

Attachments:

Resolution

Section Eight Management Assessment Program Certification

RESOLUTION NO. _____

A RESOLUTION OF THE PICO RIVERA HOUSING ASSISTANCE AGENCY APPROVING SUBMITTAL OF SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, the Pico Rivera Housing Assistance Agency administers a Section 8 tenant-based rental assistance program with funds provided by the U.S. Department of Housing and Urban Development (“HUD”); and

WHEREAS, the Section Eight Management Assessment Program (SEMAP) was established in accordance with Section 502 of the Cranston-Gonzalez National Affordable Housing Act, (1990), to provide policies and procedures for use by the Department of Housing and Urban Development in identifying public housing agency management capabilities and deficiencies; and

WHEREAS, HUD regulations require that public housing agencies with a Section 8 tenant-based program submit a SEMAP Certification form.

NOW, THEREFORE, the Pico Rivera Housing Assistance Agency, does resolve as follows:

SECTION 1. That the Pico Rivera Housing Assistance Agency has satisfactorily completed 14 supervisory quality control reviews to measure housing agency performance and has completed the appropriate Section Eight Management Assessment Program (SEMAP) Certification.

SECTION 2. That the SEMAP Certification indicates no evidence of seriously deficient performance that casts doubt on the Pico Rivera Housing Assistance Agency’s capacity to preserve and protect its Section 8 tenant-based program and operates the SEMAP in accordance with Federal law and regulations.

SECTION 3. The Secretary of the Pico Rivera Housing Assistance Agency shall certify to the adoption of this resolution and hereafter the same shall be in full force and effect.

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RESOLUTION NO. _____

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APPROVED AND ADOPTED this 9TH day of September, 2014.

Pico Rivera Housing Assistance Agency

Brent A. Tercero, Chairperson

ATTEST:

APPROVED AS TO FORM:

Anna M. Jerome, Agency Secretary

Arnold M. Alvarez-Glasman, Agency Counsel

AYES:

NOES:

ABSENT:

ABSTAIN:

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. 9/30/2013)

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)
Pico Rivera Housing Assistance Agency	06/30/2014	08/08/2014

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>896</u>	1-BR FMR <u>1083</u>	2-BR FMR <u>1398</u>	3-BR FMR <u>1890</u>	4-BR FMR <u>2106</u>
PS <u>878</u>	PS <u>1061</u>	PS <u>1328</u>	PS <u>1795</u>	PS <u>2106</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.)

11

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

b. Number of FSS families currently enrolled

18

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)

0.00

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

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) _____

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.