Memorandum

MIAMI-DADE COUNTY

Date:	December 9, 2009
To:	Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners
From:	George M. Burgess County Manager
Subject:	Monthly Report on the Miami-Dade Public Housing Agency – November 2009

HCD
Agenda Item No. 7(B)

The following report to the Housing and Community Development (HCD) Committee serves as the update for activities through the end of November 2009 on Miami-Dade Public Housing Agency's (MDPHA's) operations and programmatic activities underway.

The report is updated to reflect changes from what was presented at the last HCD Committee meeting for each of the objectives/goals in the Memorandum of Understanding (MOU) between the U.S. Department of Housing and Urban Development (US HUD) and County. The updates are provided in the following areas: 1) Governance, 2) Agency Organization and Staffing, 3) MDPHA Development, 4) Finance, 5) Program Management – Housing Choice Voucher, 6) Program Management – Other Section 8 Programs, 7) Program Management – Public Housing, and 8) Program Compliance.

The County has a draft of the revised MOU from US HUD; however, staff is currently discussing the US HUD proposed revision to target and completion dates as well as additional tasks. Staff will provide the revised MOU to the Board of County Commissioners (BCC) once County staff and US HUD have finalized discussion.

Attachment

Cynthia W. Curry
Senior Advisor to the County Manager

MDPHA Action Plan

Part of the Memorandum of Understanding (MOU) between the Miami-Dade County, Miami-Dade Public Housing Agency and the U.S. Department of Housing and Urban Development

Nov 2009 Report

Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
AREA: GOVERNANCE					
Improve coordination of Miami-Dade County's Housing Agency operations and Housing Initiatives among County Departments	1) Create an interagency working group to include members from all County agencies involved with the MDPHA's operations and/or affordable housing	06/30/2009	04/21/2009	County: Gregg Fortner, George Burgess, County department directors	General Services Administration (GSA), Office of Capital Improvement (OCI), Office of Strategic Business Management (OSBM), Finance, Department of Procurement Management (DPM) and Housing and Community Development (DHCD) have been requested to designate departmental representatives for this working group. The working group will also include the MDPHA's senior staff and the County Attorney's Office.
	2) Host quarterly meetings with working group — 2a	07/31/2009	06/10/2009	County: Gregg Fortner, George Burgess, County department directors	Initial meeting led by the County Executive Office with representation from DPM, Finance, Human Resources, DHCD, OCI, OSBM, and MDPHA. August '09 Update: Meeting held on 8/5/2009 with 19 attendees from CEO, DHCD, ETSD, HR, DPM, OCI, GSA, and MDPHA. Focus of the meeting was on HOPE VI.
	2b	10/31/2009	10/14/2009		Oct '09 Update Tour of selected MDPHA sites conducted on 10/14/2009 (see attachment).
	2c	01/31/2010			
	3) Change the name of the Agency to MDPHA (Miami-Dade Public Housing Agency)	06/30/2009	04/01/2009	County: Gregg Fortner, George Burgess, County Commissioners	MDPHA staff informed on 2-2-09; ETSD notified re Outlook; GIC updated County portal and agency website 3/6/2009.
Improve oversight and monitoring of MDPHA by the Board	4) The Chair may establish a separate BCC Housing Committee pursuant to the BCC Rules of Procedure	03/31/2009	01/14/2009	County: MDPHA Director, George Burgess, County Commissioners	New committee structure began on 2/9/2009 with MDPHA part of the Housing and Community Development committee
	5) Provide Board training to all Committee members. * for initial training and then for the duration of the MOU	~~07/31/2009~~ 12/31/2009		US HUD Oversight Team	To be coordinated with HCDC Chair and CEO's office. MDPHA's CFO can advise on the Central Office Cost Center (COCC) concept; local US HUD office to provide board training. Initial training was postponed; however MDPHA will be working with HUD to reschedule this training due to scheduling conflict with HUD. August 09 Update: As per conference call on 8/27/2009, awaiting US HUD's Miami office response regarding possible dates for their participation and suggested topics. Sept '09 Update: Per 9/22/09 meeting, US HUD approved extension to 12/31/2009; however, HUD is waiting to hear from the County regarding training date. Oct '09 Update The Office of the Chair has requested from all members of the BCC regarding availability of dates for training to occur in Nov or Dec 2009. **Nov '09 Update** **US HUD and County staff are collaborating on the preparation of the agenda and format for the BCC training scheduled for 12/14/2009.**
Ensure Cooperative Agreements are in place and include clearly defined baselines for the delivery of services	6) Develop Cooperative Agreements, interlocal agreements, interdepartmental agreements and/or Memoranda of Understanding between the County and other local governments and between MDPHA and other County departments, where necessary	~~09/30/2009~~ 12/31/2009		County: Gregg Fortner, George Burgess, Terrence Smith, Alex Ballina, MDC Commissioners, other localities and governing body US HUD Oversight Team	Sept 09 Update: Per 9/22/09 meeting, US HUD approved extension to 12/31/2009.

MDPHA Action Plan

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	7) Review existing Cooperative Agreements and make amendments as necessary	~~09/30/2009~~ 12/31/2009			Sep '09 Update: Per 9/22/09 meeting, US HUD approved extension to 12/31/2009.
Ensure Deeds of Trust for all properties exist and are accurate	8) Review existing deeds and take necessary action to modify as appropriate; create deeds where none exist	~~9/30/2009~~ 3/31/2010 approved by HUD		County: Gregg Fortner County Attorney's Office,	Sept '09 Update: The CAO advised (per attached email) that copies of some Declarations of Trusts (DOTs) have been located; however title searches for all MDPHA properties has not been completed. Additional time is needed; therefore the County is requesting an extension to US HUD of 03/31/2010.
	9) All deeds are recorded	~~12/31/2009~~ 6/30/2010 approved by HUD		US HUD Oversight Team	Sept '09 Update: MDPHA to work with the CAO's office regarding recording of deeds.
Increase performance, capacity and efficiency of MDPHA	10) Provide technical assistance to MDPHA	Duration of the MOU		US HUD Oversight Team and the County	
AREA: AGENCY ORGANIZATION AND STAFFING					
Relocate MDPHA Central Office staff into one location	11) Lease the space	12/31/2008	12/01/2008	County: MDPHA Director, Mari Saydal-Hamilton, Jose Rivero, Wendi Norris (GSA), Andrew Kremer (ETSD), County Commissioners	GSA has identified office space at Overtown Transit Village, 701 NW 1st Court. A lease is not required as space is a County facility: 16th and 8th floors confirmed.
	12) Complete Build Out	~~05/31/2009~~ 07/31/2009	08/31/2009		The build out according to the original floor plan is completed. The revised build out of the additional offices that are needed to accommodate Administration staff is expected by 10/12/09. Therefore, an extension requested to 10/31/2009. August '09 Update: Building out complete.
	13) Complete Move	~~06/30/2009~~ 08/31/2009	07/31/2009		

MDPHA Action Plan

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Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
Ensure continuity and preservation of trained agency staff, including senior management	14) Obtain HUD concurrence for hiring and terminating Senior Executive Management staff	Duration of MOU		County: Gregg Fortner, Mari Saydal-Hamilton, George Burgess, Angela Maher (HR) US HUD Oversight Team	August '09 Update: US HUD provided input regarding selection of the agency's new director.
	15) Identify key positions that Miami-Dade will exempt from bumping at MDPHA	12/31/2008	01/20/2009		1/20/09 Final list sent to HR. Revised list sent May 2009. August '09 Update: MDPHA submitted a list of positions requiring an exemption from bumping in Jan '09. The agency resubmitted a revised list in May. Some positions in the revised list were approved by HR in August. Other positions on the list were determined ineligible because those positions did not meet the County's standard for exemption. The positions not approved were determined to be generic positions that can be occupied by someone from another County department.
Ensure integrity of PHA "core business" functions	16) Obtain HUD concurrence for any addition of non HUD funded programs to be administered by MDPHA	Duration of MOU		County: Gregg Fortner, George Burgess, Human Resources, and County Commissioners	
	17) Review organizational structure and staffing levels	01/31/2009	01/14/2009	US HUD Oversight Team	Draft Table of Organization (TO) as per email to OSBM. August '09 Update: MDPHA's total staff count is 401. The (TO) is complete as per guidance by USHUD of how the agency should be staffed. Sept '09 Update: TO was adopted by the BCC as part of the FY 2009-10 Adopted Budget.
	18) Establish a table of organization that complies with HUD's Asset Based Management Model and the Operating Fund Final Rule	03/31/2009	03/31/2009		Table of Organization (TO) revised and presented at Resource Allocation Meeting on 4/2/2009. August '09 Update: The TO presented earlier this year is the recommended TO in the Mayor's FY 2009-10 Proposed Budget.
	19) Hire positions depicted in the Table of Organization	~~9/30/2009~~ Duration of MOU per HUD			Sept '09 Update: Per meeting with USHUD on 9/22/2009, MDPHA advised that not all positions can be hired by the deadline. MDPHA and HR are working together on this process. US HUD may modify and as a result, the County is requesting an extension to 01/31/2010.
Increase performance, capacity and efficiency at MDPHA	20) Provide technical assistance to MDPHA	Duration of MOU		US HUD Oversight Team and County	

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AREA: MDPHA DEVELOPMENT					
Continue progress to ensure the development objectives for the Scott Carver HOPE VI initiatives are met	21) Execute the Master Development Agreement with the selected developer	01/31/2009	12/30/2008	County: Gregg Fortner, Jorge Cibran, George Burgess, County Commissioners	BCC approved (R-1417-08) on 12/16/08 McCormack Baron Salazar, Inc. (MBS) as the master developer
	22) Consult with local stakeholders, including the former residents of Scott Carver Homes, throughout the remainder of the development process	Duration of MOU		County: Jorge Cibran, MDPHA; MBS	MBS held charrette in Jan '09 and a meeting regarding creation of a Steering Committee held 2/13/09. July '09 Update: Community meetings are held every month to update residents on project status. Various subcommittees have been established, including a re-occupancy subcommittee. Steering committee meetings are also held on a regular basis.
	23) Complete a new concept plan	03/31/2009	04/03/2009	MDPHA, MBS	MBS presented the concept plan as a scheduled contract deliverable on 4/2/2009.
	24) Execute appropriate documents, including phase closing documents, etc. as appropriate	Duration of MOU		Gregg Fortner, George Burgess, MBS, US HUD	
	25) Address the environmental issues identified in Sector II and develop a plan that includes potential funding sources for remediation	06/30/2009	07/20/2009	Gregg Fortner, George Burgess, other County departments (DERM, DHS, OCED, etc.)	Funding -- MDPHA has identified potential sources of funding, including Federal Stimulus money or additional capital fund dollars, geared toward these types of projects. Recovery Act Capital Funds Applications are due to HUD in late July. Extension requested to 8/31/2009. July 09 Update: Available funding sources were evaluated. This was summarized in memorandum to BCC titled "Report on use of Federal and State Funds for Scott-Carver HOPE VI." There was no funding applicable to Phase II environmental issues. There was, however, applicable funding available under Category #4, related to efficient, green communities. An application was sent to HUD on 7/20/09 for Category #4 for $16.6 million. Sept '09 Update: US HUD announced on 9/23/2009 that MDPHA was awarded $16.6 million. The item to accept funds is going to Committee in October 2009. Oct '09 Update: HCDC forwarded to BCC with favorable recommendation MDPHA's award of $16.6 million and BCC approval pending on Nov 3, 2009. **Nov '09 Update:** **The BCC approved the amended version of this resolution as R-1280-09 on 11/4/2009.**

5

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Identify and implement other development initiatives to increase affordable housing	26) Obtain approval from the BCC for General Obligation Bond (GOB) funding revisions	~~07/31/2009~~ ~~09/30/2009~~ 01/31/2010		Gregg Fortner, Jorge Cibran, George Burgess, other County departments	Elizabeth Virrick II -- Demolition /Disposition application has been approved by US HUD. Demolition documents have been completed by Architect. The next step is bid to Demo contractors. Lincoln Gardens – MDPHA provided additional information requested by US HUD for demo/disposition. US HUD's Special Application Center (SAC) advised they would break out the demo/dispo so the demo part of the work can be expedited. July '09 Update: MDPHA has received demolition approval from HUD. Demolition documents have been completed by Architect. The next step is bid to Demo contractors. Victory Homes – The CAO is working on recording deed for this property, which is required prior to proceeding with project. A Phase I environmental will also need to be done. July '09 Update: If recommendations to change to a Design-Build approach and develop this site as public housing are accepted by appropriate committees, no additional HUD approvals are required. General – Staff from MDPHA and OCI are working together to finalize the GOB resolution relative to various project deletions and changes. This will be presented for October 2009 HCD Committee. July '09 Update: If recommendations to change to a Design-Build approach and develop this site as public housing are accepted by appropriate committees, no additional HUD approvals are required. The GOB projects are being further evaluated by OCI for future funding and priorities, before being forwarded to HCDC for consideration. Extension to 12/31/09 is requested. Sept '09 Update: Procurement of demolition contractor is underway for both Elizabeth Virrick II and Lincoln Gardens. MDPHA is preparing Resolution to change development approach (via two resolutions) which will be scheduled for November HCDC. Additionally, per meeting with US HUD on 9/22/2009, US HUD approved extension to 1/31/2010. **Nov. '09 Update -- These items will be on the December Housing and Community Development Committee Agenda.**
	27) Obtain final approval from HUD for any necessary dispo/demo applications	HUD approved extension to 8/31/2009	08/31/2009	HUD: Special Applications Center	July '09 Update: See comments above regarding task #26.

6

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Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
Identify and implement other development initiatives to increase affordable housing (continued)	28) ~~Solicit developers for identified GOB sites~~ Negotiate criteria for GOB sites with design professionals	~~06/30/2009~~ ~~10/31/2009~~ 03/31/2010		George Burgess, Gregg Fortner, Jorge Cibran, other County departments	July '09 Update: See comments for task #26. Based on above, request for extension to 12/31/2009. August 09 Update: The GOB projects are being further evaluated by OCI for future funding and priorities, before being forwarded to HCDC for consideration. Sept '09 Update: GOB projects are being evaluated by OCI for future funding and priorities as a result of the adopted FY 2009-10 budget. Per meeting with US HUD on 9/22/2009, extension approved to 3/31/2010. **Nov '09 Update: Task language has been modified in Year 2 per HUD.**
	29) Select developers and proceed with projects	~~09/30/2009~~ ~~12/31/2009~~ 12/31/2010			July '09 Update: See comments for task #26. Sept '09 Update: Per meeting with US HUD on 9/22/2009, extension approved to 12/31/2010.
Increase performance, capacity and efficiency at MDPHA	30) Provide technical assistance to MDPHA	Duration of MOU		HUD Oversight Team and the County	
AREA: FINANCE					
Increase efficiency and timeliness of Section 8 landlord payments	31) Require direct deposit for all Section 8 landlords on a phased basis	01/31/2010		Gregg Fortner, Craig Clay	Currently 35% of Section 8 landlords are on direct deposit. Direct deposit notices were mailed to all landlords not yet participating in direct deposit in the 5/1/09 check run. In September 2009, landlords will be mailed a letter stating the requirement to move to direct deposit. This letter is contingent upon the implementation of a technology improvement that will allow landlords to access payment information via the Internet. Sept '09 Update: MDPHA has discussed with US HUD and plans to modify this task.

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Implement internal controls to ensure sustainability of program compliance	32) Implement business process review recommendations recommended by Deloite & Touche	32a	~~09/30/2009~~ (50%) HUD granted extension to 12/31/2009	08/31/2009	County: Gregg Fortner, Craig Clay	August '09 Update: The majority of Deloite & Touche business process reviews have been implemented. **Nov. '09 Update -- HUD advised on 10/22 that documentation was insufficient to support the completion of task and given an extension to 12/31/2009.**
		32b	~~09/30/2010~~ 12/31/2010 (50%)			
	33) Complete Internal Control Checklists included in the Financial Policies and Procedures Guide	Duration of MOU				
Perform routine accounting functions	34) Consider options for assistance from a third party for interim performance of functions (contractor, County Finance, etc.)		01/31/2009	01/31/2009	County: George Burgess, Gregg Fortner, Craig Clay, other County Departments (DPM, Finance, Budget, etc.)	MDPHA will not consider requesting help from other County departments. It is in the best interest of the Agency to move forward with our planned reorganization.
	35) Identify staffing insufficiencies and hire where appropriate		~~6/30/2009~~ ~~9/30/2009~~ Duration of MOU			MDPHA is exploring with Human Resources the possibility of continuing with staff adjustments as per the MOU. Extension requested to 9/30/2009. Sept '09 Update: See comments for task #19. Per meeting with US HUD on 9/22/2009, modifying this deadline is under consideration. In the interim, an extension is requested to 1/31/2010.
	36) Train new and existing personnel		Duration of MOU		HUD Oversight Team	
Meet HUD Requirements under FASS by completing timely and accurate reconciliation of bank accounts and determining cash position immediately	37) Establish separate bank accounts to include at a minimum: · General Operating Account · Section 8 Housing Choice Voucher · Section 8 Administrative Fee · Other Section 8 Programs · Public Housing · FSS Section 8 · FSS Public Housing		~~04/30/2009~~ ~~10/31/2009~~ 12/31/2009		County: Gregg Fortner, Craig Clay, MDC Finance Dept	MDPHA cannot establish new bank accounts until the negative cash situation is resolved in the Central Office Cost Center (COCC) and Section 8 HCV Administration. Sept '09 Update: Per meeting with US HUD on 9/22/2009, extension approved to 12/31/2009.

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	38) Complete necessary modifications to Standard Operating Procedures previously completed by Deloitte to ensure applicability and consistency based on current practices	~~9/30/2009~~ - Duration of MOU	09/30/2009	County: Gregg Fortner, Craig Clay	Sept '09 Update: Policy & procedure documents have been developed for each major financial process in MDPHA's Finance division. These accounting manuals (noted below) are updated as needed based on changes or improvements in processes: 1. Expenditure Cycle – Capital Fund Program Grant Mgmt & Budgets 2. Revenue Cycle – Program Funding 3. Revenue Cycle – Cash Management 4. Revenue Cycle – Resident Billing & Accounts Receivable 5. FCRP General Ledger & Related Interfaces 6. FRCP End Close & Reporting 7. Expenditure Cycle – Accounts Payable & Cash Disbursements **Nov '09 Update -- HUD advised on 10/22/09 that documentation was insufficient to demonstrate completion of task; however it has been modified to "Duration of MOU" since modifications can occur at any point MDPHA changes their policies and procedures.**
Increased performance, capacity and efficiency at MDPHA	39) Provide technical assistance to MDPHA			US HUD Oversight Team and County	
AREA: PROGRAM MANAGEMENT – HOUSING CHOICE VOUCHER					
Improve regulatory compliance, performance and administrative fee funding of the Section 8 Housing Choice Voucher Program	40) Achieve at least 95 percent quarterly utilization of Housing Assistance Payment (HAP) funding (not to exceed MDPHA's unit cap) based on Annual Budget Authority (ABA) or Unit Months Available (UMA). Current utilization based on funding is 80%	9/30/2009 then duration of MOU	09/30/2009	County: Gregg Fortner, Crystal Coleman Selected Contractor	Sept '09 Update: MDPHA has achieved at least a 95 percent quarterly utilization of HAP funding based on Annual Budget Authority.
	41) Achieve a Public and Indian Housing Information Center (PIC) monthly reporting rate of at least 95 percent or other minimum required by HUD. Current PIC reporting rate as of 10/31/08 is 71%	~~01/31/2010~~ 3/31/2010-Duration of MOU		MDPHA and Quadel, HCV contractor	Sept '09 Update: Per meeting with US HUD on 9/22/2009, extension approved to 3/31/2010.
	42) Achieve at least an annual Standard Performance rating of 60 percent or greater from HUD under the Section 8 Management Assessment System (SEMAP).	~~09/30/2010~~ 11/15/2010 Duration of MOU		MDPHA and Quadel, HCV contractor	

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Improve efficiency, reporting, analysis, and accountability of the Section 8 Housing Choice Voucher Program	43) Coordinate MDPHA and Section 8 Contractor information technology efforts to fully utilize capability of existing Elite system and its modules	09/30/2009	09/30/2009	Jose Rivero, and selected contractor	Requested quote from ETSD on 4/8/2009 for Metro-E broadband line on behalf of Quadel technical staff in Miami to alleviate observed Elite issues at their remote location. Quadel will be responsible for any additional changes incurred. August '09 Update: Quadel has been actively involved in determining their access rights to our Elite database, often having 'read' access rights. Where necessary to complete their contractual obligations on behalf of MDPHA, they have also been granted 'write' access to the database. Sept' 09 Update: MDPHA's Technical Services division holds regular meetings with Quadel to identify and resolve various issues including connectivity, security, document exchange, etc.
Ensure proper and effective administration of the Section 8 Housing Choice Voucher Program	44) Provide strict oversight of the Section 8 Contractor by requiring compliance with deliverables, meetings and report schedules as specified in the Contract's Scope of Services, assessing their performance in accordance with the Contract's Performance Standards, and swiftly addressing any and all Contractor's performance deficiencies in accordance with the contract	Duration of MOU		MDPHA, County Commissioners, Mayor or Mayor's designee US HUD Oversight Team	Feb '09 -- Staff is reviewing and finalizing the reporting format for Quadel. Additions to the Quadel monthly report in several areas have been recommended. August '09 update: Several changes to the monthly report (attached) have been incorporated: · Added a section on Outreach and Customer Relations Activities · Summary Section: Add the net Change in HCV Leased per month · Section 7.1: Comments/Explanation related to Unknown/Pending Emergency Inspections · Section 7.2: Expansion of the HQS Enforcement of Failed Inspections · Report on separate lines the (a) Corrected within 30 days, (b) Abated, (c) Approved Extensions · Section 7.6: Add Failed Section to Inspections Workload and Pass Rate Chart
Ensure proper and effective administration of the Section 8 Housing Choice Voucher Program (continued)	45) Develop Contract tracking and administration tools by which to assess Contractor performance	03/31/2009	02/24/2009		Tracking documents completed; additional supporting documents submitted in March 2009
Increase performance, capacity and efficiency at MDPHA	46) Provide technical assistance to MDPHA	Duration of MOU		US HUD Oversight Team and County	Oct '09 Update: MDPHA intends to apply for Family Unification Program voucher funding (application deadline is 12/03/09). Retroactive approval of the BCC will be sought as appropriate.

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AREA: PROGRAM MANAGEMENT – OTHER SECTION 8 PROGRAMS					
Improve regulatory compliance, performance, and administrative fee funding of the Section 8 Moderate Rehabilitation (Mod Rehab), Single Room Occupancy (SRO), and Shelter Plus Care (SPC) Programs	47)a Achieve at least 95 percent quarterly lease up rate in each program	~~6/30/2009~~ 9/30/2009 and through duration of MOU	09/30/2009	County: Gregg Fortner and Crystal Coleman	MDPHA has been working very closely with service providers who conduct the outreach for homeless individuals to make sure that we reach a minimum 95% occupancy rate. As a result, MDPHA is requesting an extension to 9/30/2009. August '09 Update: As of June '09, there had been significant improvement in the lease up rate of both Shelter Plus Care and SRO programs to 93% and 97%, respectively. Sept '09 Update: Report showed 95 percent lease up rate.
	48) Achieve a Public and Indian Housing Information Center (PIC) monthly reporting rate of at least 95 percent or other minimum required by HUD for the Moderate Rehabilitation and Single Room Occupancy (SRO) programs	~~6/30/2009~~ 11/30/2009 and through duration of MOU			MDPHA staff is working to reduce and correct errors to reach a minimum 95% occupancy rate. August '09 Update: As of July 31, 2009, the PIC rate for Moderate Rehabilitation program is 71.26%. Additional time is required; therefore MDPHA will request an extension to 2/28/2010. Sept 09 Update: US HUD approved extension through 11/30/2009.
Ensure proper and effective administration of the Section 8 Mod Rehab, SRO, and SPC Programs	49) Develop program tracking and administration tools by which to assess staff and program performance	03/31/2009	03/31/2009	County: Gregg Fortner and Crystal Coleman	Tracking and Administration Tools completed. August '09 Update: MDPHA's Contract Administration division provided US HUD, per their request, with five reports reflecting current assessment data which were based on tracking tools developed in March: 1) Housing Choice Voucher Program – Monthly Management Report for June 2009; 2) Status Report for HCV & Special Programs – July 2009; 3) Program Performance Evaluator – July 2009; 4) Mod Rehab Report; and 5) Shelter Plus Care and Single Room Occupancy Report for June 2009.

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Ensure proper and effective administration of the Section 8 Mod Rehab, SRO, and SPC Programs (continued)	50) Assess program performance and make a recommendation to the County for exercising the additional contracting option under the Section 8 Contract	~~06/30/2009~~ 11/30/2009		County: Gregg Fortner and Crystal Coleman	MDPHA's Contract Administration division has started its assessment in the following areas: lease-up, inspections, re-exams, contract renewals, tenant rent and HAP calculations, and Public & Indian Housing Information Center (PIC) reporting. Additional time is required to complete this assessment; therefore an extension to 9/30/2009 is requested. August '09 Update: MDPHA's Contracts Administration Division was instructed to conduct an assessment of its operations which was provided to the MDPHA Director. A recommendation regarding the contracting out of the other Section 8 programs will be presented to the full BCC by 11/30/2009. Therefore, MDPHA will request an extension to 11/30/2009 **Nov '09 Update -- Recommendation pending receipt of independent audits and analysis which is expected within the next 30 days, therefore extension requested to 12/31/2009**
	51) If program is contracted out, re-establish performance baseline and measures	~~09/30/2009~~ 03/31/2010			August '09 Update: The contracting out option is still a possibility, but is dependent upon the decision regarding task #50. If the decision is made to contract out, then MDPHA will request an extension to 2/28/2010. Sept '09 Update: Per meeting with US HUD on 9/22/2009, extension approved to 3/31/2010.
Increase performance, capacity and efficiency at MDPHA	52) Provide technical assistance to MDPHA	Duration of MOU		US HUD Oversight Team and County	
AREA: PROGRAM MANAGEMENT – PUBLIC HOUSING					
Operate Helen Sawyer Plaza without a deficit	53) Execute interim MOU with DHS	12/31/2008	02/20/2009	County: Gregg Fortner, Phyllis Tynes-Saunders, Alex Ballina, Jennifer Glazer Moon US HUD Oversight Team	MDPHA was unsuccessful in entering into a MOU with DHS. As of 4/1/2009 MDPHA resumed management of the property.
	54) Solicit Service Providers to operate the ALF	03/31/2009	02/20/2009	Alex Ballina, Mari Saydal-Hamilton	On 3/4/2009, DHS notified staff and residents that MDPHA will resume management effective 4/1/2009 and confirmed that existing services will continue as per budgetary constraints.
	55) Select, negotiate and approve contractor	06/30/2009	02/20/2009		
	56) Explore options for financial sustainability including: · Supplemental funding from the County · Returning property to traditional public housing · Disposition of units · Project basing · Reducing the number of Assisted Living Units	06/30/2009	06/30/2009	County: Craig Clay Donna Ayala (US HUD)	MDPHA has determined that it is financially viable to run the facility in-house. MDPHA anticipates operating the facility within the partial revenues received for operating subsidy, tenant rents, and Medicaid waivers.
	57) Make final determination for the sustainability of Helen Sawyer Plaza	06/30/2009	06/30/2009		Same as #57.

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Objective/Goal	Task		Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
Reduce Long Term Vacancies by 500 units (725 units identified as long term vacancies as of 11/30/2008)	58) Continue use of Job Order Contracts put into place during HUD possession of MDHA to expedite turnaround of long term vacancies and work order execution by County staff		On-going		County: Gregg Fortner, Alex Ballina, Jeannie Mendoza, Mari-Saydal-Hamilton US HUD Oversight Team	Weekly meetings, which continue, among ALC, PH regional managers director started to expedite eligibility process and move-in procedure. Streamlined, cohesive plan developed to expedite applicants from '08 waiting list. Vacancy report modified to better identify vacancies and match with applicants' family composition. August '09 Update: Weekly meetings are ongoing.
	59) Complete turnaround of 125 units per quarter	59a	03/31/2009	06/30/2009		~~187~~ 180 units turned around in the 1st quarter of FY 2009 (Jan-March).
		59b	06/30/2009	06/30/2009		134 units turned around in the 2nd quarter of FY 2009 (Apr-June).
		59c	09/30/2009	09/30/2009		Sept 09 Update: 150 units turned around in the 3rd quarter of FY2009 (July-Sept).
		59d	12/31/2009			
Reduce Long Term Vacancies by 500 units (725 units identified as long term vacancies as of 11/30/2008) (continued)	60) Provide technical assistance to the Applicant Leasing Center to ensure families are identified for immediate occupancy of turned units		03/31/2009	03/31/2009	County: Gregg Fortner, Alex Ballina, Jeannie Mendoza, Mari-Saydal-Hamilton US HUD Oversight Team	Technical assistance provided by US HUD and MDPHA's Compliance division.
	61) Occupy long term vacant units when turnaround is complete	61a	03/31/2009	06/30/2009		546 appointments scheduled as of 6/30/2009.
		61b	06/30/2009	06/30/2009		4,368 appointments scheduled as of 6/30/2009.
		61c	09/30/2009	09/30/2009		Sept 09 Update: See response to 59c.
		61d	12/31/2009			
Develop a plan for Heritage Village and implementation	62) Identify options for Heritage Village Turnkey III project and develop a plan for the units		03/31/2009	03/31/2009	County: Gregg Fortner, Alex Ballina, Karen Zelada	Section 32 Homeownership plan is complete with HCD committee to review in September 2009 with anticipated submission to US HUD in October 2009. July '09 update: Plan to be presented to HDC in Sept '09. Sept '09 Update: Plan to be presented to HDC in October.
						Oct '09 Update: HCDC forwarded to BCC with favorable recommendation and pending BCC approval on Nov 3, 2009.
	63) Beginning implementing the plan		04/30/2009	04/29/2009		MDPHA provided draft plan to local US HUD office on 4/29/2009 for informal review and comment. US HUD approved MDPHA's request to begin working with clients.

MDPHA Action Plan

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Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
Increase performance, capacity, and efficiency at MDPHA	64) Provide technical assistance to MDPHA	Duration of MOU		US HUD Oversight Team and County	
AREA: PROGRAM COMPLIANCE					
Comply with Section 504 and ADA requirements	65) Re-negotiate the Voluntary Compliance Agreement (VCA) with HUD	~~06/30/2009~~ 10/31/2009 -- N/A		County: Gregg Fortner, Jorge Cibran US HUD Oversight Team, HQ Office of Field Operations, HQ and Regional FHEO and the Miami Field Office	US HUD team is addressing issue with local HUD office. MDPHA response to VCA monitoring review sent to US HUD's Fair Housing and Equal Opportunity (FHEO) Regional Office on 12/18/2008, US HUD's Field Environmental Officer (FEO) to respond 1st week of Feb '09. A technical assistance meeting was held with US HUD on 3/26/2009. US HUD provided updated information on tolerances that would apply to UFAS units. MDPHA has developed three options for the 478 UFAS units and has made its recommendation for approval of option #3, which identifies the names of the projects, the scope of work and the schedule for the 478 units that will be modified to meet the requirements of the VCA and is the only option that is economically viable. MDPHA sent recommended amendments to VCA to US HUD on 5/11/2009 and is awaiting response. As a result, an extension to 8/31/2009 was requested. August '09 Update: MDPHA is awaiting response from US HUD regarding this extension request. Sept '09 Update: US HUD approved extension through 10/31/2009 **Nov '09 Update -- Year 2 MOU Action Plan removes this task per HUD**
	66) Comply with all corrective actions as outlined in the re-negotiated VCA	~~Duration of MOU --~~ N/A			**Nov '09 Update -- Year 2 MOU Action Plan removes this task per HUD**
Close Management Decisions in HUD OIG Audits that were issued to MDHA while in HUD possession	67) Close remaining findings for Audit #2006-AT-1001 (Section 8)	01/31/2009	12/23/2008	County: Gregg Fortner, Craig Clay, Mari Saydal-Hamilton, Alex Ballina US HUD Oversight Team	Re-opened under audit #2008-AT-0801. MDPHA response sent 1/24/08 and requested closeout letter from US HUD OIG is pending.
	68) Close remaining findings for Audit #2008-AT-0002 (CFP HOPE VI)	~~12/31/2009~~ 4/30/2010			5 of 7 audit findings closed on 8-22-2008. 1A is under HUD HTR review and pending closure. 2A MDPHA's Finance Division is currently auditing open Capital Fund grants.
	69) Close remaining findings for Audit #2008-AT-0004 (CFP/HOPE VI)	~~12/31/2009~~ 4/30/2010			MDPHA's Finance division's audit of Capital Fund grants will enable close-out.
Increase performance, capacity and efficiency at MDPHA	70) Provide technical assistance to MDPHA	Duration of MOU		US HUD Oversight Team and County	

REPORT PERIOD	NUMBER OF TASKS COMPLETED DURING THE MONTH	TOTAL NUMBER OF TASKS COMPLETED	TASKS COMPLETED AND./OR COMMENTS
Jan-09	7	7	Completed: 4, 11, 15, 17, 21, 34, and 67
Feb-09	4	11	Completed: 45, 53, 54, and 55
Mar-09	4	15	Completed: 18, 49, 60, and 62
Apr-09	4	19	Completed: 1, 3, 23, and 63
May-09	0	19	
Jun-09	7	26	Completed: 2a, 56, 57, 59a, 59b, 61a, 61b
Jul-09	2	28	Completed: 13, 25
Aug-09	3	31	Completed: 12, 27, 32a
Sep-09	6	37	Completed: 38, 40, 43, 47, 59c, 61c
Oct-09	1	38	Completed: 2c
Nov-09	0	38	
Dec-09			
Jan-10			
Feb-10			
Mar-10			
Apr-10			
May-10			
Jun-10			
Jul-10			
Aug-10			
Sep-10			
Oct-10			
Nov-10			
Dec-10			