



Regional Housing Authority of Sutter and Nevada Counties

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May 11, 2016

TO: Chairperson Martha Griese
Commissioner Diane Hodges
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Ron Sullenger
Commissioner Luis Uribe

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada
Kara Gash, Sutter County Health Division

**NOTICE OF REGULAR MEETING
May 18, 2016**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, May 18, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Interim Executive Director

s: No05182016



The Housing Authority is an equal opportunity employer and housing provider.



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
May 18, 2016, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- D. AWARDS AND PRESENTATIONS:
 - 1. MEET THE STAFF:
 - A. Martin Andrade, Maintenance Department
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 2. Approval of Minutes – May 4, 2016 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action:
 - 3. Update on Approval of Amendment to Add Yuba County
- G. NEW BUSINESS: Discussion/Possible Action:
 - 4. Resolution 16-1448, Approval of SEMAP pg. 5
 - 5. Advise on Vote for Continuance of Live Oak Cemetery Assessment District pg. 22
 - 6. Approval of Memorandum of Understanding with the North Central Counties Consortium pg. 24

H. ADMINISTRATIVE REPORT:

7. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

- J. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

8. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case

9. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director

K. NEXT MEETING:

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

May 4, 2016

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Ron Sullenger Charles Epp, Brian Foss, Dan Miller, Suzanne Gallaty and Luis Uribe and were present. Commissioner Preet Didbal arrived later in the meeting. Legal Counsel Duane Oliveira was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Dan Miller led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1.A. - MEET THE STAFF, A. GLENN EASTON:

Operations Manager Tom Goodwin introduced Glenn Easton. Mr. Goodwin stated Mr. Easton started working for the Housing Authority through a temporary agency and has been a full-time Housing Authority employee for two years. Mr. Easton primarily works in the Live Oak area. He is a great asset to the agency.

ITEM NO. D.1.B. - MEET THE STAFF, B. KEVIN MCVEIGH:

Operations Manager Tom Goodwin introduced Kevin McVeigh. Mr. McVeigh also started out with the Housing Authority through a temporary agency and has also been a full-time Housing Authority employee for two years. Mr. McVeigh is a strong asset with lots of knowledge and a willingness to learn.

ITEM NO. E. - CONSENT CALENDAR:

Commissioner Didbal made a motion to approve the Consent Calendar as submitted. Commissioner Epp made the second. All were in favor by voice vote. Commissioner Miller abstained.

ITEM NO. F.3. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Counsel Duane Oliveira reported he spoke with the County Counsel for Colusa County about them becoming a member of the JPA and gave him the background regarding the Housing Authority. He mentioned County Counsel was going to reach out to the County Administrative Officer and Mr. Oliveira offered to meet or even make a presentation to the Board of Supervisors with Interim Executive Director Gustavo Becerra if necessary.

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Chairperson Hodges stated this items has been on the agenda for over a year and it needs to get completed as soon as possible.

ITEM NO. G.4 – RESOLUTION 16-1446, APPROVAL OF AGENCY’S PUBLICLY AVAILABLE PAY SCHEDULE FOR CALPERS:

Mr. Becerra explained Cal PERS made a review of the current pay schedule and made a few recommendations, those recommendations are reflected in red. Mr. Becerra explained the meaning of Y-Rate. He mentioned once the pay schedule is adopted it will be posted on the agency’s website for the public to view and will eliminate any question of availability.

Commissioner Miller made a motion to approve Resolution 16-1444, Approval of Agency’s Publicly Available Pay Schedule. Commissioner Foss made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Luis Uribe, Preet Didbal, Susanne Gallaty, Ron Sullenger, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: None

ITEM NO. G. 5– RESOLUTION 16-1447, ADOPTION OF OMS CONTRACT 15-OMS-10674:

Chief Financial Officer Gail Allen stated the contract for rehabilitation at the Officer of Migrant Services was originally for \$233,913.00. She mentioned \$11,000.00 was to come out of the reserve account. Ms. Allen said there were change orders to the contract so the new amount of the contract is \$251,723.00.

Commissioner Epp made a motion to approve Resolution 16-1447, Adoption of OMS Contract 15-OMS-10674. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Luis Uribe, Preet Didbal, Susanne Gallaty, Ron Sullenger, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: None

ITEM NO. G. 6– APPROVAL OF LEASE AGREEMENT FOR MILES MARKET:

Mr. Becerra mentioned the lease with Miles Market is coming up for renewal. He shared him and Mr. Goodwin have been in contact with the current tenant regarding the renewal and some tenant improvements he would like to make such as coffee service, a soda fountain, more refrigeration and check cashing capabilities. Mr. Becerra stated there are a few changes in the new lease which include the new term and some wording in the alterations section. He expressed both staff and the tenant would like to renew for five years with a possible five year extension.

Commissioner Uribe made a motion to approve the Lease Agreement for Miles Market. Commissioner Gallaty

made the second. All were in favor by voice vote.

ITEM NO. G. 7– ELECTION OF OFFICERS, CHAIRPERSON AND VICE-CHAIRPERSON:

Commissioner Hodges made a motion to elect Martha Griese as Chairperson. Commissioner Miller made the second. All were in favor by voice vote.

Commissioner Uribe made a motion to elect Dan Miller as Vice-Chairperson. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. H.8. – MAINTENANCE UPDATE:

Mr. Goodwin stated the first report is for September, October, and November 2015. The work orders were up slightly for this quarter. The second report is for December 2015, January and February 2016. He stated the work orders are normal for this quarter.

ITEM NO. H.9. – ADMINISTRATIVE UPDATE:

Mr. Becerra said staff installed some nice landscaping making for a focal point entering Richland Housing Center around the fire directory sign. He also mentioned staff is working on getting access to have teleconference capabilities for meetings.

Mr. Becerra shared the Yuba City Police Department will be providing Active Shooter training for staff on May 25th and May 26th. He said HUD puts out a NOFA each year for security purposes and staff will apply next year when it is available.

Mr. Becerra said he received a letter from HUD asking if the Housing Authority would be interested in 14 VASH vouchers for the City of Yuba City. Staff filled out the appropriate paperwork and is waiting to hear back from HUD. He stated the housing for migrant farm workers opened on Monday, May 2nd and there are currently 53 families housed.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Griese mentioned there was a meeting today at 4:00 PM at the Veteran's Hall regarding homelessness.

Commissioner Foss thanked Chairperson Hodges for being the chair for the last few years.

Commissioner Preet stated the Summer at City Hall program for sophomores and juniors is now open for applications.

Chairperson Hodges said PG&E is done with construction on Larkin Road in Live Oak. She mentioned construction will begin on Pennington Road along with work on the skate park to begin in the summer. She also shared the grand opening for the new soccer park took place on Saturday.

ITEM NO. J.10. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. J.11. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

Chairperson Hodges reported there was no reportable action.

ITEM NO. K – NEXT MEETING: May 18, 2016

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 2:12 P.M.



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RESOLUTION NO. 16-1448

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY
OF SUTTER AND NEVADA COUNTIES APPROVING THE SUBMISSION OF THE SECTION 8
MANAGEMENT ASSESSMENT CERTIFICATION**

WHEREAS, the United States Department of Housing and Urban Development (HUD) uses the Section 8 Management Assessment Program (SEMAP) scores to annually evaluate the quality and efficiency of the operation of the Section 8 Housing Choice Voucher program;

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires that Housing Authorities self-evaluate and to annually report to HUD on the quality and efficiency of the operation of their Section 8 Housing Choice Voucher program, using HUD Form 52648;

WHEREAS, HUD also requires that the Regional Housing Authority of Sutter and Nevada Counties (RHASNC) submit a Board Resolution approving the annual submission of the Section 8 Management Assessment Program (SEMAP) scores to HUD, as reflected on HUD Form 52648;

NOW THEREFORE, BE IT RESOLVED that the RHASNC Board of Commissioners authorizes and approves the submission of the Certification for the Section 8 Management Assessment Program (SEMAP) using HUD Form 52648. The Interim Executive Director is hereby authorized to submit to HUD the HUD Form 52648 by its due date of May 31, 2016.

PASSED AND ADOPTED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties, this 18th day of May, 2016 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: _____
Martha Griese, Chairperson



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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. 11/30/2016)

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)
Regional Housing Authority	03/31/2016	05/11/2016

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>628</u>	1-BR FMR <u>661</u>	2-BR FMR <u>861</u>	3-BR FMR <u>1255</u>	4-BR FMR <u>1503</u>
PS <u>597</u>	PS <u>628</u>	PS <u>818</u>	PS <u>1193</u>	PS <u>1428</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.)

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

b. Number of FSS families currently enrolled

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

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

 %

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) 05/11/2016

Date (mm/dd/yyyy) 05/11/2016

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.

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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.

Yuba County

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. 11/30/2016)

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 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.

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

Table with 3 columns: PHA Name (Regional Housing Authority), For PHA FY Ending (mm/dd/yyyy) (03/31/2016), Submission Date (mm/dd/yyyy) (05/11/2016)

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.

Performance Indicators

1. 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 [X] 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 [X] No []

2. 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 [X] 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 [X] At least 98% of units sampled [] 80 to 97% of units sampled [] Less than 80% of units sampled

3. 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 [X] 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 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 [X] No []

5. 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 [X] No []

6. 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 [X] At least 98% of cases sampled [] Less than 98% of cases sampled

10

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>628</u>	1-BR FMR <u>661</u>	2-BR FMR <u>861</u>	3-BR FMR <u>1255</u>	4-BR FMR <u>1503</u>
PS <u>597</u>	PS <u>628</u>	PS <u>818</u>	PS <u>1193</u>	PS <u>1428</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.)

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

11

b. Number of FSS families currently enrolled

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

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

 %

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) 05/11/2016

Date (mm/dd/yyyy) 05/11/2016

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.

12

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.

13

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. 11/30/2016)

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 Regional Housing Authority	For PHA FY Ending (mm/dd/yyyy) 03/31/2016	Submission Date (mm/dd/yyyy) 05/11/2016
--	--	--

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>524</u>	1-BR FMR <u>701</u>	2-BR FMR <u>850</u>	3-BR FMR <u>1239</u>	4-BR FMR <u>1358</u>
PS <u>498</u>	PS <u>666</u>	PS <u>808</u>	PS <u>1178</u>	PS <u>1291</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.)

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

15

b. Number of FSS families currently enrolled

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

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

 %

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) 05/11/2016

Date (mm/dd/yyyy) 05/11/2016

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.

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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.

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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. 11/30/2016)

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 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.

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

Table with 3 columns: PHA Name, For PHA FY Ending (mm/dd/yyyy), Submission Date (mm/dd/yyyy). Row 1: Regional Housing Authority, 03/31/2016, 05/11/2016.

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.

Performance Indicators

- 1. 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 [x] 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 [x] No []
2. 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 [x] 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 [x] At least 98% of units sampled [] 80 to 97% of units sampled [] Less than 80% of units sampled []
3. 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 [x] 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 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 [x] No []
5. 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 [x] No []
6. 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 [x] 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>792</u>	1-BR FMR <u>908</u>	2-BR FMR <u>1216</u>	3-BR FMR <u>1772</u>	4-BR FMR <u>2123</u>
PS <u>753</u>	PS <u>863</u>	PS <u>1156</u>	PS <u>1684</u>	PS <u>2017</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.)

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

b. Number of FSS families currently enrolled

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

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

 %

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) 05/11/2016

Date (mm/dd/yyyy) 05/11/2016

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.

20

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.

RECEIVED

APR 27 2016

RHASNC

LIVE OAK CEMETERY ASSESSMENT DISTRICT

**NOTICE OF PUBLIC HEARING AND VOTE TO EXTEND ANNUAL ASSESSMENT
PERIOD AN ADDITIONAL TWENTY YEARS**

OFFICIAL BALLOT ENCLOSED

Please take Notice that the Live Oak Cemetery Assessment District seeks to extend the assessment fee currently in place for 20 years for an additional 20 years and provides the following information pertaining to the vote for such extension.

1. The assessment per unit fee will remain the same.
2. The amount chargeable to an owner's parcel: \$23.52 per year per single family residential unit, per multiple family dwelling unit, per apartment unit and per condominium.
3. The total annual amount of the proposed assessment chargeable to the entire district: \$ 73,147.20.
4. The duration of the payments: 20 years.
5. The reason for the assessment and the basis upon which the amount of the proposed assessment was calculated: cemetery expansion and improvements. Past and present improvements include: (1) installation of roadway and curbing (2) cemetery irrigation installation; (3) installation of security lighting; (4) construction of parking and street paving; (5) construction of public restrooms; (6) development of additional land; (7) Purchase additional of land.
5. The date, time, and location of the Public Hearing on the proposed assessment:

LIVE OAK CEMETERY ASSESSMENT DISTRICT

3545 PENNINGTON ROAD, LIVE OAK, CA

JUNE 8, 2016

TIME: 2:00 pm

6. To vote on this extension, complete and submit the enclosed ballot by mail to: Danielle Coleman, Board Clerk, Live Oak Cemetery District, 3545 Pennington Road, Live Oak, California 95953 All ballots must be received before the conclusion of the Public Hearing.

At the Public Hearing, the District shall consider all objections or protests, if any, to the proposed assessment extension. At the Public Hearing, any person shall be permitted to present written or oral testimony. The Public Hearing may be continued from time to time.

At the conclusion of the Public Hearing, the Board Clerk shall tabulate the assessment ballots submitted, and not withdrawn, in support of or opposition to the proposed assessment extension.

A majority protest exists if the assessment ballots submitted, and not withdrawn, in opposition to extending the existing assessment exceed the assessment ballots submitted, and not withdrawn, in its favor. If there is a majority protest against the extension of the existing assessment, the District shall not extend the assessment.

Board of Trustees:

Scott Davis – Board Chairman

Frank Spengler – Board Vice Chairman

Debbie Charlesworth

Reyes Nava

Judith Rehermann

**REGIONAL HOUSING AUTHORITY
OF SUTTER AND NEVADA COUNTIES**

STAFF REPORT

Date: May 18, 2016
To: Board of Commissioners
From: Gustavo Becerra, Interim Executive Director

SUBJECT: Memorandum of Understanding (MOU) with the North Central Counties Consortium (NCCC)

RECOMMENDATION: Enter into MOU with NCCC as a partner entity to develop partnerships that will provide programs and services to eligible community members.

FISCAL IMPACT: Only in-kind services by way of staff time (Family Self-Sufficiency Coordinator and Occupancy Managers)

Background:

The Housing Authority enrolls voluntary participants into the Section 8 Family Self-Sufficiency (FSS) Program, and provides limited case management services, in addition to administering the housing component of the participant's Housing Choice Voucher. Through a referral process, the FSS Coordinator coordinates the needed services or programs for the FSS Program participant.

The attached MOU brings together a number of categories, through partner entities that will provide the services. The categories are listed in the MOU, the partner entities are listed on Attachment B, and the list of services are listed on Attachment C.

It is the intent of NCCC to streamline services when possible, and make the referral process seamless with the partner entities. By bringing together all these partner entities, the hope is that individuals seeking services can find their path to self-sufficiency through a more efficient "one-stop" method.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorize the agency to enter into the Memorandum of Understanding with the North Central Counties Consortium, and authorize the Interim Executive Director to execute the MOU and all required documents.

Prepared and submitted by:



Gustavo Becerra
Interim Executive Director

**North Central Counties Consortium
Workforce Innovation and Opportunity Act Service Area
2016 MEMORANDUM OF UNDERSTANDING**

I. Preamble/Purpose of MOU

Under the Workforce Innovation and Opportunity Act (WIOA), North Central Counties Consortium (NCCC), including the Counties of Colusa, Glenn, Sutter and Yuba, has been designated as the Local Workforce Development Area (LWDA) overseen by the NCCC Governing Board, the Chief Elected Officials (CEO) of the LWDA. The NCCC Workforce Development Board, appointed by the Governing Board has been certified as the Local Workforce Development Board (Local Board) for NCCC.

The State of California Employment Development Department (EDD) has established the America's Job Center of California (AJCC) system as the mechanism for delivering WIOA services within local areas.

The WIOA requires that each Local Board, with the agreement of the CEO, develop and enter into a Memorandum of Understanding (MOU) with specified Partners (Partner or Partners) to outline the operations of the AJCC delivery system in a local area. The goal is to have the AJCC system serve as an all-inclusive access point to education and training programs that provide demand-driven skill attainment, especially for those with barriers to employment.

Entities that operate the following programs or activities within the NCCC are considered mandated Partners in the AJCC delivery system:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Insurance
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

Note: The name of each Partner entity, name of representative(s) and contact information are included in Attachment B, which is incorporated herein by reference.

The State of California has developed a Workforce Development Strategic Plan (State Plan) to provide for a locally-driven One Stop system to develop partnerships that will provide programs and services to achieve the following three main policy objectives set forth in the State Plan:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

In turn, NCCC will adopt a Local Plan that further refines the objectives for the LWDA to implement the AJCC delivery system within the NCCC to meet the following local area policy objectives:

Goal 1: Meet the workforce needs of high demand sectors of the state and regional economy and diversify the economy through growth and support of occupational sectors/clusters with high growth potential.

Goal 2: Build and maintain a competitive talent pool by increasing the attainment of industry recognized credentials, with an emphasis on individuals with barriers to employment, and by increasing the number of high-school students who are prepared for post-secondary education, apprenticeships and/or a career.

Goal 3: Support system alignment, service integration and continuous improvement.

This MOU outlines the understanding between NCCC and the AJCC Workforce System Partners concerning the operation of the AJCC in the LWDA. This MOU is intended to establish a cooperative working relationship between NCCC and the Partners and define their respective roles and responsibilities in achieving the policy objectives set forth in the State Plan and the Local Plan as they are implemented under WIOA.

This MOU will also establish the framework to be used in the LWDA to provide services to employers, employees, job seekers and others seeking workforce services under the newly-implemented WIOA and the AJCC system, ensuring access to a high-quality AJCC system that provides a full range of services available in the LWDA for all customers.

II. Parties to the MOU

This MOU is entered into by NCCC and each Partner whose signature appears on the Signature Page of this MOU (Attachment A). This MOU may be executed by any Partner in any number of counterparts, but all counterparts shall be considered one MOU. Upon execution of any counterpart by a Partner, NCCC shall provide an executed copy of the counterpart to every Partner who is or becomes a Party to this MOU. By executing a

counterpart, each Partner to the MOU acknowledges that this MOU accurately reflects such Partner's understanding and authorization to distribute a copy of such executed counterpart to the Governing Board, NCCC and any other Partner Signatory to this MOU.

III. AJCC System Services

The LWDA's One-Stop System is a network of AJCC Partners and Service Providers who coordinate and connect education, training, workforce development and related services to employers, employees, job seekers and others seeking workforce services throughout the region.

The specific services provided by each AJCC Partner will be identified on Attachment C, which reflects each Partner's services available at the physical location of an AJCC. The address(s) of Partner services not provided at the AJCC will be listed on Attachment C.

IV. Responsibility of AJCC Partners

Each Partner Signatory to this MOU agrees to:

- Participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous Partnership building;
 - Continuous planning in response to state and federal requirement;
 - Responsiveness to local and economic conditions, including employer needs;
 - Adherence to common data collection and reporting needs.
- Make the service(s) applicable to the Partner program available to customers through the One-Stop delivery system.
- Participate in the operation of the One-Stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all Partners and staff are adequately cross-trained.

V. Funding of Services and Operating Costs

All relevant parties to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating cost, and infrastructure costs of the system will be funded by all relevant AJCC Partners through a separately negotiated Cost Sharing Agreement based on an agreed upon formula or plan.

AJCC Partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the

shared costs are reflected in a separate Cost Sharing Agreement that will be negotiated and executed by December 31, 2017 as an addendum to the MOU.

VI. Methods for Referring Customers

Each Partner agrees to mutually implement processes for the referral/connection of customers to services not provided on-site at the AJCCs.

The referral/connection process will:

- Ensure that intake and referral/connection processes are customer-centered and provided by staff trained in customer service;
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate;
- Describe how customer referrals/connections are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with Partners and operators;
- Describe how each AJCC Partner will provide access to other AJCC Partner staff and career services that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC Partners which results in services needed by the customer).

VII. Access to Services for Individuals with Barriers to Employment

The AJCC delivery system will ensure access for individuals with barriers to employment by:

- Offering priority for services to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient (consistent with NCCC's policy on priority of service) , and other individuals with barriers to employment, when providing individualized career services and training services with WIOA adult funds.

Each Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are operated in compliance with the Americans with Disabilities Act of 1990 and its amendments. Additionally, Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

VIII. Shared Technology and System Security

To the extent allowed by federal and state laws and regulations, the Parties agree to share data and technology as well to ensure that all data and systems are secure.

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and

data collection.

To support the use of technology, and to the extent allowable, each Partner agrees to:

- Comply with the applicable provisions of WIOA, the California Welfare and Institutions Code, California Education Code, Federal Rehabilitation Act, and any other appropriate statutes or requirements;
- The principles of common reporting and shared information through electronic mechanisms, including shared technology;
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements;
- Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services;
- Develop technological enhancements that allow interfaces of common information needs, as appropriate;
- Understand that system security provisions shall be agreed upon by all Partners.

IX. Confidentiality

Each Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Federal Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- *All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services;*
- *No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer;*
- *Each Partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other Partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. Each Partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes;*
- *Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies of the other Parties.*

X. Non-Discrimination and Equal Opportunity

No Partner shall unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant for service due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. Each Partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990, et. seq.) and related applicable regulations.

Each Partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

XI. Grievances and Complaints Procedure

Each Partner agrees to establish and maintain a procedure for grievances and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and Partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

The Parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution. Conflicts that may arise regarding the interpretation of the clauses of this MOU will be resolved by the Governing Board, and that decision will be considered final and not subject to further appeal or to review by any outside court or other tribunal.

XII. Effective Dates and Term of MOU

This MOU shall be binding upon each Party hereto upon execution by such Party. The term of this MOU shall be three years, commencing on the date of execution by the first three Parties (Effective Date). The MOU will be reviewed not less than once every year to identify any substantial changes that have occurred or should occur.

XIII. Modifications and Revisions

This MOU constitutes the entire agreement between the Parties and no oral understanding not incorporated herein shall be binding on any of the Parties hereto. This MOU may be renegotiated, amended, or modified at any time by mutual agreement of the NCCC WDB, Governing Board and the Partner. Any such amendment or modification shall be in writing and will be distributed to all Parties.

XIV. Term and Termination

The Parties understand that implementation of the AJCC delivery system is dependent on the good faith effort of every Partner to work together to improve services to the community. The Parties also agree that this is a project where different ways of working together and providing services are being tried. This MOU shall remain in effect for a period of three (3) years from the Effective Date. This MOU may be terminated by any Party by providing written notice and explanation to the other Parties at least 30 calendar days in advance of the effective date of termination. The termination of this MOU shall not affect the validity or duration of activities or agreements under this MOU that are initiated prior to such termination or that are continued by the remaining Parties.

XV. Renewal

This MOU may be renewed for additional periods of 3 years, by mutual written consent of the Parties.

XVI. Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year. Disciplinary actions may result in removal of co-located staff from the AJCCs and each Party will take appropriate action.

Each Party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each Party shall be solely responsible and save all other Parties harmless from all matters relating to payment of each Party's employee(s), including compliance with Social Security withholding, Workers' Compensation, and all other regulations governing such matters.

XVII. Personal Property

Title to any personal property, such as computers, computer equipment, office supplies, and office equipment furnished by a Party to the AJCC under this MOU shall remain with the Party furnishing the property. All Parties agree to exercise due care in handling such property. However, each Party agrees to be responsible for any damage to its property which occurs in the performance of its duties under this MOU, and to waive any claim against any other Party for such damage, whether arising through negligence or otherwise.

XVIII. Liability and Risk of Loss

To the extent permitted by law, with regard to activities undertaken pursuant to this MOU, none of the Parties to this MOU shall make any claim against one another or their respective instrumentalities, agents or employees for any injury to or death of its own employees, or for damage to or loss of its own property, whether such injury, death, damage or loss arises through negligence or otherwise.

To the extent permitted by law, if a risk of damage or loss is not dealt with expressly in this MOU, such Party's liability to another Party, whether or not arising as the result of alleged breach of the MOU, shall be limited to direct damages only and shall not include loss of revenue or profits or other indirect or consequential damages.

XIX. Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each Party hereby agrees to indemnify, defend and hold harmless all other Parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying Party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other Parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying Party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

North Central Counties Consortium
WIOA
2016 MOU Signature Page

**Department of Housing and Urban Development Employment and Training Program:
*Regional Housing Authority of Sutter and Nevada Counties***

Signature (Authorized Representative)	Dated
Gustavo Becerra, Interim Executive Director	Regional Housing Authority of Sutter and Nevada Counties
Print Name and Title	Agency Name

NCCC Workforce Innovation and Opportunity Act (WIOA) Service Area Partners				
AJCC Required and Optional Partners	Entity Name	Representative	Contact	Address
WIOA Title I Adult, DW, Youth Services and NCCC AJCC Operator	Colusa County One Stop Partnership	Lora Ceccon Director	(503) 458-0326 ex 113 lcecccon@ncen.org	144/146 Market Street Colusa, CA 95932
	Glenn County Health and Human Services Agency	Christine Zoppi Director	(530) 934-6638 czoppi@countyofglenn.net	420 E. Laurel Street Willows, CA 95988
	Sutter County Superintendent of Schools	Karen Bowen Assistant Superintendent	(530) 822-2914 Karenb@sutter.k12.ca.us	970 Klamath Lane Yuba City, CA 95993
	Yuba County Office of Education	Josh G. Harris Superintendent	(530) 749-4900	935 14 th Street Marysville, CA 95901
WIOA Title I, Section 166 Native American Programs	California Indian Manpower Consortium, Inc	Lorena T. Sanchez Executive Director Eric Cooper Field Office Supervisor	lorenda@cimcinc.com (916) 920-0285 ericc@cimcinc.com	738 N. Market Blvd. Sacramento, CA 95834
WIOA Title I, Section 167 Migrant/Seasonal Farmworker Programs	California Human Development Cooperation	Chris Paige CEO	(707) 521-4726 chris.paige@cahumandevlopment.org	3315 Airway Dr. Santa Rosa, CA 95403
WIOA Title II Adult Education and Literacy	Glenn County Office of Education	Tracey Quarne Superintendent Jhan Dunn	(530) 934-6575 ex 3060 (530) 934-6320 Ex 3553 jdunn@glenncoe.org	311 South Villa Avenue Willows, CA 95988
	Hamilton Unified School District	Charles Tracy Superintendent	(530) 624-6973	P.O. Box 488 Hamilton City, CA 95951
	Sutter County Office of Education/CAAE P	Karen Bowen Assistant Superintendent	(530) 822-2914 Karenb@sutter.k12.ca.us	970 Klamath Lane Yuba City, CA 95993

NCCC Workforce Innovation and Opportunity Act (WIOA) Service Area Partners				
AJCC Required and Optional Partners	Entity Name	Representative	Contact	Address
WIOA Title III Wagner-Peyser	California Employment Development Department	Janet Neitzel Deputy Division Chief Northern Workforce Services Division	(916) 865-2470 Janet.Neitzel@edd.ca.gov <u>v</u>	115 Ascot Drive, Suite 180 Roseville, CA 95661
WIOA Title IV Vocational Rehabilitation	California Department of Vocational Rehabilitation	Jay Onash District Administrator Department of Rehabilitation Northern Sierra District	916-558-5304 Jay.w.Onasch@dor.ca.gov <u>v</u>	721 Capitol Mall Sacramento, CA 95814
Carl D. Perkins Career and Technical Education	Sutter County Office of Education	Karen Bowen Assistant Superintendent	(530) 822-2914 Karenb@sutter.k12.ca.us	970 Klamath Lane Yuba City, CA 95993
	Glenn County Office of Education	Tracey Quarne Superintendent Jhan Dunn	(530) 934-6575 ex 3060 (530) 934-6320 Ex 3553	311 South Villa Avenue Willows, CA 95988
Title V Older American Act	Experience Works	Stephanie Cabral State Program Manager	(707) 927-1542	1443 Main Street, Suite 102 Napa, CA 94559
		Rosario Clarisa	(530) 822-5803 Rosario_Clerici@experie nceworks.org	2445 Carmichael Dr. Chico, CA 95932
Trade Act Employment Development Department State of California	California Employment Development Department	Janet Neitzel Deputy Division Chief Northern Workforce Services Division	(916) 865-2470 Janet.Neitzel@edd.ca.gov <u>v</u>	1114 Yuba Street Marysville, CA 95901
Veteran Programs Employment Development Department State of California	California Employment Development Department	Janet Neitzel Deputy Division Chief Northern Workforce Services Division	(916) 865-2470 Janet.Neitzel@edd.ca.gov <u>v</u>	1114 Yuba Street Marysville, CA 95901

NCCC Workforce Innovation and Opportunity Act (WIOA) Service Area Partners				
AJCC Required and Optional Partners	Entity Name	Representative	Contact	Address
Community Service Block Grant (CSBG) - Community Action	Glenn County Health and Human Services Agency	Christine Zoppi Director	(530) 934-6638 czoppi@countyofglenn.net	420 E. Laurel Street Willows, CA 95988
	Sutter County Community Action Agency	Brynda Stranix Director	(530) 751-8555 ysedc@ysedc.org bstranix@ysedc.org	950 Tharp Road, Suite 1303, Yuba City, CA 95993
	Yuba County Community Services Commission	Brynda Stranix Director	(530) 751-8555 ysedc@ysedc.org bstranix@ysedc.org	950 Tharp Road, Suite 1303, Yuba City, CA 95993
Employment and Training Activities Carried out by the Department of Housing and Urban Development (HUD)	Regional Housing Authority of Sutter and Nevada Counties	Gustavo Becerra Intern Executive Director	530 671 0220 ex 113 g.becerra@rhasnc.org	1455 Butte House Rd Yuba City CA 95993
Unemployment Insurance Employment Development Department State of California	California Employment Development Department	David Rangel Employment Development Administrator UI Center Sacramento Ana Rendon Employment Program Manager III	(916) 490-5700 David.Rangel@edd.ca.gov (916) 431-4707 Ana.rendon@edd.ca.gov	1114 Yuba Street #214 Marysville, CA 95901
Temporary Assistance to Needy Families (TANF)	Colusa County Health and Human Services	Elizabeth A. Kelly Director	(530) 458-0250 Elizabeth.Kelly@colusadhhs.org	251 E. Webster St. Colusa, CA 95932
	Glenn County Health and Human Services Agency	Christine Zoppi Director	(530) 934-1413 czoppi@countyofglenn.net	420 E. Laurel Street Willows, CA 95988

NCCC Workforce Innovation and Opportunity Act (WIOA) Service Area Partners				
AJCC Required and Optional Partners	Entity Name	Representative	Contact	Address
	Sutter County Human Services	Lorie Harrah Assistant Director	(530) 822-7238 lharrah@co.sutter.ca.us	Human Services 539 Garden Hwy, Suite C Yuba City CA 95991
	Yuba County Health and Human Services Department	Jennifer Vasquez Director	(530) 749-6380	5730 Packard Avenue, Suite 100 Marysville, CA 95901

**NCCC Workforce Innovation and Opportunity Act (WIOA)
System Services**

Each Partner will complete a separate system services sheet. They will identify the services they offer and how offered in the physical AJCC in Colusa, Glenn, Sutter and Yuba Counties. If the service is not offered at the physical AJCC the partner will include the address where the service is offered.

Please enter the name of your agency, using the legend below list how the services you provide are accessed at the AJCC physical site. If you provide a service at another site please list the address.

Name of Partner:	DRAFT				
Basic Career Services <i>(formerly "Core/Universal" services)</i>	Colusa County AJCC	Glenn County AJCC	Sutter County AJCC	Yuba County AJCC	Additional Service Site Address
WIOA Program Eligibility					
Outreach, Intake, Orientation					
Initial Assessment					
Labor Exchange, Job Search Assistance					
Referrals to AJCC Partners					
Labor Market Information					
Training Provider Performance and Cost Information					
Support Service Information					
UI Information and Assistance					
Financial Aid Information					
Individualized Career Services <i>(formerly "Intensive" services)</i>	Colusa County AJCC	Glenn County AJCC	Sutter County AJCC	Yuba County AJCC	Additional Service Site Address
Comprehensive Assessment					
Individual Employment Plan					
Career Plan, Counseling					
Short-Term Pre-Vocational Services					
Internship, Work Experience (WEX)					
Out-of-Area Job Search					
Financial Literacy					
English Language Acquisition					
Workforce Preparation					
Other Services	Colusa County AJCC	Glenn County AJCC	Sutter County AJCC	Yuba County AJCC	Additional Service Site Address
Vocational Training					
Adult Education					
Adult Education including GED					
On-the-Job Training					
Citizenship/ Naturalization assistance					
Computer Lab and Tutoring Assistance					
Computer Literacy classes/training					
Crisis Intervention					
Disability Assistance - DOR Vocational Rehabilitation					
Disability Navigator's and Coaches					
Expungement and license reinstatement (information)					
Financial Aid/FAFSA workshops					
High School Diploma and Equivalent Completion					
Housing Assistance					
Information on Affordable Care Act					
Job Fairs					
Job Shadowing					
Mentoring					
Official High School Equivalency Testing Center					
Public Assistance Information					
Rehabilitation Assistance					
Small Business Assistance					
Translation/Interpretation (written/spoken)					
Tribal TANF Services and Assistance					
Typing test, certificate, fax, printing					
Unemployment Insurance Re-employment and Eligibility Assistance (REA) Workshop					

Veterans Assistance and Workshops				
AJCC Addresses:				
Colusa County AJCC	Glenn County AJCC	Sutter County AJCC	Yuba County AJCC	
144 & 146 Market Street, Colusa CA 95932	420 E. Laurel Street, Willows, CA 95988 604 E. Walker Street, Orland CA 95963	950 Tharp Road, Bldg. 1000, Yuba City, CA 95993	1114 Yuba Street #214, Marysville, CA 95901	

Legend:

P = Physically present at the AJCC

C = Cross-training (partner program staff physically present at the AJCC appropriately trained to provide information to customers about the programs, services, and activities available through

R = Real-Time access for referrals