



**MEMORANDUM**  
**PLACER COUNTY HOUSING AUTHORITY**  
County of Placer

TO: Placer County Housing Authority Board of Commissioners                      DATE: April 27, 2021  
FROM: Amanda Sharp, Executive Director  
SUBJECT: Housing Assistance for Very Low Income, Homeless, Disabled, and Elderly Placer County Residents

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**ACTION REQUESTED**

1. Consider the following items to secure \$3,265,680 in Federal funding for Placer County Section 8 Housing Choice Voucher Program to provide subsidized housing vouchers for low-income individuals, families and veterans in Placer County for FY 2021-22.
  - a. Conduct a Public Hearing to receive public comment regarding the updated Placer County Housing Authority Administrative Plan.
  - b. Adopt the updated Placer County Housing Authority Administrative Plan.
  - c. Adopt a Resolution authorizing acceptance of the updated Placer County Housing Authority Administrative Plan to the U.S. Department of Housing and Urban Development (HUD).

**BACKGROUND**

The Placer County Housing Authority (PCHA) provides rental assistance to more than 556 very low-income Placer County residents who may also be elderly, homeless, veterans and/or disabled through its Housing Choice Voucher (HCV) program, the Mainstream Voucher program and HUD-VASH. Subsidized housing assistance is available to eligible families through several existing and newly established HCV programs. As of March 2021, PCHA has 390 HCV, VASH and Mainstream Vouchers available and 326 of them are being utilized to support the 556 individuals listed above. There are 23 Mainstream Vouchers accounting for 7% of the vouchers used, 37 VASH Vouchers account for 11 % of the vouchers utilized and 266 HCV vouchers make up the other 82 % of vouchers used. PCHA partnered with the Placer County Community Development and Resource Agency to administer the emergency Tenant Based Rental Assistance (TBRA) program, to assist those financially impacted by the COVID-19 pandemic. Since the program started in September 2020, 48 families have received assistance totaling \$78,220.23 in back rent/fees and \$150,146.00 in current rental/utility assistance. Additionally, PCHA will be administering the Emergency Rental Assistance (ERA) program with approximately \$6,000,000 from the U.S. Department of Treasury. The program will serve Placer County residents with rental and utility arrears and future rental and utility assistance.

- The HUD-VASH (Veterans Affairs Supportive Housing) program combines HCV rental assistance with case management and clinical services provided by the Department of Veterans affairs.
- In 2017, the Housing Authority received Board of Supervisors' approval to implement a Homeless Limited Preference program. This program gave the Housing Authority the ability to immediately place homeless applicants referred by partnering divisions such as Whole Person Care and ASOC's Full-Service Partnership programs onto its waitlist and offer turnover vouchers as they become available.
- The Mainstream Voucher program is a specialized program available to households who have at least one non-elderly, disabled adult between the ages of 18 and 61, who are transitioning out of an institution or other segregated setting, at serious risk of institutionalization, homeless, at risk of becoming homeless, or currently a client in a permanent supportive housing or rapid rehousing project. PCHA was awarded 14 vouchers in 2018, 20 more in 2019 and an additional 11 in 2020 for a total of 45 Mainstream vouchers for this population. As of March 2021, 23 vouchers are being utilized.
- In fall of 2020, the PCHA in conjunction with Placer County Community Development Resource Agency applied to administer an Emergency Tenant Based Rental Assistance Program designed to assist families affected by the COVID-19 pandemic through the Housing and

Community Development Agency. Approval was awarded in September 2021 and PCHA has assisted a total of 48 families as of April 1, 2021.

- In March of 2021, your board approved a grant agreement not to exceed \$6,714,939.29 with the Placer County Housing Authority to administer emergency rental relief for the benefit of Placer County residents, excluding the City of Roseville. On March 18, 2021, the Emergency Rental Assistance (ERA) program began accepting applications.
- Lastly, Health and Human Services, including the PCHA is partnering with Mercy Housing in the development of the Placer County Government Center (PCGC) Multi-family/Workforce Housing Project. The PCHA has committed 20 project-based vouchers for use in 20 unit's set-aside for participants enrolled in MHSA Full-Service Partnership or other mental health programs with supportive services. Occupancy is anticipated for late summer or fall of 2021.

It has been another remarkable year for the housing authority. For the eleventh consecutive year, PCHA was determined by HUD to be a "High Performing" housing authority on its annual Section Eight Management Assessment Program Review (SEMAP). As such, the housing authority is designated as a "qualified" housing authority exempt from submitting an annual plan. Qualified public housing agencies (PHA) must however conduct an annual public hearing, consult with and consider the recommendations of the resident advisory board, submit a Civil Rights Certification and make all information relevant to the public hearing available for inspection by the public for at least 45 days prior to the hearing.

The Housing Authority is required to adopt and follow policies for the administration of the Housing Choice Voucher Program. This policy is known as the Housing Choice Voucher Administrative Plan. PCHA annually reviews and updates the Administrative Plan to reflect changes in regulations required by the Department of Housing and Urban Development (HUD), PCHA operations or when needed to ensure staff consistency in operation of the HCV program. To assure regular updates occur, the PCHA subscribes to an administrative plan format and revision service provided by Nan McKay and Associates.

The substantial revisions proposed in the 2021-22 PCHA Administrative Plan are as follows:

- Changed frequency on updating the Admin Plan from "at least once a year" to "as needed."
- Language added from Nan McKay: arrest records cannot be used to deny admission. Only conviction records may be considered for admission without imposing blanket prohibitions and may not be used to discontinue program participants.
- Made policy change per Nan McKay to shorten the review period on criminal background checks for drug related and violent criminal activity from 5 years to 3 years and added to our policy that a record or records of arrest will not be used as the sole basis of determining reasonable cause.
- Per Nan McKay added a policy for greater tenant protections in the case of property foreclosure.
- Added per Nan McKay a remote informal hearing policy for circumstances including pandemics.
- Per Nan McKay added language that grants PCHA Executive Director additional power regarding the decision of the hearing officer in certain situations.
- Per Nan McKay added additional language regarding victims of domestic violence for confidential records.
- Added to project-based vouchers that a residency preference will be given to households that live or work in PCHA jurisdiction.

Additional revisions to the plan include clarifications to current policy.

The updated Administrative Plan was noticed in newspapers in Auburn, Rocklin, Roseville, Loomis and Lincoln and made available for review at the PCHA office in Auburn, and on the PCHA website, for a 45-day public comment period prior to the public hearing. One comment was received from the resident advisory board meeting on March 4, 2021. The comment was addressed and included in Attachment 3. The comment was regarding the earned income disallowance (EID) which encourages people with

disabilities to enter the work force by not including the full value of earned income for a period of time. The commentor felt this policy was biased and discriminatory against persons without a disability. However, this is a HUD regulation and not a policy that PCHA has discretion to change. To date, no written comments were received from the public. Any comments from the hearing before this Board will be included in the final plan document.

#### **FISCAL IMPACT**

Compliance with the Public Housing Agency Plan requirement is necessary to continue to receive Federal funding in the amount of \$3,265,680 for FY 2021-22. This program may require a County General Fund contribution of no more than \$210,892.

#### **ATTACHMENTS**

Resolution  
Public Notice  
Resident Advisory Board comment and PCHA Response

A copy of the updated PCHA Administrative Plan is on file with Clerk of the Board for review.

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

In the matter of:

Resolution No.: \_\_\_\_\_

**The Placer County Housing Authority's  
Administrative Plan for Fiscal Year 2021-22 and  
Civil Rights Certification of compliance with the  
Public Housing Agency plans and related  
regulations of the U.S. Department of Housing  
and Urban Development (HUD).**

The following Resolution was duly passed by the Board of Commissioners of the Placer  
County Housing Authority at a regular meeting held \_\_\_\_\_,

by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Placer County Housing Authority

Attest:

\_\_\_\_\_  
Clerk of said Board

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**WHEREAS**, the Placer County Housing Authority, submits its Annual Administrative Plan Update which sets forth the goals, objectives, and policies of the Placer County Housing Authority, 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 families 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,

**BE IT RESOLVED**, by the Board of Commissioners Placer County Housing Authority, County of Placer, State of California, that the Placer County Housing Authority Board of Commissioners hereby authorizes the Chair to accept the updated Placer County Housing Authority Annual Administrative Plan Update, sign the Civil Rights Certification of Compliance with PHA Plans and Related Regulations, and authorizes the submission of the certification document to HUD.



Placer County  
Health and Human Services Department  
Housing Authority

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## NOTICE OF DOCUMENT AVAILABILITY & PUBLIC HEARING

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The Placer County Housing Authority's updated draft 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 11542 B Avenue, Auburn, CA 95603. The plans can also be viewed online at [www.placer.ca.gov/2134/Housing-Vouchers](http://www.placer.ca.gov/2134/Housing-Vouchers).

The comment period for the draft plan will end April 27, 2021, and comments should be addressed: Attention Janelle Martinez, Placer County Housing Authority, PO BOX 5346, Auburn, CA 95604 or submitted via email to [jnmartin@placer.ca.gov](mailto:jnmartin@placer.ca.gov). All written comments received after April 27, 2021, 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 9:15 a.m. on the 27<sup>th</sup> day of April 2021, at the Board of Supervisors Chambers, 175 Fulweiler Street, Auburn, CA. All interested parties are invited to appear and be heard.

**Placer County Housing Authority Resident Advisory Board Meeting  
March 4, 2021**

A resident advisory board (RAB) meeting was held at 2:00 p.m. on March 4, 2021 to discuss proposed changes to the Placer County Housing Authority (PCHA) Administrative Plan. The meeting was held via Microsoft TEAMS and five RAB members attended along with three housing staff. Prior to the meeting the RAB members were provided a copy of the PowerPoint presentation slides and were given a link to the draft Administrative Plan on the PCHA website for their review. Any members that did not have access to e-mail were mailed/faxed a copy of the PowerPoint slides.

**Comments Received During the Meeting**

- **Comment on Employment Income Disallowance – Chapter 6**  
A RAB member commented that she feels the EID is biased against participants that are not disabled. She stated it is biased because she didn't have anything taken into account or any accommodations when she first became part of the program and feels like it is reverse discrimination.
- **PCHA Response to comment:**  
The earned income disallowance is governed by HUD regulation and public housing authorities do not have discretion on whether to incorporate the policy into their HCV program. Therefore, PCHA is not able to consider this comment from the RAB.

