# Memorandum

MIAMI-DADE COUNTY

**Date:** January 13, 2010

HCD
Agenda Item No. 7(B)

**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 – December 2009

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The following report to the Housing and Community Development (HCD) Committee serves as the update for activities through the end of December 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.

MDPHA and US HUD are in the process of negotiating language for tasks in the Year Two Work Plan. Once it is final, the Year Two Work Plan will be brought to the full Board of County Commissioners as appropriate.

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**

**Dec 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.<br>August '09 Update:<br>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<br>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.<br>* for initial training and then for the duration of the MOU | | ~~07/31/2009~~<br>12/31/2009 | 12/14/2009 | 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.<br>Initial training was postponed; however MDPHA will be working with HUD to reschedule this training due to scheduling conflict with HUD.<br>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.<br>Sept '09 Update: Per 9/22/2009 meeting, US HUD approved extension to 12/31/2009; however, US HUD is waiting to hear from the County regarding training date.<br>Oct '09 Update<br>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.<br>Nov '09 Update<br>US HUD and County staff are collaborating on the preparation of the agenda and format for the BCC training scheduled for 12/14/2009.<br>**Dec '09 Update Training held on 12/14/2009 as per the attached agenda** |

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# 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**

**Dec 2009 Report**

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| 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<br><br>US HUD Oversight Team | Sept 09 Update:<br>Per 9/22/09 meeting, US HUD approved extension to 12/31/2009.<br><br>**Dec '09 Update -- Pending legal opinion from CAO, therefore extension requested to 1/31/2010.** |
| | 7) Review existing Cooperative Agreements and make amendments as necessary | ~~09/30/2009~~ 12/31/2009 | | | Sep '09 Update:<br>Per 9/22/09 meeting, US HUD approved extension to 12/31/2009.<br><br>**Dec '09 Update -- Pending legal opinion from CAO, therefore extension requested to 1/31/2010.** |
| 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:<br>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:<br>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.<br><br>August '09 Update:<br>Building out complete. |
| | 13) Complete Move | ~~06/30/2009~~ 08/31/2009 | 07/31/2009 | | |

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# 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**

**Dec 2009 Report**

| 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)<br><br>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.<br><br>August '09 Update:<br>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.<br><br>August '09 Update:<br>MDPHA's total staff count is 401. The (TO) is complete as per guidance by USHUD of how the agency should be staffed.<br><br>Sept '09 Update:<br>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.<br><br>August '09 Update:<br>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:<br>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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# MDPHA Action Plan

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**Dec 2009 Report**

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| **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.<br><br>July '09 Update:<br>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.<br><br>July 09 Update:<br>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.<br><br>Sept '09 Update:<br>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.<br>Oct '09 Update:<br>HCDC forwarded to BCC with favorable recommendation MDPHA's award of $16.6 million and BCC approval pending on Nov 3, 2009.<br>Nov '09 Update:<br>The BCC approved the amended version of this resolution as R-1280-09 on 11/4/2009. |

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# MDPHA Action Plan

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**Dec 2009 Report**

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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~~<br>~~09/30/2009~~<br>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.<br><br>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.<br><br>July '09 Update:<br>MDPHA has received demolition approval from HUD. Demolition documents have been completed by Architect. The next step is bid to Demo contractors.<br><br>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.<br><br>July '09 Update:<br>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.<br>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.<br><br>July '09 Update:<br>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.<br><br>Sept '09 Update:<br>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.<br>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. |

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# MDPHA Action Plan

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|---|---|---|---|---|---|
| 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~~<br>~~10/31/2009~~<br>03/31/2010 | | George Burgess, Gregg Fortner, Jorge Cibran, other County departments | July '09 Update:<br>See comments for task #26.<br><br>Based on above, request for extension to 12/31/2009.<br><br>August 09 Update:<br>The GOB projects are being further evaluated by OCI for future funding and priorities, before being forwarded to HCDC for consideration.<br><br>Sept '09 Update:<br>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.<br>Nov '09 Update: Task language has been modified in Year 2 per HUD. |
| | 29) Select developers and proceed with projects | ~~09/30/2009~~<br>~~12/31/2009~~<br>12/31/2010 | | | July '09 Update:<br>See comments for task #26.<br><br>Sept '09 Update:<br>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 | |

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# MDPHA Action Plan

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**Dec 2009 Report**

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|---|---|---|---|---|---|---|
| **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.<br><br>Sept '09 Update:<br>MDPHA has discussed with US HUD and plans to modify this task. |
| 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~~; 3/31/2010 | 08/31/2009 | County: Gregg Fortner, Craig Clay | August '09 Update:<br>The majority of Deloite & Touche business process reviews have been implemented.<br><br>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.<br><br>**Dec '09 Update: Per onsite meeting with HUD in December, a consensus was reached to utilize and update the matrix provided by HUD; new HUD approved deadline is 3/31/2010.** |
| | | 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.<br><br>Sept '09 Update:<br>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 | |

# MDPHA Action Plan

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|---|---|---|---|---|---|
| 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:<br>· General Operating Account<br>· Section 8 Housing Choice Voucher<br>· Section 8 Administrative Fee<br>· Other Section 8 Programs<br>· Public Housing<br>· FSS Section 8<br>· FSS Public Housing<br>· Security Deposits | ~~04/30/2009~~<br>~~10/31/2009~~<br>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.<br><br>Sept '09 Update:<br>Per meeting with US HUD on 9/22/2009, extension approved to 12/31/2009. |
| | 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 | | 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:<br>1. Expenditure Cycle – Capital Fund Program Grant Mgmt & Budgets<br>2. Revenue Cycle – Program Funding<br>3. Revenue Cycle – Cash Management<br>4. Revenue Cycle – Resident Billing & Accounts Receivable<br>5. FCRP General Ledger & Related Interfaces<br>6. FRCP End Close & Reporting<br>7. Expenditure Cycle – Accounts Payable & Cash Disbursements<br><br>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 | |

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# MDPHA Action Plan

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|---|---|---|---|---|---|
| **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<br><br>Selected Contractor | Sept '09 Update:<br>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~~<br>3/31/2010-Duration of MOU | | MDPHA and Quadel, HCV contractor | Sept '09 Update:<br>Per meeting with US HUD on 9/22/2009, extension approved to 3/31/2010.<br><br>**Dec '09 Update: The PIC reporting rate for the HCV program is 96.62% (see attachment).** |
| | 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~~<br>11/15/2010<br>Duration of MOU | | MDPHA and Quadel, HCV contractor | |
| 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.<br><br>August '09 Update:<br>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.<br><br>Sept' 09 Update:<br>MDPHA's Technical Services division holds regular meetings with Quadel to identify and resolve various issues including connectivity, security, document exchange, etc. |

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| 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<br><br>US HUD Oversight Team | Feb '09 -- Staff is reviewing and finalizing the reporting format for Quadel.<br><br>Additions to the Quadel monthly report in several areas have been recommended.<br><br>August '09 update:<br>Several changes to the monthly report (attached) have been incorporated:<br>· Added a section on Outreach and Customer Relations Activities<br>· Summary Section: Add the net Change in HCV Leased per month<br>· Section 7.1: Comments/Explanation related to Unknown/Pending Emergency Inspections<br>· Section 7.2: Expansion of the HQS Enforcement of Failed Inspections<br>· Report on separate lines the (a) Corrected within 30 days, (b) Abated, (c) Approved Extensions<br>· 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:<br>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.<br><br>August '09 Update:<br>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.<br><br>Sept '09 Update:<br>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.<br><br>August '09 Update:<br>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.<br><br>Sept 09 Update:<br>US HUD approved extension through 11/30/2009.<br><br>**Dec '09 Update: PIC rate for Moderate Rehab is currently 105.64% (pending data verification) (see attachment)** |
| 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.<br><br>August '09 Update:<br>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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# 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**

**Dec 2009 Report**

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| 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~~<br>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.<br><br>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<br>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<br>**Dec '09 Update - Recommendation pending receipt of independent audits & analysis; therefore extension to 1/31/2010 requested.** |
| | 51) If program is contracted out, re-establish performance baseline and measures | ~~09/30/2009~~<br>03/31/2010 | | | August '09 Update:<br>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.<br><br>Sept '09 Update:<br>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 | |

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# 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**

**Dec 2009 Report**

| Objective/Goal | Task | | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|---|
| **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<br><br>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:<br>· Supplemental funding from the County<br>· Returning property to traditional public housing<br>· Disposition of units<br>· Project basing<br>· Reducing the number of Assisted Living Units | | 06/30/2009 | 06/30/2009 | County: Craig Clay<br><br>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. |
| 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<br><br>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.<br><br>August '09 Update:<br>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 | 12/31/2009 | | **Dec '09 Update: 124 units turned around in 4th qtr (Oct-Dec) (see attachment)** |

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# 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**

**Dec 2009 Report**

| 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) (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<br><br>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 | | 513 initial appointments scheduled as of 10/31/09. See response to 59c. |
| | | 61d | 12/31/2009 | 12/31/2009 | | **Dec '09 Update: 1,690 appointments scheduled as of 12/31/09. See response to 59d.** |
| 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.<br><br>July '09 update:<br>Plan to be presented to HDC in Sept '09.<br><br>Sept '09 Update:<br>Plan to be presented to HDC in October.<br><br>Oct '09 Update:<br>HCDC forwarded to BCC with favorable recommendation and pending BCC approval on Nov 3, 2009.<br><br>**Dec '09 Update: BCC adoped on 11/4/09 per R-1281-09** |
| | 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. |
| Increase performance, capacity, and efficiency at MDPHA | 64) Provide technical assistance to MDPHA | | Duration of MOU | | US HUD Oversight Team and County | |

# 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**

**Dec 2009 Report**

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| **AREA: PROGRAM COMPLIANCE** | | | | | |
| Comply with Section 504 and ADA requirements | 65) Re-negotiate the Voluntary Compliance Agreement (VCA) with HUD | ~~06/30/2009~~<br>10/31/2009 -- N/A | | County: Gregg Fortner, Jorge Cibran<br><br>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.<br><br>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.<br><br>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.<br><br>August '09 Update:<br>MDPHA is awaiting response from US HUD regarding this extension request.<br><br>Sept '09 Update:<br>US HUD approved extension through 10/31/2009.<br>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 --~~<br>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<br><br>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~~<br>4/30/2010 | | | 5 of 7 audit findings closed on 8-22-2008.<br><br>1A is under HUD HTR review and pending closure.<br>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~~<br>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** | **3** | **41** | **Completed: 5, 59d, and 61d. Not completed: 38** |
| Jan-10 | | | |
| Feb-10 | | | |
| Mar-10 | | | |
| Apr-10 | | | |
| May-10 | | | |
| Jun-10 | | | |
| Jul-10 | | | |
| Aug-10 | | | |
| Sep-10 | | | |
| Oct-10 | | | |
| Nov-10 | | | |
| Dec-10 | | | |

Task #5

**U.S. Department of Housing and Urban Development**

Atlanta Region, Miami Field Office
Brickell Plaza Federal Building
909 SE First Avenue, Rm. 500
Miami, FL 33131-3042

# Miami-Dade County Commissioners' Training

## December 14, 2009, 10:00 a.m.

## AGENDA

Sharon Swain, HUD Office of General Counsel
Terrance Smith, County Attorney's Office

- Memorandum of Understanding b/t HUD and Miami-Dade County
- Board's role/County Attorney's role
- Litigation
- Conflicts of Interest
- Fair Housing Issues
- Legal review in Acquisition, Disposition and Development
- Administrative Sanctions

Edwin Bonano, HUD Office of Inspector General-Investigations

Lindsey Reames, HUD Office of Field Operations
Elaine Furey, Mario Rosario, Michael Carney, HUD Miami Field Office

- "A Guidebook for Commissioners"

Questions and Answers

# *Delinquency Report*

**As of December 31, 2009**

Download in Excel  Print Report  Back to Report

Effective Dates Included : **September 01, 2008** through **December 31, 2009**

| Field Office Code | HA Code | HA Name | HA FYE | Program Type | ACC Units | VMS Units Leased | As of (MM/YY) | Port Outs | Port Ins | 50058 Required | 50058 Received | Difference | Reporting Rate | Forms Received | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | Last Month | Last 3 Months | Last 6 Months |
| 4DPH | FL002 | ST. PETERSBURG | 12/31 | Public Housing | 669 | | | | | 331 | 328 | 3 | 99.09 | 23 | 94 | 237 |
| 4DPH | FL002 | ST. PETERSBURG | 12/31 | Voucher Funded Assistance | 3,117 | 2692 | 11/09 | 58 | 2 | 2,636 | 2,582 | 54 | 97.95 | 381 | 1,126 | 2,016 |
| 4DPH | FL003 | TAMPA | 03/31 | Public Housing | 3,389 | | | | | 2,731 | 2,697 | 34 | 98.76 | 636 | 885 | 1,646 |
| 4DPH | FL003 | TAMPA | 03/31 | Voucher Funded Assistance | 5,211 | 5254 | 11/09 | 87 | 237 | 5,404 | 5,367 | 37 | 99.32 | 2,079 | 3,301 | 4,974 |
| 4DPH | FL005 | MIAMI DADE | 09/30 | Public Housing | 9,230 | | | | | 7,490 | 7,371 | 119 | 98.41 | 1,352 | 2,303 | 4,619 |
| * 4DPH | FL005 | MIAMI DADE | 09/30 | Mod Rehab | 1,561 | | | | | 0 | 1,649 | -1,649 | 105.64 | 371 | 1,057 | 1,460 |
| * 4DPH | FL005 | MIAMI DADE | 09/30 | Voucher Funded Assistance | 14,636 | 13014 | 11/09 | 189 | 41 | 12,866 | 12,431 | 435 | 96.62 | 3,701 | 8,318 | 11,247 |
| 4DPH | FL008 | SARASOTA HOUSING AUTHORITY | 03/31 | Public Housing | 434 | | | | | 388 | 366 | 22 | 94.33 | 93 | 99 | 177 |
| 4DPH | FL008 | SARASOTA HOUSING AUTHORITY | 03/31 | Voucher Funded Assistance | 828 | 664 | 11/09 | 38 | 18 | 644 | 660 | -16 | 102.48 | 174 | 371 | 562 |
| 4DPH | FL009 | WEST PALM BEACH HOUSING | 03/31 | Public Housing | 684 | | | | | 569 | 555 | 14 | 97.54 | 18 | 546 | 548 |
| 4DPH | FL009 | WEST PALM BEACH HOUSING | 03/31 | Voucher Funded Assistance | 2,849 | 2819 | 11/09 | 54 | 13 | 2,778 | 2,730 | 48 | 98.27 | 194 | 995 | 1,737 |
| 4DPH | FL010 | FT. LAUDERDALE | 12/31 | Public Housing | 635 | | | | | 590 | 589 | 1 | 99.83 | 68 | 184 | 369 |



Task #41 and #48

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Task #59d – Complete turnaround of 125 units per quarter

| 4th Quarter Changes to Occupied | | |
|---|---|---|
| From Initial Status : M- V - R | Final Status : Occupied | Grand Total |
| October | 37 | 37 |
| November | 21 | 21 |
| December | 19 | 19 |
| **Grand Total** | **77** | **77** |

| 4th Quarter Changes to Vacant and Ready | | |
|---|---|---|
| From Initial Status : M-V | Final Status : Vacant and ready | Grand Total |
| October | 12 | 12 |
| November | 18 | 18 |
| December | 17 | 17 |
| **Grand Total** | **47** | **47** |

| | |
|---|---|
| **TOTAL** | **124** |