



# Commissioner Roles and Responsibilities

**Cydney Jones-Ratliff**  
Trainer





## Who We Are

Allecca Consulting is a women owned consulting firm that specializes in affordable housing programs.

Compliance and Compassion is our motto! We care about the families you serve and strive to ensure agencies are good stewards of the federal dollars they are entrusted with.

Cydney Jones-Ratliff, CEO, has over 35 years in the affordable housing industry and is a highly regarded trainer, consultant, and expert in the field of HUD programs.

# My Job



Cover all topics on the Agenda



Maintain a safe, professional learning environment



Answer all questions



# Rules of the Road

- Please silence your phone
- Please do not record the session
- Please refrain from taking photos of slides
- Keep questions relevant to the topic at hand





# Introduction

# Learning Objectives

**After completing this session you should be able to:**

- Describe the role and functions of the Board.
- Discuss what Boards should know, including the history of the agency, mission, developments and property, regulations and policies, and more.
- Discuss the basics of public housing and Housing Choice Voucher (HCV) programs.
- Summarize the relationship between commissioners, public housing authority (PHA) staff, U.S. Department of Housing and Urban Development (HUD) and residents.
- Define the regulations for public housing bylaws and conflicts of interest (COIs).
- Understand unethical behavior and how to respond





# Today's Agenda

Commissioner Responsibilities

01

Ethics and Conflict of Interest

02

Financial Stewardship

03

PHA Plan and Strategic Planning

04

Procurement

05



# Today's **Agenda**

ACOP and PHAS

06

Administrative Plan and SEMAP

07

Project Based Vouchers

08



# **Public Housing and Housing Choice Voucher Basics**

# Public Housing Overview

## Authorization:

U.S. Housing Act of 1937 and subsequent acts.

## Purpose:

Provide decent, safe, sanitary rental housing for low - income families.

## Ownership:

Funded by federal government. Established by state law. PHA holds property title with conditions without HUD approval.

## Financing:

By federal subsidy (Operating Fund, Capital Fund, and special purpose grants), rental income from tenants and grants.

## PILOT:

Payment in lieu of taxes to the city instead of local taxes.

## Rent:

Based on 30 percent of a family's monthly adjusted income.

# Housing Choice Voucher, Section 8 Program Basics



## Purpose:

- ▶ Assist very low -income families to afford decent, safe, and sanitary housing in the private market.



## Eligibility:

- ▶ Families at less than 50% of area median income eligible, but most are at 30% of median income or below.



## Rent/Housing Subsidy:

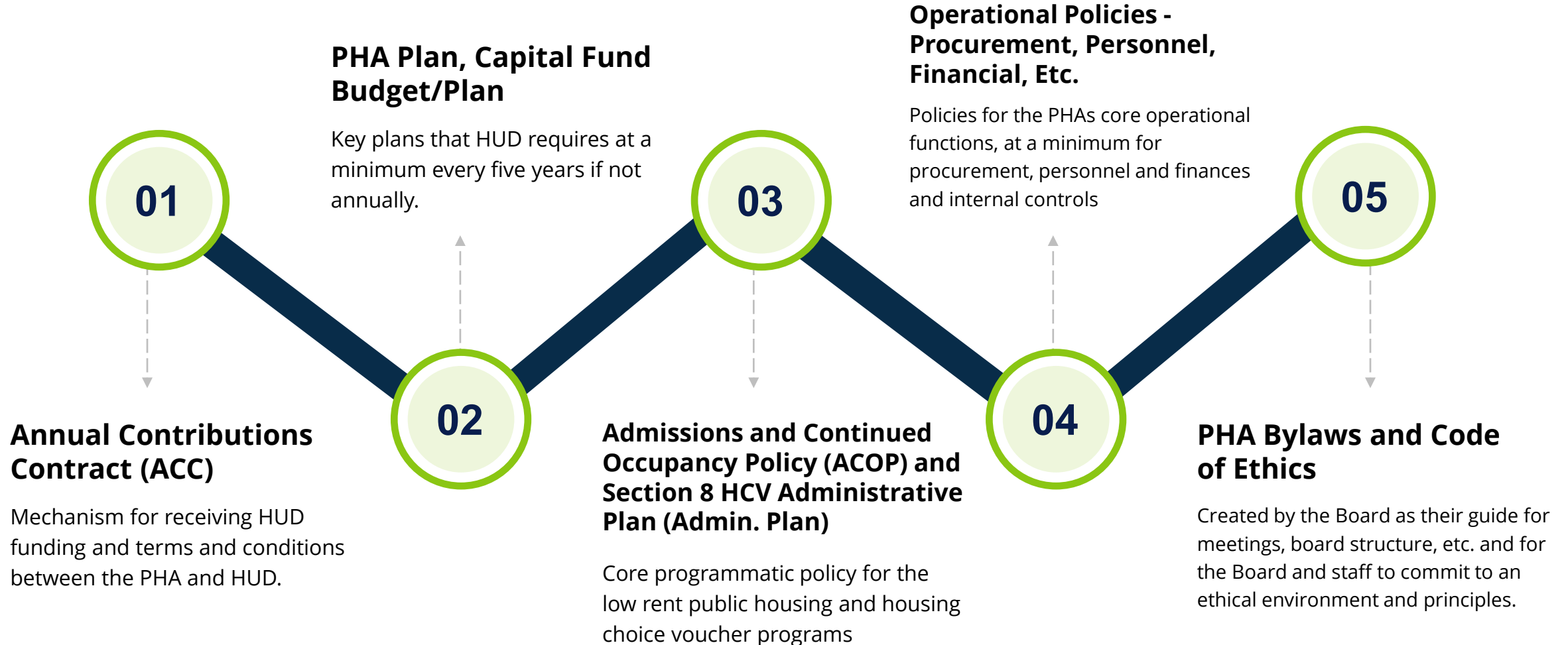
- ▶ Based on PHA determined payment standard. Tenant pays 30% of their adjusted income toward rent and HUD pays remainder as a subsidy to the landlord.



## Voucher Allocation:

- ▶ Varies based on budget authority provided by HUD and the subsidy amount needed per voucher.

# Key Documents





ACC

# Annual Contributions Contract (ACC)

- Mechanism for receiving HUD funding.
- The ACC provides the terms and conditions between the PHA and HUD.
- HUD and the PHA's authorized official enter into a Consolidated ACC.

# PHA's Mission, Goals, and Plan

- Annual Plan and 5 - Year Plan – PHA Plan.
- Documents:
  - Housing needs (waiting lists, including site - based).
  - Various PHA policies.
  - Homeownership programs.
  - Designated housing.
  - Project - based assistance.
  - Conversion of public housing to tenant - based assistance.
  - Capital improvement funding, including demolition and disposition, repositioning, and/or development.
- Must consult with Resident Advisory Board, public, and other stakeholders.
- Obtain Board approval



# What Are Qualified Versus Non-Qualified PHAs

Qualified PHAs	Non-Qualified PHAs
Have 550 or fewer public housing units and Section 8 vouchers.	Any PHA that is not on the “Qualified PHA” list and does not meet the criteria for a Qualified PHA.
Have not been designated as “Troubled” through the Public Housing Assessment System during the prior 12 months.	
Do not have a failing Section Eight Management Assessment Program score within the past 12 months.	

# Annual PHA Plan Submissions for Qualified Versus Non – Qualified PHAs

Qualified PHAs	Non-Qualified PHAs
Exempt from Annual PHA Plan requirements	Must meet all PHA Plan Requirements.
Submit Civil Rights Certification.	Completed Annual PHA Plan Form (HUD - 50075)
Certificate of consistency with the Consolidated Plan.	Certificate of consistency with the Consolidated Plan.
Publicly available	Submit Civil Rights Certification.
Conduct an annual public hearing and RAB consultation.	Conduct an annual public hearing and RAB consultation.
	Make publicly available
	Annual PHA Plan must be submitted 75 days before the end of the fiscal year (FY).
	Requirements located at <a href="https://www.hud.gov/program_offices/public_indian_housing/pha/nonqualified">https://www.hud.gov/program_offices/public_indian_housing/pha/nonqualified</a> .

# Five Year PHA Plan

- **All** PHAs must complete every 5th year
- Mission, goals and objectives
- Progress Against Prior 5 - Year Plan
- Civil Rights Certification
- Violence Against Women Act requirements..
- Consistency with the Consolidated Plan to include, the plan to affirmatively further fair housing
- Public Hearing and consultation with the Resident Advisory Board



# Attachments to the 5-Year Plan

Administrative Plan – HCV

Admissions and Occupancy Policy (ACOP) – PH

Community Service Requirement Plan

Designated Housing Plans

Section 3 Plan

Pet Policy

# Five Year PHA Plan – example

<b>5-Year PHA Plan (for All PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<b>PHA Name:</b> _____ <b>PHA Code:</b> _____
<b>B.</b>	<b>5-Year Plan.</b> Required for all PHAs completing this form.
<b>B.1</b>	<b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.  
<b>B.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.  
<b>B.3</b>	<b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  



# Knowledge Check:

## Question 1

Only Non - Qualified PHAs must submit a 5 - Year Plan.

- A. True.
- B. False.



# Annual Plans

- Most PHAs must supplement the 5-Year Plan with an annual update on current programs, residents served and progress in meeting 5-year goals
- Qualified PHAs are exempt
- Annual Public Hearing is required
  - Annual Plan must be published for 45 days
  - RAB must be consulted
- Civil Rights Certification is required

<b>Annual PHA Plan (Standard PHAs and Troubled PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>
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# Annual PHA Plan

# Nineteen Required Elements of the Annual PHA Plan

- Housing needs.
- Financial resources.
- Eligibility and admissions policies.
- Rent policies.
- Maintenance and management.
- Grievance procedures.
- Capital improvements.
- Demolition and sale of public housing.
- Designation of housing for elderly and disabled residents.
- Conversion of public housing to Section 8 vouchers.
- Homeownership programs.
- Services, jobs, training, and community works requirement.
- Safety and crime prevention.
- Pets.
- Civil Rights Certification.
- Annual audit.
- Asset management.
- Violence Against Women Act requirements.
- Additional information.



# Strategic Planning

# Strategic Planning and the PHA Plan

## A strategic planning tool can:

- Assess the housing needs of the community.
- Identify the financial and other resources available to the PHA.
- Establish goals and strategies for addressing needs.
- Translate strategies into policies and programs.

### Exceptions:

We want to increase housing for the elderly and disabled. Perhaps we will change our waitlist policy to provide a preference for these populations.

### Exceptions:

We want to address our oldest property, which is now obsolete. We will include submission of a Section 18 demolition application in the next year.

# Key Strategic Elements from the PHA Plan

- » Mission.
- » Vision.
- » Housing needs.
- » Financial resources.
- » Goals.
- » Strategies.





# **Roles and Responsibilities**

# Board Appointment

- Individual state laws dictate Board of Commissioners composition and size.
- Most appointed by the local elected official(s).
- Federal law dictates the Board must have at least one resident member\*
  - Individuals who are residents of public housing are appointed to the Board through open elections.
  - Individuals bring unique skills and assets and perspective of living in public housing and the concerns of fellow residents.





Strong Governance



Sound Financial Oversight



Long-Term Sustainable  
Performance



More Families Served -  
Accountable to the Residents

# Governance and Role of the Board

# Board Role Components



## Leadership

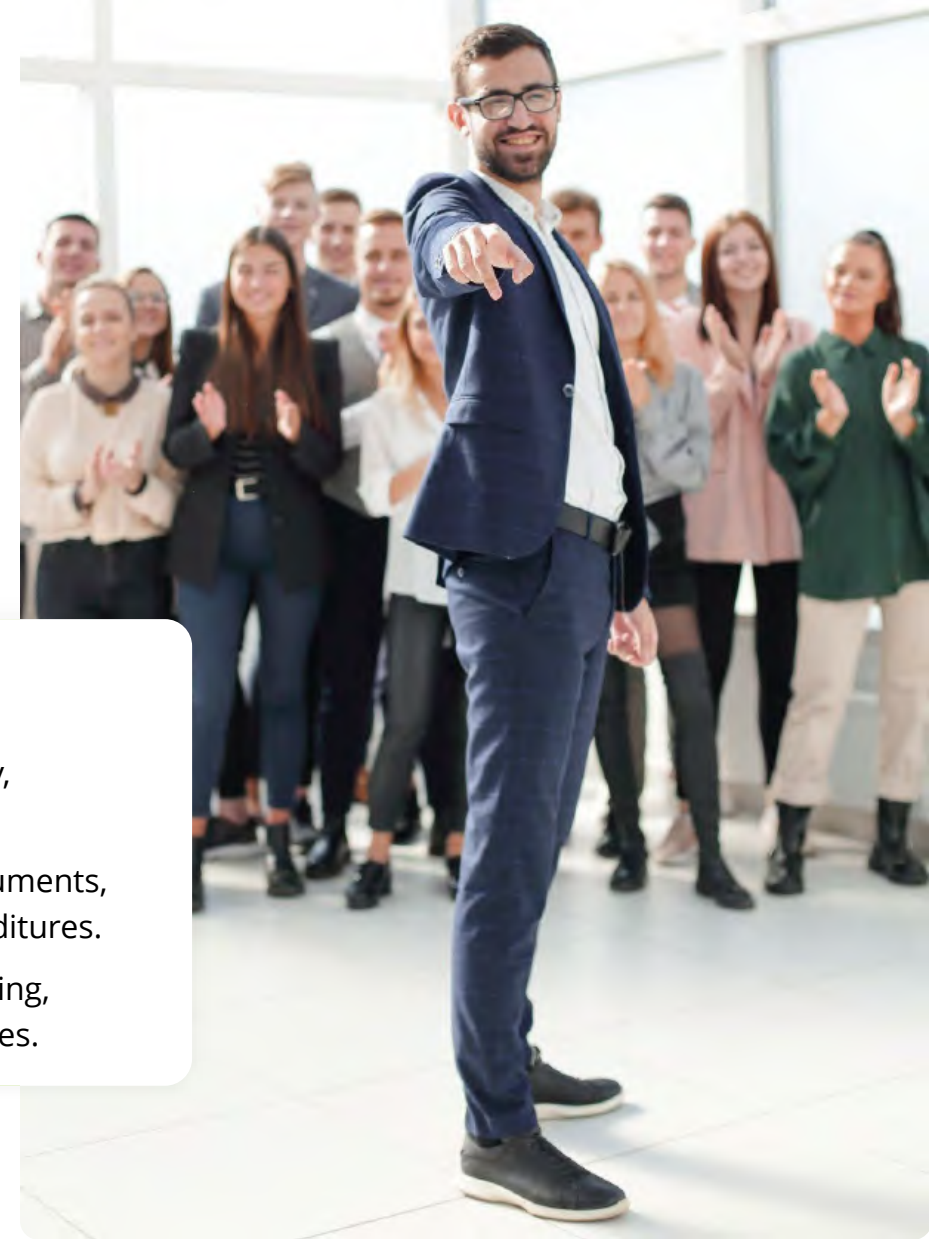
- Set and champion the mission.
- Provide strategic direction.
- Ensure financial solvency.
- Speak up regarding concerns.



## Oversight

- Compliance: Statutory, regulatory, contractual.
- Financial: Budgets, financial documents, corrective actions, audits, expenditures.
- Performance: Quality of the housing, services, and adherence to policies.

Board proceedings/Board conduct/minutes/resolutions



# Commissioner Responsibilities

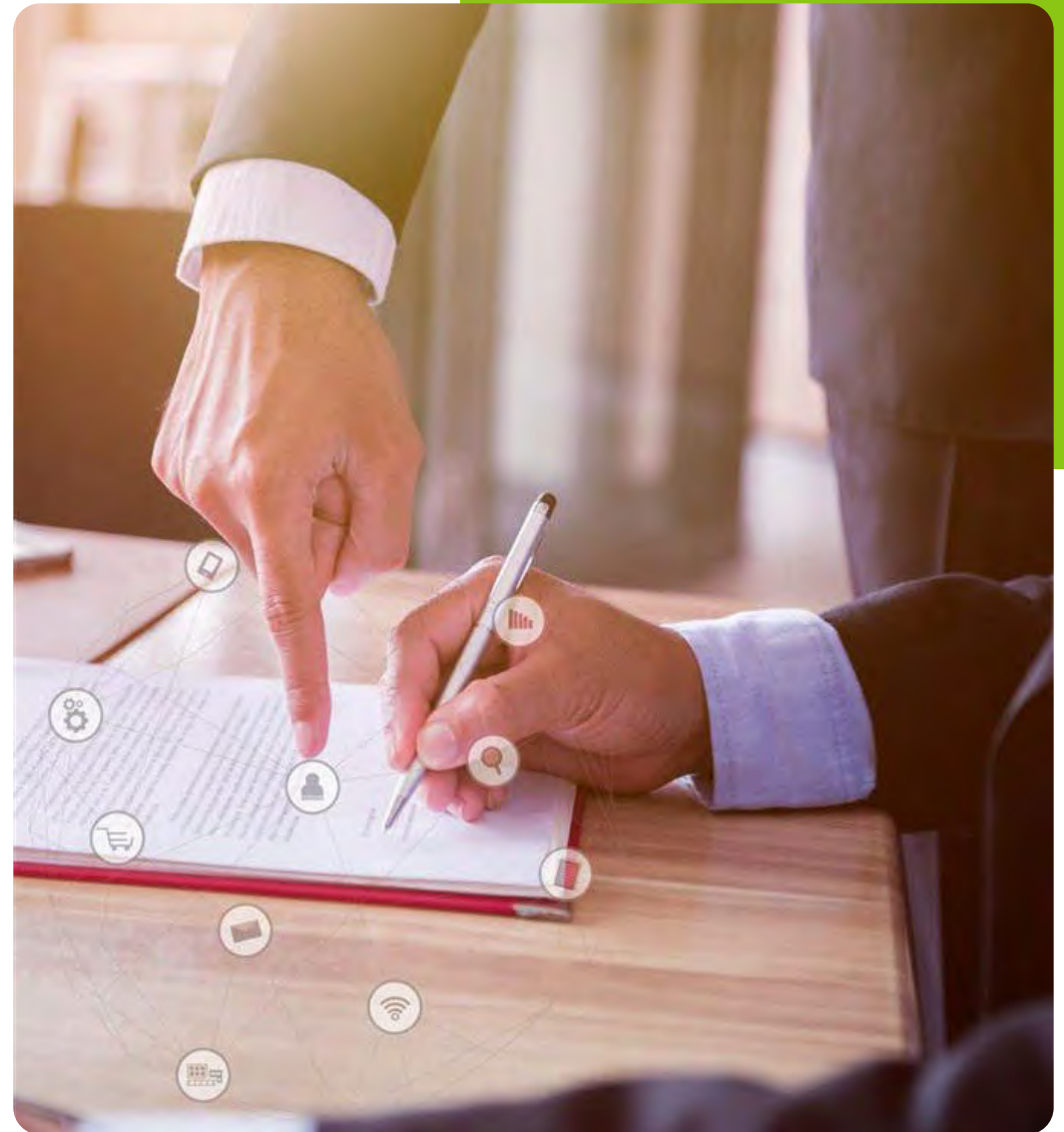
- Stay informed on issues facing the PHA.
- Support, monitor, and evaluate the Executive Director.
- Represent the PHA within the community.
- Dedicate sufficient time to the job; review the materials, get training, and read trade publications.
- Provide fiduciary oversight; keep up to date on the agency financials.
- Ensure that the PHA remains financially viable.
- Evaluate PHA progress and recommend corrective actions when needed.
- Inspect the sites periodically.
- Respect staff, Board, and tenant confidentiality.



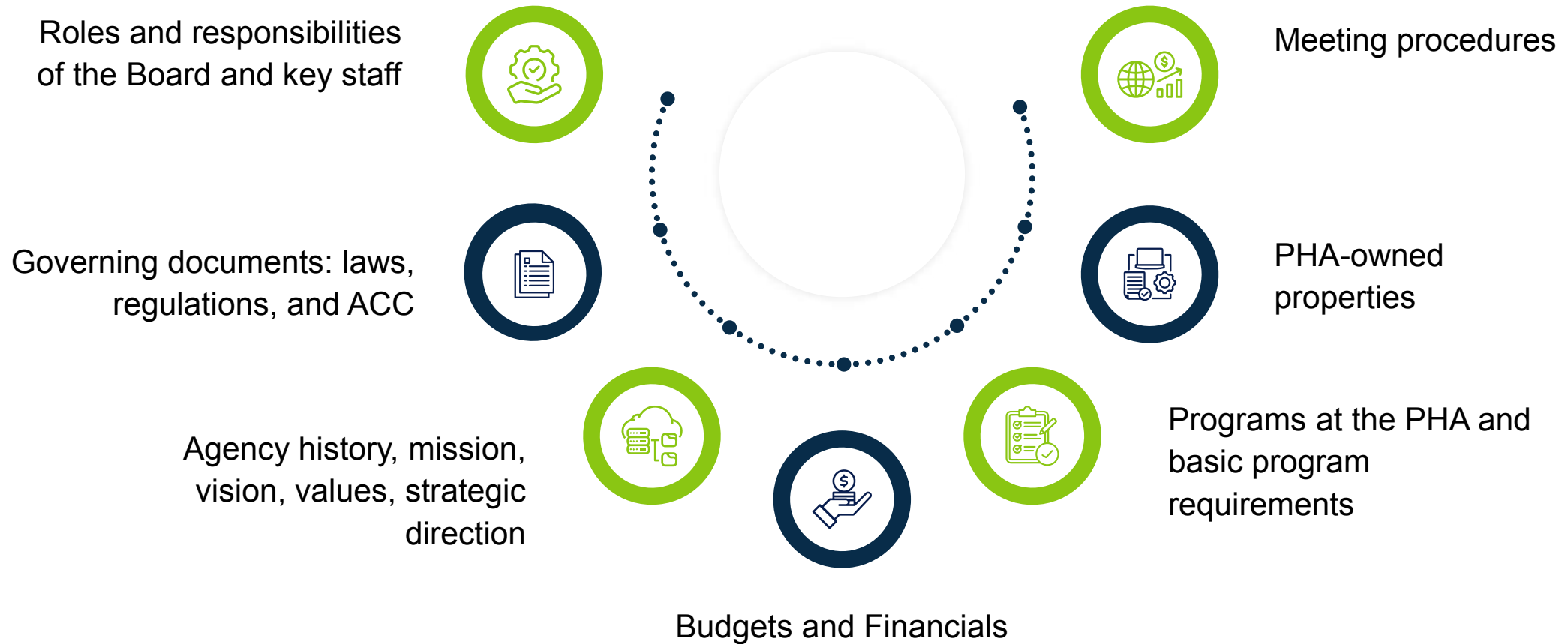
# Contract: Knowledge Check

What is the contract between the PHA and HUD called?

**Annual Contributions Contract (ACC)**



# Things You Should Know

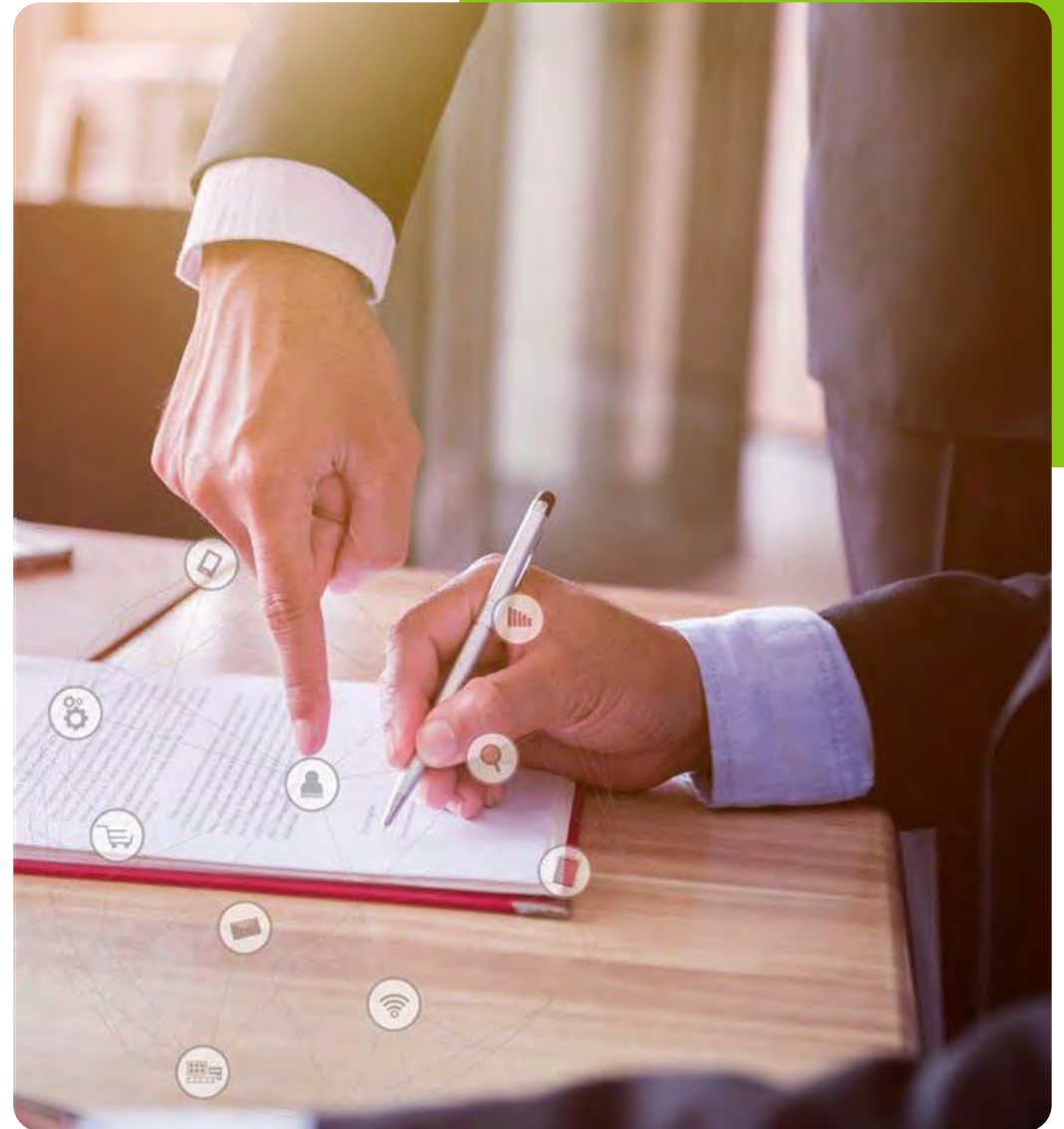


# Responsibilities:

## Knowledge Check

All the following are part of your oversight responsibilities except:

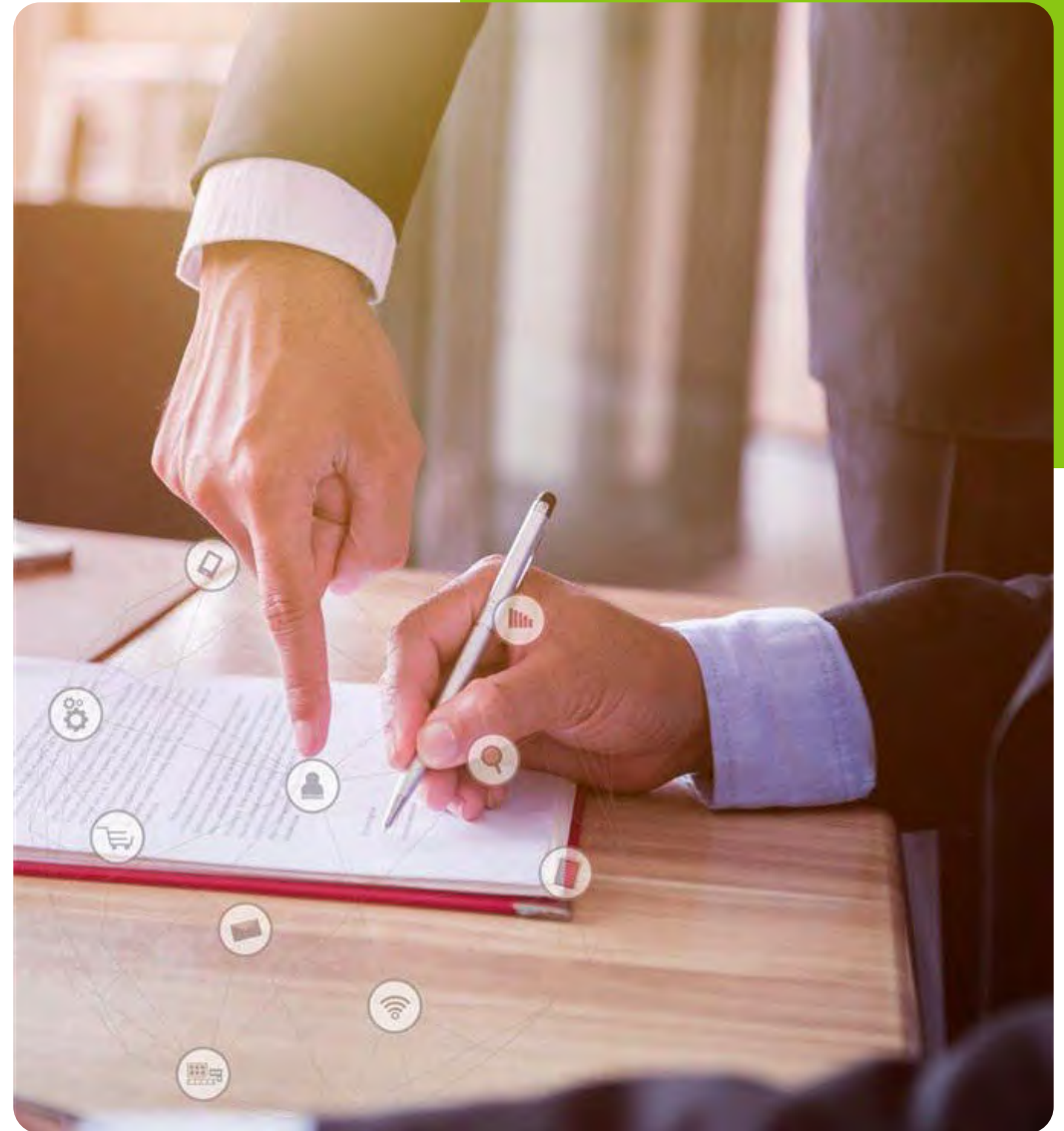
- Knowing the guidelines and policies that guide your PHA.
- Oversight of PHA finances.
- Being aware of the pitfalls that a PHA and its Board can face.
- Managing employees and the day - to - day operations of the PHA.
- Following your ethical and legal responsibilities.



# Responsibilities: Knowledge Check

All the following are part of your oversight responsibilities except:

- Managing employees and the day - to - day operations of the PHA.





# Commissioner Compensation

## Annual Contributions Contract (ACC)

Part A, Section 14 Part (B), states, “No funds of any project may be used to pay any compensation for the services of members of the Board of Commissioners.”



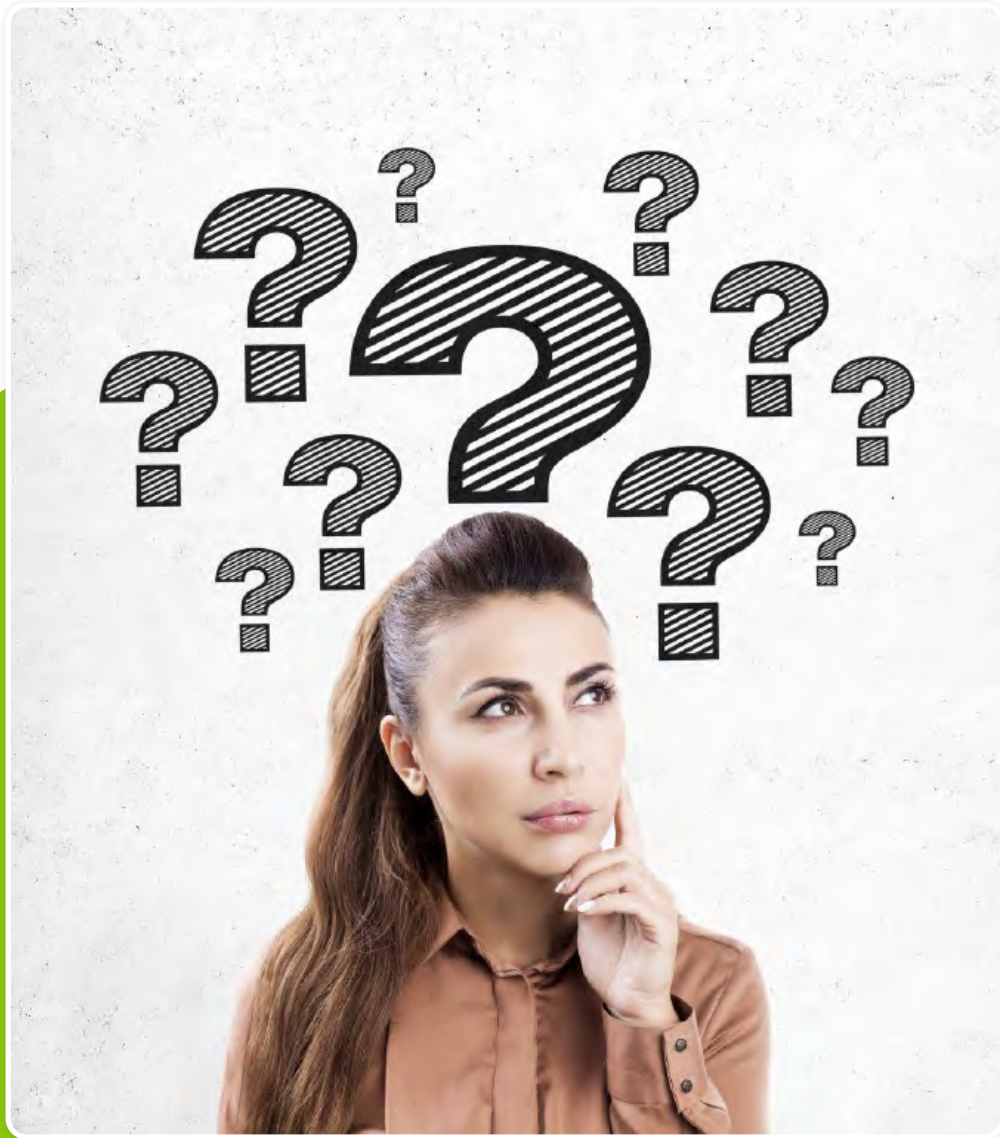
# Know Your PHA

# Key Resources

- Admission & Continued Occupancy Policy (ACOP).
- Section 8 HCV Administrative Plan.
- PHA Plan (Annual and 5 - year).
- Capital Fund Plan (Annual and 5 - year).
- PHA bylaws and code of ethics.
- SEMAP and PHAS scores

## Other policies:

- Maintenance
- Personnel.
- Procurement.
- Travel.
- Vehicle.
- Capitalization.
- Drug - free workplace.
- Financial management and internal controls.
- Investments.
- Nonsmoking housing policy.



## How Do I know?

- List some of the major plans and projects that your PHA is undertaking.
- What are some of the upcoming projects?
- Have they been scheduled?
- Is the proper funding and budgeting in place to support these projects?
- Do you know why you have the designation that you have (“troubled,” “standard,” or “high performer”)?
- Do you know what to look for and how to make it better?

# Board Best Practices

Provide a training and orientation to all new Board members prior to their first meeting.

**Provide each Board member with a notebook, which should include, at a minimum:**

- List and contact information for all Board members and PHA staff.
- Board bylaws.
- PHA ACCs.
- Current PHA operating budget, Financial Data Schedule, and audit report.
- Current PHA Plan and Capital Fund Plan/budget.
- All current PHA policies (i.e., Procurement, Admission and Continued Occupancy Policy (ACOP), Administrative Plan, Personnel, Financial Management).
- PHA lease.
- Latest PHAS, Section 8 Management Assessment Program (SEMAP), and Real Estate Assessment Center (REAC) scores.
- Executive Director position description and performance evaluation form.
- Last several Board packets.

Ethics materials, a HUD acronym list, any management plans, or prior Board training is also helpful.



# Ethics

# Procurement COLs



**PHA Employee or Representative (Board Member) may not participate in contract selection IF:**

- They may be awarded the contract.
- They have financial or other interest in the firm selected for award.
- The firm awarded employs or is about to employ them.

**7460.8 rev. 2 and 2 CFR 200.318(c)**

**PHA may not enter into contract if the following individuals have an interest in the firm during or 1 year after their PHA tenure:**

- They may be awarded the contract.
- They have financial or other interest in the firm selected for award.
- The firm awarded employs or is about to employ them.

**ACC Section 19(A)(D)**

# Lobbying

- No lobbying with PHA funds.
- Payments for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress.
- Must certify that it will not lobby.
- Use Standard Form LLL— Disclosure of Lobbying Activities.



# Public Housing Nepotism

- ACC Section 19(B)
- The PHA may not hire an employee if they are an immediate family member of:
  - A present or former member or officer of the Board.
  - An employee of the PHA who makes policy or
  - A public official who exercises functions or responsibilities with the PHA.



# Public Housing Nepotism (Continued)

- The prohibition applies during and for 1 year after the Board member's term.
- Board members must disclose family ties to the PHA and to HUD





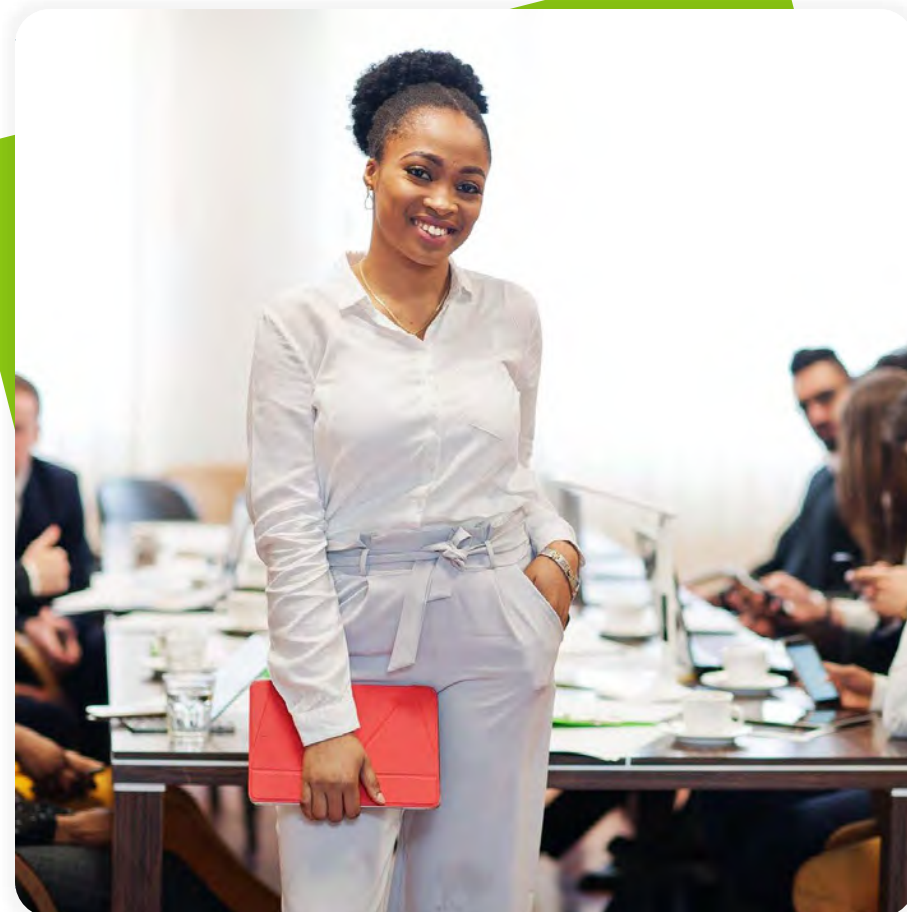
# Litigation Reporting

- » All litigation, such as a settlement with a terminated employee, or suit against a contractor, among others, must be reported to HUD.
- » HUD Regional Counsel must approve any legal action or contract with private legal counsel.



**BOARD COMMISSIONER TRAINING**

# **PHA Budget and Finance**





# The Board and the Budget

**Financial oversight – ensure the agency has financial viability.**

- Monitor agency budgets.
- Review financial obligations – contracts, expenses.
- Ensure the annual audit and other financial reporting is compliant and timely.



# Public Housing and the COCC

# Public Housing Overview



## Authorization:

U.S. Housing Act of 1937 and subsequent acts.



## Purpose:

Provide decent, safe, sanitary rental housing for low-income families.



## Ownership:

Funded by federal government. Established by state law. PHA holds property title with conditions without HUD approval.



## Financing:

By federal subsidy (Operating Fund, Capital Fund, and special purpose grants), rental income from tenants and grants.



## PILOT:

Payment in lieu of taxes to the city instead of local taxes.



## Rent:

Based on 30% of a family's monthly adjusted income.





“

**The PHA shall not incur any operating expenditures except pursuant to an approved operating budget.**

”

## Low Rent Housing Program\_\_\_\_\_

- Operating funds from HUD are provided each year along with dwelling rents that are used to sustain the operating budgets.
- Funds are restricted for the use of the Low Rent Housing Program (aka Public Housing) only.
- Section 11 of the Annual Contribution Contract (ACC) Paragraph (D) states:

# Low Rent Housing Program (Continued)



- » The asset management model requires larger PHAs to account, budget, and manage properties at the project level.
- » Operating budgets shall be developed for each Asset Management Project (AMP).
- » PHAs shall develop and maintain AMP budgets that allow for comparative analysis of budgeted line items to actual revenues and expenses.
- » Individual AMP budgets must be approved by the Board of Commissioners

# Central Office Cost Center

- The Central Office Cost Center (COCC) is a business unit that performs the overall strategic monitoring of projects, programs, and the overall PHA.
- The COCC is funded based on HUD established mgmt. and bookkeeping fees provided by other programs (Low Rent & Housing Choice Voucher).

Sample Housing Authority Central Office Cost Center Budget For the Year Ended September 30, 2017			
Revenue			
Management Fees			
Public Housing	\$	552,127	
Housing Choice Voucher		295,200	
Capital Fund Management Fee		120,000	
Bookkeeping Fees			
Public Housing		70,713	
Housing Choice Voucher		110,700	
Asset Management Fees		-	
Total Operating Revenue		<u>1,148,740</u>	
Expenses			
Administrative Salaries		340,773	
Administrative Benefits		129,494	
Auditing Fees		7,020	
Advertising Expense		7,053	
Office Expense		139,536	
Protective Services		-	
Insurance		<u>65,813</u>	
Total Operating Expenses		<u>775,189</u>	
Other Items			
HUD Repayment Agreements		<u>180,000</u>	
Net Cash Flow (Deficit)	\$		193,551

# Operating Reserve Levels





# HCV Program Budget

# Housing Choice Voucher, Section 8 Program Basics



## **Purpose:**

Assist very low-income families to afford decent, safe, and sanitary housing in the private market.



## **Eligibility:**

Families at less than 50 percent of area median income eligible, but most are at 30 percent of median income or below.



## **Rent/Housing Subsidy:**

Based on PHA determined payment standard. Tenant pays 30 percent of their adjusted income toward rent and HUD pays remainder as a subsidy to the landlord.



## **Voucher Allocation:**

Varies based on budget authority provided by HUD and the subsidy amount needed per voucher.



# Housing Choice **Voucher Funding**



## Administrative Fee Funds:

- Paid based on leased units as of the first of the month reported to HUD in VMS.
- Calculated per leased unit per month (HUD list).
- Eligible HCV administrative expenses.
- Disbursed monthly/reconciled quarterly by HUD based on VMS units.
- Pro-rated based on appropriations.
- Maintained in "admin. Reserve



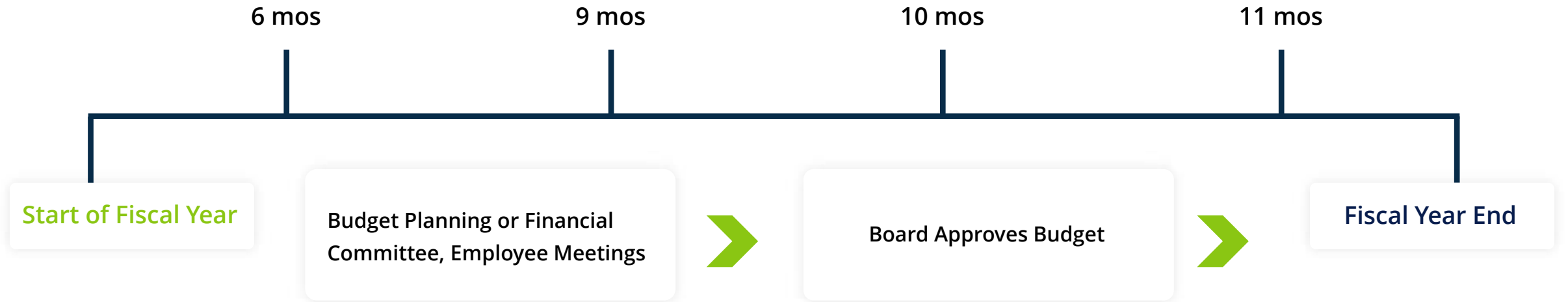
## Housing Assistance Payment (HAP) Funds:

- Rental assistance provided to landlords.
- Utility reimbursements to renters.
- Family Self-Sufficiency (FSS) escrow deposits.
- Higher HAP costs can result



# Operating Budget Process

# Establishment of a Budget Plan



Develop a timeline for establishing budget goals, working with staff, and approving the budgets.



As a best practice, PHAs will develop a budget policy listing due dates and procedures for approval.



# **Financial Reporting**

# Strategies for Improving Financial Performance

Increase Revenue	Decrease Expenses
Evaluate lease enforcement and rent collection policies and implementation.	Energy conservation measures.
Raise minimum rents within HUD guidelines.	Evaluate existing contracts for cost and value.
Consider property repositioning or the sale of non-public housing property.	Evaluate and reprice insurance costs, fleet vehicles, travel, ancillary benefits.
Assess whether portability revenue is fully collected and consider the portability policy.	Contract property management or maintenance to an outside entity or other PHA.
Obtain additional grant or supplemental funding.	Evaluate staffing levels and organizational structure.



# Audits

# FDS Submissions to HUD

## Regulations for Financial Reporting

- Public Housing Assessment System
- Uniform Financial Reporting System



### Unaudited FDS

- Submitted to REAC
- Due 2 months after FY end
- Prepared by Finance/Fee Accountant



### Audited FDS

- Rental assistance provided to landlords.
- Utility reimbursements to renters.
- Family Self-Sufficiency (FSS) escrow deposits.



# Budget **Monitoring**

- Once the budget is approved and finalized, the Executive Director and Board of Commissioners will then need to monitor how the project is performing against the budget.
- This is accomplished by reviewing actual-to-budget reports that are typically provided by the accountant.



# Capital Fund



# Capital Fund Basics

- HUD funding for PHAs is distributed through a formula.
- Capital and management activities include:
  - Development.
  - Financing.
  - Modernization.
  - Management improvements.
  - Safety and security measures.
  - Homeownership activities.
  - Improvement of energy and water - use efficiency.
- No more than 20 percent may be used for operating expenses.
- No more than 10 percent may be used for administration costs.
- Do not exceed 10 percent for management improvements.

# Capital Fund Grant **Planning Process**

Key Components	
Needs Assessment (e.g. PNA or CNA) and Energy Audit	✓
Draft 5-Year Action Plan	✓
45 Day Notice	✓
Public Hearing and RAB Consultation	✓
Board Resolution Approving 5-Year Action Plan	✓
Environmental Review(s) as applicable	✓

# Monitoring CF Performance

## Strategies to monitor compliance and obligation of Capital Program funds:

- Review 5 - Year Plan annually to confirm alignment with PHA goals, allowable program costs, and cost reasonableness.
- Monthly reporting/obligation and active project updates.
- Review and budget for plan modifications throughout the year.
- Evaluate procurement timeliness and effectiveness.
- Confirm contract oversight and management.





# Procurement Overview



# Administrative Requirements

- Promote full and open competition.
- Award to “responsible contractors.”
- Perform an independent cost estimate (ICE) for all procurements above micro - purchase.
- Determine price reasonableness by using a price analysis or cost analysis.
- Maintain detailed procurement records.
- Have protest procedures to handle and resolve disputes.

# Procurement Regulations and Guidance

- 2 Code of Federal Regulations (CFR) Part 200.
- PHA's Procurement Policy & Procedures.
- Procurement Handbook for PHAs 7460.8 REV 2, dated March 2007.
- Federal contract provisions (2 CFR § 200.326).



## Additional related requirements:

- Contracting with small minority firms, women's business enterprises, and labor surplus areas.
- Section 3 (24 CFR § 135), Mixed Finance (24 CFR § 941(F)), Consortia and Joint Ventures (24 CFR § 943); Contracting with Resident Owned Businesses (24 CFR § 963); Tenant Participation (24 CFR § 964); PHA - owned or leased projects (24 CFR § 965) Development and Modernization requirements (24 CFR § 905) and Public Housing Operating Fund (24 CFR § 990).
- PIH Notices and other guidance.
- State and local laws.

# Procurement Roles and Responsibilities



## Board of Commissioners

- Provides general oversight of procurement activities.
- Not directly involved in vendor/contractor selection.
- May approve contracts/agreements that exceed a threshold or address a condition specifically outlined under the PHA's procurement procedures.



## Executive Director

- Has full authority to procure and execute contracts on behalf of the PHA.
- May delegate authority to staff if approved by the board per official resolution.
- Delegations must specify monetary limits and types of actions allowed.

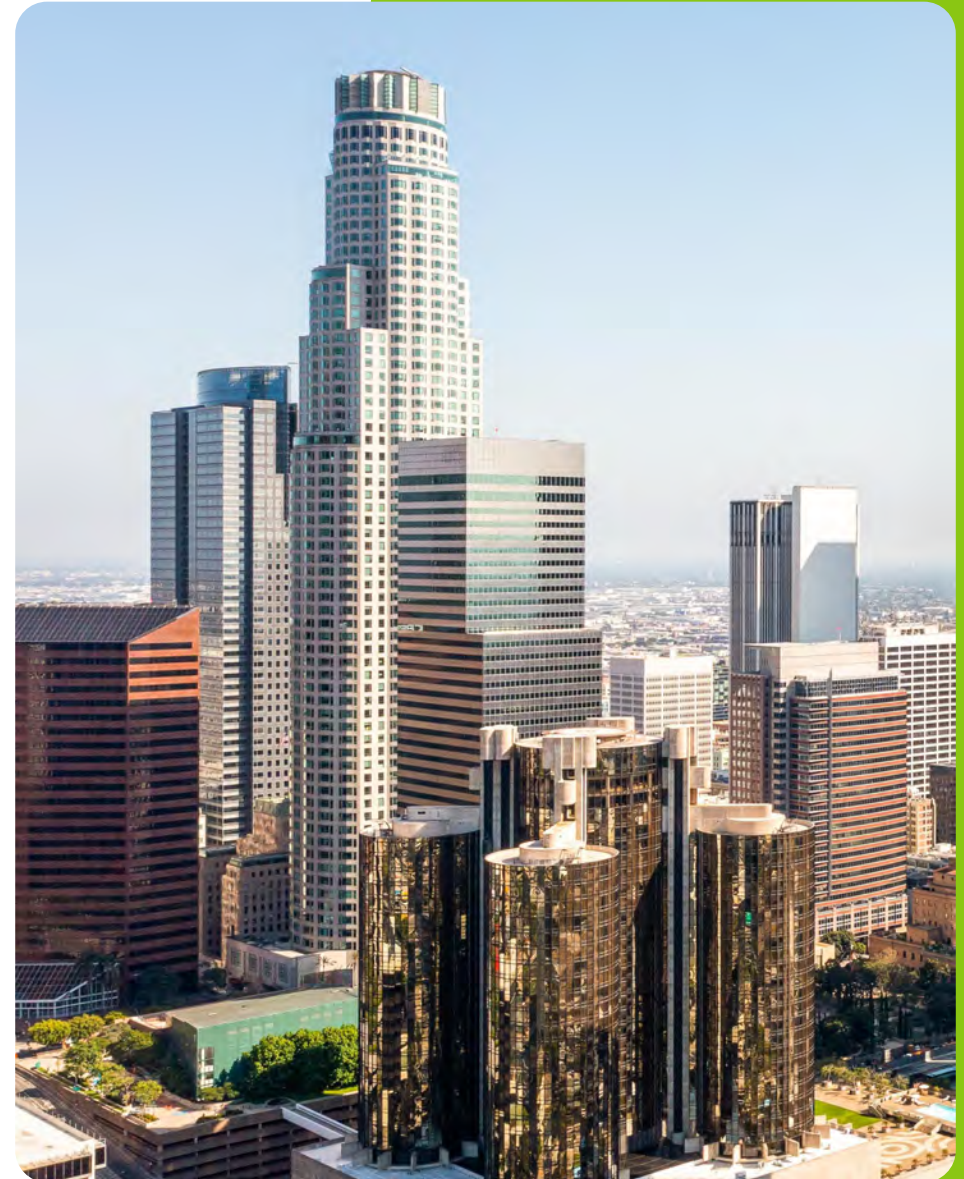


## Contract Administration System

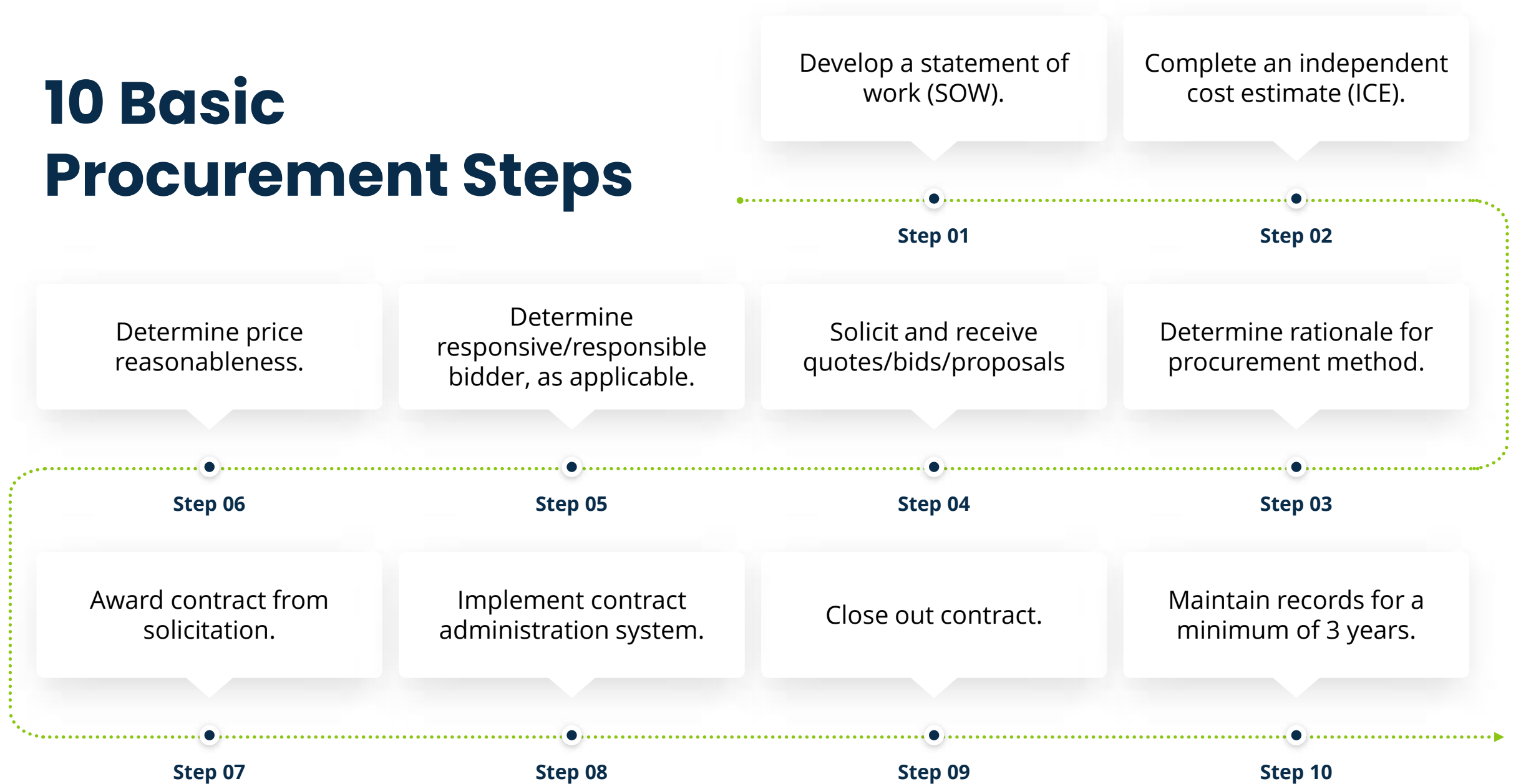
- Provides internal coordination, including of staff, to administer procurement activities.
- Ensures contractor compliance.

# Documentation

- Each significant action.
- Per 2 CFR § 200.333, the records must detail the history of a procurement:
  - Rationale for the method of procurement used.
  - Selection of contract type.
  - Selection/rejection of contractor.
  - Basis for contract price.
- Per 2 CFR § 200.333, PHAs must keep records for a minimum of **3 years** from the date of submission of the final expenditure report.
  - Contractors are also required to maintain records 3 years after final payment.



# 10 Basic Procurement Steps





# **Monitoring Your PHA**

# Importance of Monitoring / Assessment / Evaluation

## Know Your PHA



### **Agency mission and plans**

annual, 5-year, and capital.



### **Monthly reports**

financial and performance Audits.



### **HUD performance indicators**

PHAS and SEMAP.



### **Residents and landlords**

community and landlord/resident surveys.

Your own experience—educate yourself and be involved! You are the PHA's ambassador in the community you serve.

# What Should the Board Review Monthly?

The Board should review the following reports at every meeting (monthly)



- Financial Reports
- Asset Management Reports.
  - Occupancy.
  - Tenant Account Receivables.
- HCV Report.
  - Voucher utilization rate.
  - Percent late biennial Housing Quality Standards (HQS) inspections and pass/fail rate.
  - Percent late annual recertification of income.
  - Housing Assistance Payments (HAP) utilization.
- Capital Fund Report.
- Contracting and Procurement Reports.
- Human Resources Updates.
- Compliance Reports.
- Executive Director Dashboard.

# Knowledge Check:

## Question 1

Which of these are reasons to review data driven management reports monthly? Choose all that apply.

- a. Identify how the actual PHA expenses and income compare to the budget.
- b. Through occupancy and rent receivables determine whether a property is performing as it should be.
- c. Find out what the auditor thought of your annual FDS submission.
- d. Verify whether you are utilizing all of your HCV vouchers.



# Knowledge Check:

## Question 1

Which of these are reasons to review data driven management reports monthly? Choose all that apply.

**ALL ANSWERS ARE CORRECT!**





# **Admissions and Continuous Occupancy Policy (ACOP)**



# ACOP Overview

- PHA's written policies and procedures to operate their public housing program within federal law and regulations.
- Required by HUD.
- Every public housing authority (PHA) must have one and keep it current.
- Either provided or at least certified to in Annual PHA Plan.
- Must be made available to the public for review at any time and open for public comment when changed.
- Adopted by Board and used to guide the operations of the public housing and related programs.



# ACOP Overview (Cont.)

- Must be in accordance with HUD regulations and requirements.
- Available for public review and adopted by Board.
- Includes PHA policies pertaining to:
  - Selection and admission of applicants from PHA waiting list.
  - Screening of applicants for tenancy.
  - Occupancy standards and policies.
  - Assisting families claiming illegal discrimination.
  - Informal review/grievance hearing procedures.
  - Rent determinations.
  - Procedural guidelines.
  - Violence Against Women Act (VAWA).





# Public Housing

## Performance Assessment

# Public Housing Performance Assessment

- Uses the Public Housing Assessment System (PHAS) indicators for each AMP.
- Public Housing Assessment System (PHAS) – 100 points
  - PASS – Physical Assessment Subsystem – 40 points
  - FASS – Financial Assessment Subsystem – 25 points
  - MASS – Management Assessment Subsystem – 25 points
  - CFP – Capital Fund Program – 10 points
- Scores are by AMP and by PHA in total
- Below 60 = “troubled”
- Above 90 = “high performer”





# **Administrative Plan**

# Administrative Plan Overview

- 24 CFR 982.54 requires PHAs to adopt a written Administrative Plan for the HCV program.
- A PHA's written policies are where there is discretion in the regulations to operate their HCV program.
- Every PHA that administers an HCV program must have an Administrative Plan and keep it current.
- The plan must be made available to the public for review at any time and made open for public comment when changed.
- The plan must be approved and adopted by the Board and used to guide the operations of the HCV program.





# Administrative Plan

## Contents

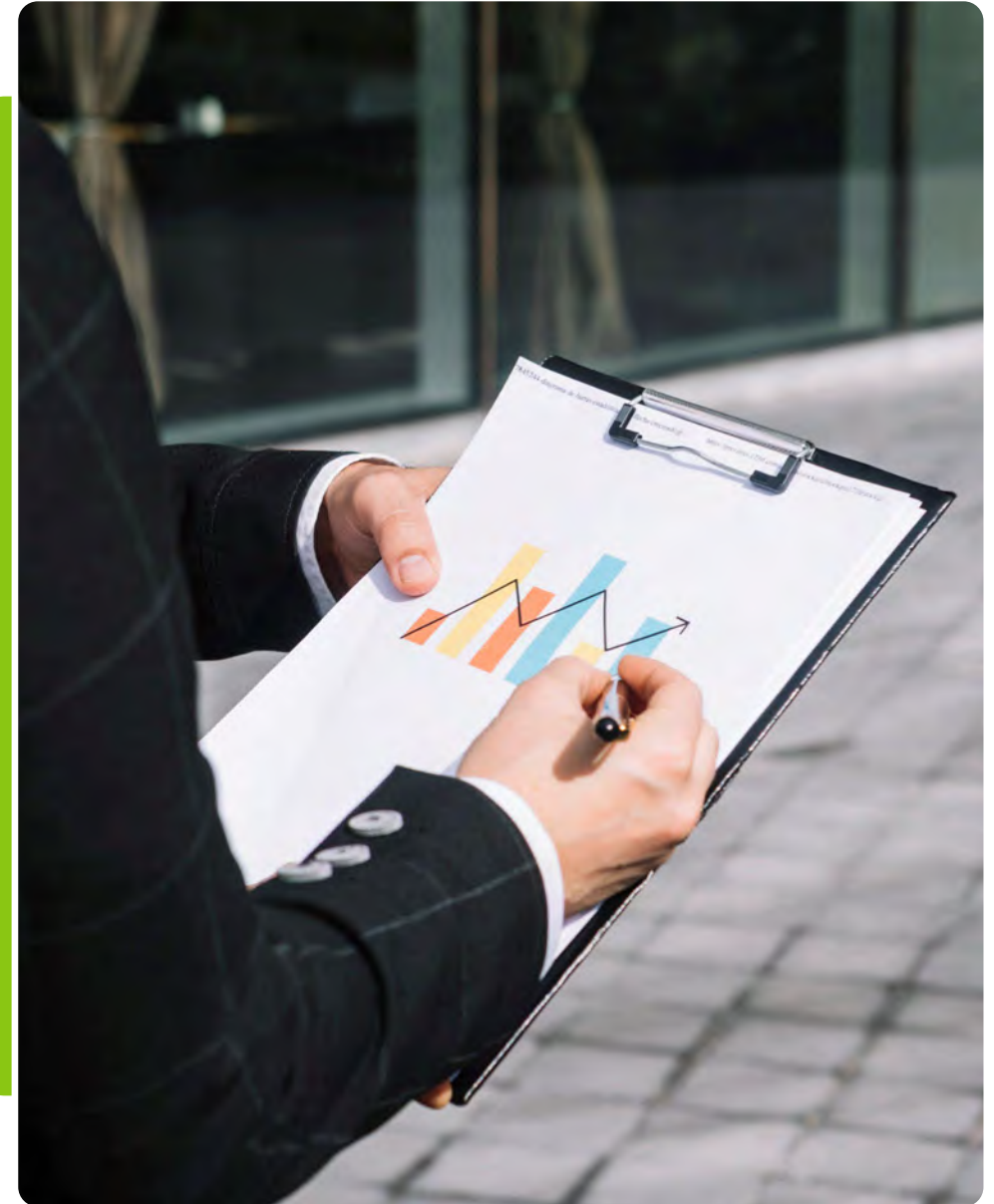
- Selection and admission of applicants from the wait list.
- Issuance and denial of vouchers.
- Any special purpose vouchers.
- Occupancy policies.
- Landlord recruitment, disapproval, information sharing, and related policies.
- Subsidy/payment standards and rent reasonableness.
- Grievance and hearing processes.
- Recertifications.
- Administrative fee setting.
- HQS.
- FMRs.



## **Section 8 Management Assessment **Program** (**SEMAP**)**

# HCV Performance Assessment

- Section 8 Management Assessment Program (SEMAP).
- PHA self-certification takes place within 60 days of fiscal year end.
  - Agency submits self-certification and attests to its validity.
- HUD Field Office issues a score within 120 days of fiscal year end.
  - Includes analyzing PHA certification and possible onsite testing.
- Scores below 60 are designated as “Troubled.”
- Scores above 90 are designated as “High Performer.”
  - 14 indicators total.



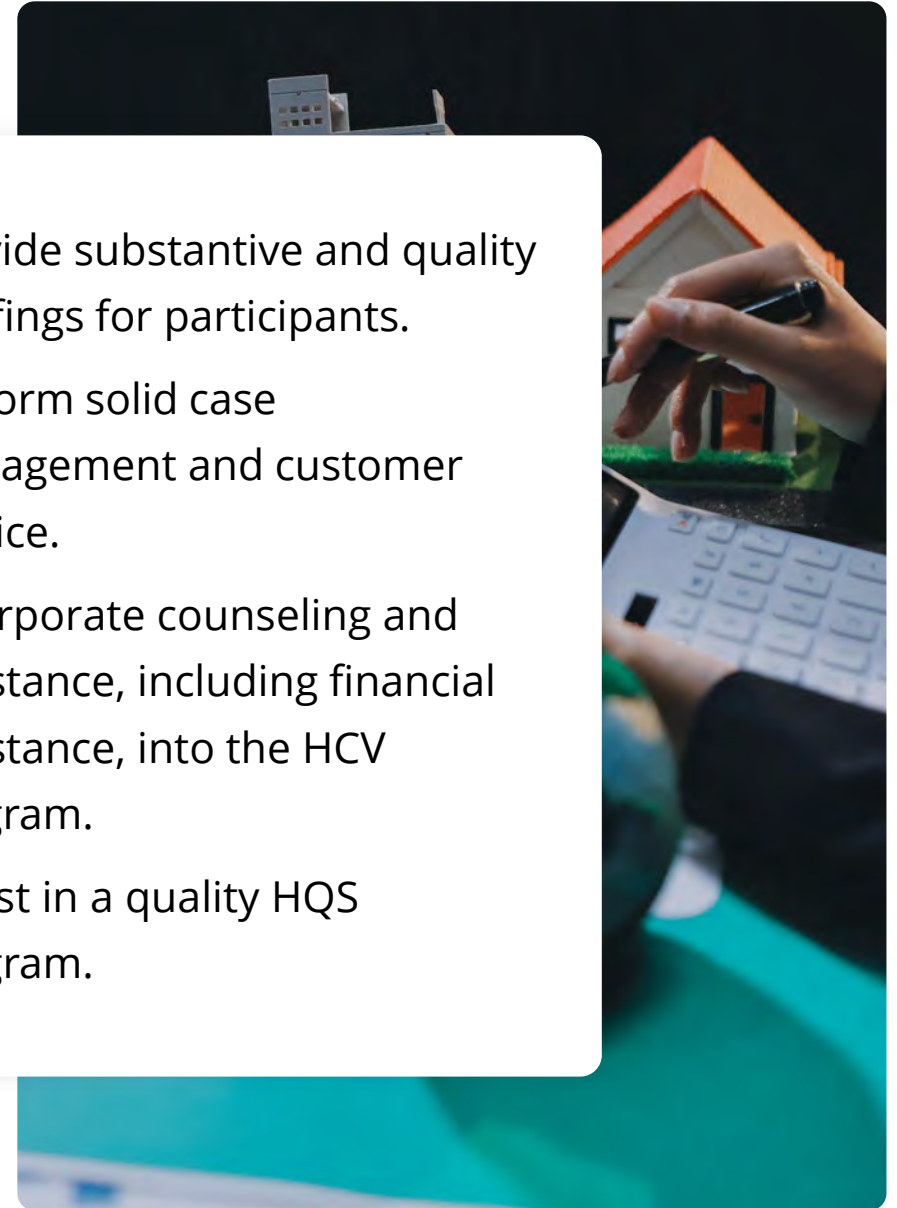
# Ensuring High-Quality Public Housing-SEMAP

Number	SEMAP Indicator	Maximum Points	Scoring
1	Selection from the Section 8 Waiting List	15	PHA
2	Reasonable Rent	20	PHA
3	Determination of Adjusted Income	20	PHA
4	Utility Allowance Schedule	5	PHA
5	HQS Quality Control Inspections	5	PHA
6	HQS Enforcement	10	PHA
7	Expanding Housing Opportunities	5	PHA
8	Payment Standards	5	PHA
9	Annual Re-examinations	10	Multifamily Tenant Characteristics System (MTCS)-HUD
10	Correct Tenant Rent Calculations	5	
11	Pre-contract HQS Inspections	5	
12	Annual HQS Inspections	5	MTCS-HUD
13	Lease-up	15	VMS/HUD Central Accounting Program System
14	Family Self-Sufficiency	10	MTCS-HUD
	Deconcentration Bonus	5	

# Strategies for Improving HCV Performance

- Landlord outreach/education.
- Establish payment standard in alignment with the local rental market.
- Maximize use of tax credit properties.
- Provide quality professional service to landlords.
- Establish an HCV landlord group.
- Conduct more or higher-quality participant screening.
- Quality participant outreach and wait list management/maintenance.

- Provide substantive and quality briefings for participants.
- Perform solid case management and customer service.
- Incorporate counseling and assistance, including financial assistance, into the HCV program.
- Invest in a quality HQS program.





# Project-Based Voucher Program

# What is PBV?

- PBV is a component of the HCV Program
- Assistance is tied to the unit not the tenant
- Owners apply for PBV
  - Competitive
  - Non-competitive
- PHA-Owned units can attach PBV non-competitively



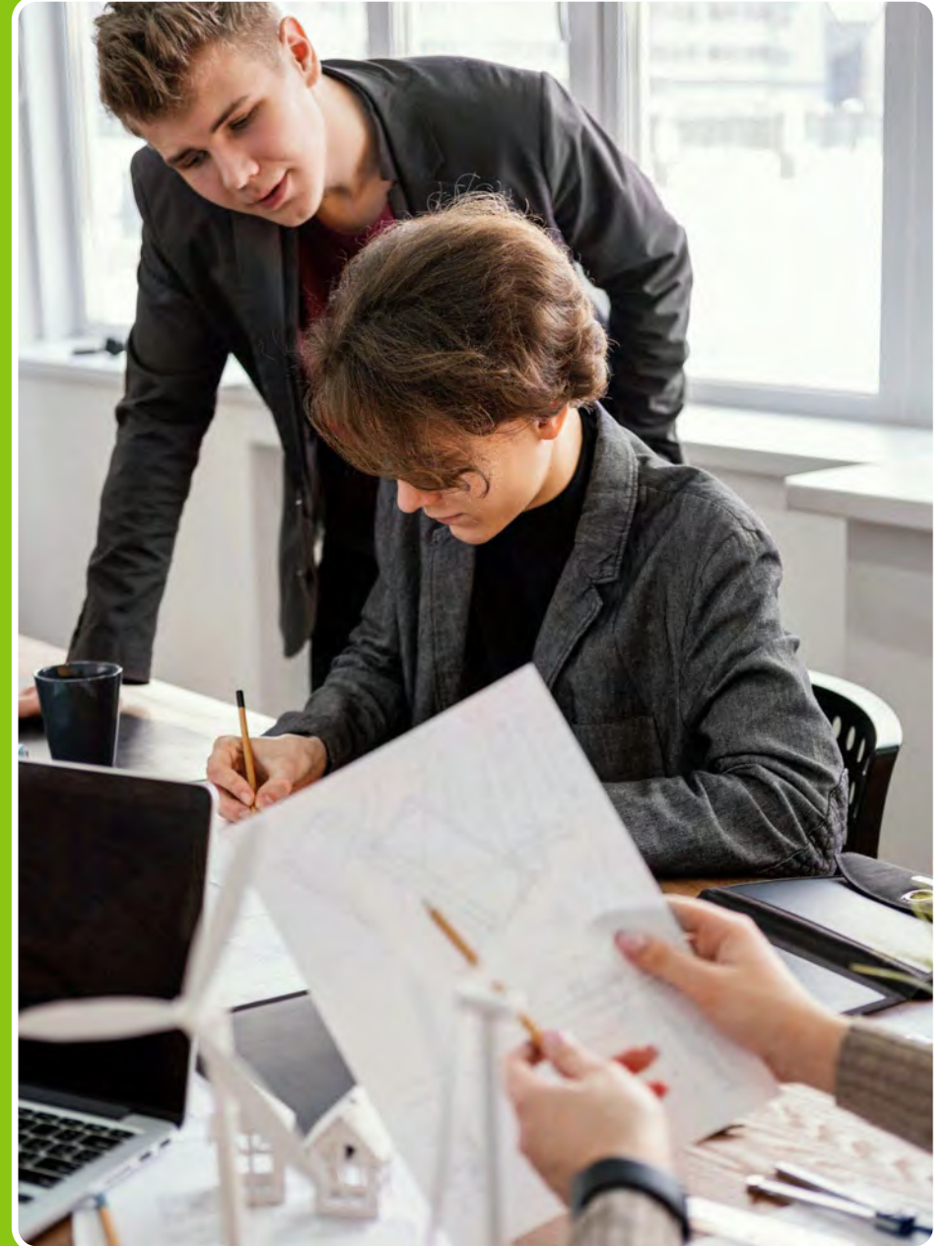
# Why Do PHAs Use the PBV Program?

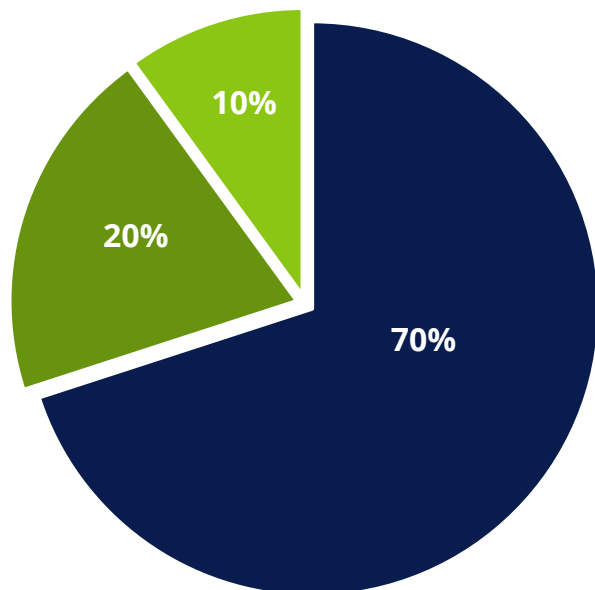
- » To preserve and/or increase the supply of affordable housing within the community.
- » To deconcentrate areas of high poverty and minority concentration, and to encourage mixed income. developments in opportunity areas.
- » To increase voucher utilization.
- » To address specific community housing needs.
- » To improve HCV program utilization.



# What Are Project-Based Vouchers (PBVs)?

- » The PBV program is a part of a PHA's HCV program.
- » It is not funded separately.
- » Allows a PHA to attach HCV funding to specific units, rather than a unit in the private market.
- » The PHA may project-base up to 20 percent of its ACC units.
- » The PHA can add an additional 10 percent (30 percent of ACC units in total) for specific circumstances.
- » Some PBV requirements are different when part of the Rental Assistance Demonstration (RAD) program, and the program's limitations do not apply to RAD PBV units.





■ HCV Program ■ Exceptions ■ PBV Program

**\*RAD PBV units do not count toward 20% limit**

## Program Cap

PHA may project-base up to 20% of its **authorized units** plus an additional 10% for certain units.\*

# PBV vs. HCV

## HCV

Enables families to access available housing anywhere in the community. The subsidy is tied to the family, so assistance is portable.

## PBV

The voucher subsidy is tied to a specific unit, not the family. The unit is owned by either the PHA or another entity.

**“With great power comes great responsibility.”**





# Thank You

**for your commitment and service  
to your PHA and its residents!**

