

**MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
ON BEHALF OF THE
Placer County Housing Authority**

TO: Placer County Housing Authority Board of Commissioners

FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health & Human Services
Cheryl S. Davis, Director, Human Services and Housing Authority

DATE: July 8, 2014

SUBJECT: Amend the Placer County Housing Authority Administrative Plan to Allow for Electronic Applications

ACTION REQUESTED:

1. Take the following actions to enable the Placer County Housing Choice Voucher Program to implement an electronic application process for rental assistance:
 - a. Conduct a Public Hearing to receive public comment regarding the revised Placer County Housing Authority Administrative Plan.
 - b. Adopt the revised Placer County Housing Authority Administrative Plan to allow for electronic submission of applications for the Housing Choice Voucher Program.
 - c. Adopt the attached Resolution authorizing the Placer County Housing Authority to allow for electronic submission of applications for the Housing Choice Voucher Program.

BACKGROUND:

The Housing Choice Voucher Program is a federal program for assisting very low-income families, seniors, veterans and persons with disabilities to afford decent, safe, and sanitary housing in the private market. Participants are able to choose their own housing provided it meets the housing quality standards of the program thus also supporting the private property owner in Placer County.

The Housing Authority is nearing the end of our waiting list of those potentially eligible for housing assistance. The waiting list was last opened in 2006 when over 2,000 individuals and families applied for the program. Per federal regulations, the Housing Authority is planning to re-open the list late this summer or early fall and wants to maximize all avenues for interested parties to apply for housing assistance including on-line, by mail and in person.

In order to accept electronic applications, our Administrative Plan must be changed to include the following language "making the application process electronic by allowing applicants to apply for the Housing Choice Voucher Program through a secure website during any open application period."

Any eligible applicant no matter the source of the application will be placed on the waiting list and given a computer generated number that will determine the order of selection for assistance. Applicants that are unable to apply due to a disability may request a reasonable accommodation for assistance with the application process.

The draft Plan was noticed in the Auburn Journal and made available for review at the Placer County Housing Authority office in Auburn, and the Placer County Human Services website, for a 45 day public comment period prior to the public hearing. No written comments have been received to date. Any comments from this hearing before your Board will be included in the final plan document.

FISCAL IMPACT:

None. The Housing Authority's 2015 budget was previously approved on March 25, 2014. No County General Funds are required.

The revised Placer County Housing Authority Administrative Plan is on file with the Clerk of the Board for review.

**Before the Housing Authority Board of Commissioners
County of Placer, State of California**

In the matter of:

**The Placer County Housing Authority
administrative plan revision to allow for
electronic submission of applications during
any open application period.**

Resolution No: _____

Ord. No: _____

First Reading: _____

The following Resolution was duly passed by the Placer County Housing Authority Board at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Commissioners

Attest: _____
Clerk of said Board

WHEREAS, pursuant to the 1998 Quality Housing and Work Responsibility Act (QHWRA), all housing authorities must submit an Agency Plan to the U.S. Department of Housing and Urban Development (HUD) which includes both a Five Year and an Annual Plan, and subsequent annual plan updates, and

WHEREAS, the Placer County Housing Authority, as a part of administering the Section 8 Housing Choice Voucher Program, intends to comply with any and all requirements to continue receiving annual HUD funding for housing vouchers to assist the very low and low-income in need of affordable housing in Placer County, and

WHEREAS, the Placer County Housing Authority has complied with all requirements of the Plan development and held a public hearing to receive comment,

NOW, THEREFORE, BE IT RESOLVED THAT the Placer County Housing Authority Board of Commissioners hereby authorizes the Chair to sign the Resolution of Compliance with PHA Plans and Related Regulations, and authorizes the submission of the revised Plan document to HUD.



Placer County Housing Authority

NOTICE OF DOCUMENT AVAILABILITY & PUBLIC HEARING

The Placer County Housing Authority's updated Administrative Plan is available for public review and comment.

The Plan is available for review at the Placer County Housing Authority Office during the hours of 8 a.m. to 5 p.m., Monday through Friday, located at 11552 B Avenue, Auburn, CA 95603. The Plan can also be viewed online at www.placer.ca.gov.

The comment period for the Draft Plan will end July 7, 2014, and comments should be addressed: Attention: Nancy Rea, Placer County Housing Authority, PO BOX 5346, Auburn, CA 95604 or submitted via email to nrea@placer.ca.gov. Any written comments received after July 7, 2014, will not be considered.

If you challenge the decision in court, you may be limited to raising only those issues which you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Placer County Housing Authority prior to the public hearing.

The Public Hearing will be held at 9:30 a.m. on the 8th of July, 2014 at the Board of Supervisors Chambers, 175 Fulweiler Street, Auburn, CA. All interested parties are invited to appear and be heard.

