# Memorandum

MIAMI-DADE COUNTY

**Date:** October 5, 2010

Agenda Item No. 12(B)7

**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 – August 2010

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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 August 2010 regarding Miami-Dade Public Housing Agency's (MDPHA's) ongoing operations and programmatic activities.

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 Action Plan, part of the Memorandum of Understanding (MOU) between the U.S. Department of Housing and Urban Development (US HUD) and the County. These 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.

Attachment

Assistant County Manager

| 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 | **COMPLETED IN YEAR 1** |
| | 2) Host quarterly meetings with working group | 2a | 07/31/2009 | 06/10/2009 | County: Gregg Fortner, George Burgess, County department directors | **COMPLETED IN YEAR 1** |
| | | 2b | 10/31/2009 | 10/14/2009 | | **COMPLETED IN YEAR 1** |
| | | 2c | 01/31/2010 | 01/28/2010 | | Jan '10 Update: Meeting held on 1/28/2010 and focused on HOPE VI and Section 8 project-based RFA. **COMPLETED** |
| | 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 | **COMPLETED IN YEAR 1** |
| 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 | **COMPLETED IN YEAR 1** |
| | 5) Provide Board training to all Committee members. * Initial training for Board (**On-going for Committee) | 5a | 12/31/2009 * | 12/14/2009 | County: George Burgess, Gregg Fortner; HUD Oversight Team | **COMPLETED IN YEAR 1** |
| | | 5b | 03/31/2010 ** | 04/30/2010 | | April '10 Update: Fair Housing workshop held 4/30/10 |
| | | 5c | 06/30/2010 ** | 06/30/2010 | | June '10 Update: HCD Committee provided with training material on MDPHA's Capital Fund, and American Recovery and Reinvestment Act (ARRA) funds. **COMPLETED** |
| | | 5d | 09/30/2010 ** | | | |
| | | 5e | 12/31/2010 ** | | | |
| 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 | | 01/31/2010 | 01/15/2010 | County: Gregg Fortner, George Burgess, Terrence Smith, Alex Ballina, MDC Commissioners, other localities and governing body | Jan '10 Update: Legal opinion from CAO is that these agreements are not required or necessary. **COMPLETED** |
| | 7) Review existing Cooperative Agreements and make amendments as necessary | | 01/31/2010 | 01/15/2010 | HUD Oversight Team | Jan '10 Update: Legal opinion from CAO is that these agreements are not required or necessary. **COMPLETED** |
| 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 | | 03/31/2010 | 03/02/2010 | County: Gregg Fortner, County Attorney's Office | Feb '10 Update: The BCC is expected to address this issue at the 3/2/10 meeting. |
| | | | | | | March '10 Update: BCC approved R-206-10 to record quit claim deed and other documents associated with 1968 conveyance of properties from Housing Authority of the City of Miami to Miami-Dade County. Copy of resolution is attached. **COMPLETED** |
| | 9) All deeds are recorded | | 6/30/2010 | 03/02/2010 | County: Gregg Fortner, County Attorney's Office, HUD Oversight Team | Feb '10 update : The BCC is expected to address this issue at the 3/2/10 meeting. |
| | | | | | | March '10 Update: This task is completed as per task #8 as noted above. **COMPLETED** |
| Increase performance, capacity and efficiency of MDPHA | 10) Provide technical assistance to MDPHA | | Duration of the MOU | | HUD Oversight Team and the County | |

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| **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 | COMPLETED IN YEAR 1 |
| | 12) Complete Build Out | 07/31/2009 | 08/31/2009 | | COMPLETED IN YEAR 1 |
| | 13) Complete Move | 08/31/2009 | 07/31/2009 | | COMPLETED IN YEAR 1 |
| 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) HUD Oversight Team | |
| | 15) Identify key positions that Miami-Dade will exempt from bumping at MDPHA | 12/31/2008 | 01/20/2009 | | COMPLETED IN YEAR 1 |
| 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 | COMPLETED IN YEAR 1 |
| | 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 | | COMPLETED IN YEAR 1 |
| | 19) Hire positions depicted in the Table of Organization | Duration of MOU | | | |
| Increase performance, capacity and efficiency at MDPHA | 20) Provide technical assistance to MDPHA | Duration of MOU | | HUD Oversight Team and County | |
| **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 | COMPLETED IN YEAR 1 |
| | 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 | |
| | 23) Complete a new concept plan | 03/31/2009 | 04/03/2009 | MDPHA, MBS | COMPLETED IN YEAR 1 |
| | 24) Execute appropriate documents, including phase closing documents, etc. as appropriate | Duration of MOU | | Gregg Fortner, George Burgess, MBS, 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.) | COMPLETED IN YEAR 1 |
| Identify and implement other development initiatives to increase affordable housing | 26) Obtain approval from the BCC for General Obligation Bond (GOB) funding revisions | 01/31/2010 | 02/28/2010 | Gregg Fortner, Jorge Cibran, George Burgess, other County departments | Jan '10 Update: HCDC forwarded to the BCC with a favorable recommendation two GOB-related resolutions to delete five projects, approve two new projects and modify one project. The accompanying resolution changed the development approach from mixed-income development to design-build. Both Resolutions were approved on January 21, 2010. **COMPLETED**<br>Feb '09 Update: Although R-26-10 and R-05-10 were adopted in January, task inadvertently not marked as closed out. **COMPLETED** |

| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| | 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 | **COMPLETED IN YEAR 1** |
| Identify and implement other development initiatives to increase affordable housing (continued) | 28) Negotiate criteria for GOB sites with design professionals | ~~3/31/2010; 5/31/10;~~ HUD approved extension to 9/30/10 | | George Burgess, Gregg Fortner, Jorge Cibran, other County departments | March '10 Update: MDPHA has been advised that funding approval for Lincoln is expected in 2010. Negotiations with design criteria professional is underway. Extension to 5/31/2010 is requested. County staff is finalizing its review of future GOB sales and a determination will be made on the funding schedule for all three GOB public housing sites.<br>May '10 Update: The bond sale for GOB projects still pending BCC review; therefore an additional extension from HUD is requested to 9/30/10.<br>**July '10 Update: Per HUD letter date 7/22/2010, extension granted to 9/30/10.** |
| | 29) Solicit developers/design builders for GOB sites | 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) Implement direct deposit for all Section 8 landlords on a phased basis | 01/31/2010 | 01/31/2010 | Gregg Fortner, Craig Clay | Jan '10 Update: Direct deposit has been implemented. When this project started, approximately 18% of Section 8 landlords were enrolled in direct deposit. Currently, that percentage has increased to 43%. Each month, every landlord is sent a flyer advertising direct deposit and the new Partner Portal, which allows landlords to access payment information and other pertinent account information on-line. MDPHA hopes that the continued advertising will encourage additional participation. **COMPLETED** |
| Implement internal controls to ensure sustainability of program compliance | 32) Implement and/or sustain business process review recommendations recommended by Deloitte & Touche — 32a | 03/31/2010 (50%) | 03/31/2010 | County: Gregg Fortner, Craig Clay | March '10 Update: 59% (55 of 93 tasks) have been done as per attached summaries. **COMPLETED** |
| | 32b | 12/31/2010 (50%) | | | |
| | 33) Ensure Internal Controls are in place per 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 Depts. (DPM, Finance, Budget.) | **COMPLETED IN YEAR 1** |
| | 35) Identify staffing insufficiencies and hire where appropriate | Duration of MOU | | | |
| | 36) Train new and existing personnel | Duration of MOU | | HUD Oversight Team | |

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| Objective/Goal | Task | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|
| 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 | 12/31/2009 | 03/31/2010 | County: Gregg Fortner, Craig Clay, MDC Finance Dept | Jan '10 Update: MDPHA, along with the involvement of the County's Finance Dept and US HUD, have started the process of opening separate program accounts and anticipates completion by the end of the next quarter.<br><br>March '10 Update: MDPHA is requesting closure of this item. Due to other process improvement initiatives, there is no need to open separate bank accounts. **COMPLETED** |
| | 38) Complete necessary modifications to Standard Operating Procedures previously completed by Deloitte to ensure applicability and consistency based on current practices | Duration of MOU | | County: Gregg Fortner, Craig Clay | |
| **Note: Non sequential numbering in the following section** | | | | | |
| Comply with terms of existing repayment agreements or enter into new repayment agreements as determined necessary | 72) Abide by terms of agreement approved by HUD on 4/24/09 to repay $936,745 in overpaid housing assistance in monthly payments of $11,151.73 over 7 years from administrative fee reserves or non-federal funds.<br><br>***Note: According to HUD on 5/12/10 - "Although this task identifies a 7-year repayment agreement, only the repayment period that falls within the terms of the MOU Action Plan are applicable for determining compliance with the MOU. If all other terms of the MOU are met, the remaining years of this repayment agreement will not be sole justification for extending the MOU."*** | 01/30/2010 | 04/30/2010 | County: Gregg Fortner, Craig Clay, Crystal Coleman<br>HUD Oversight Team | April '10 Update: COMPLETED |
| | | 02/28/2010 | 04/30/2010 | | April '10 Update: COMPLETED |
| | | 03/31/2010 | 04/30/2010 | | April '10 Update: COMPLETED |
| | | 04/30/2010 | 04/30/2010 | | April '10 Update: COMPLETED |
| | | 05/31/2010 | 05/31/2010 | | May '10 Update: COMPLETED. |
| | | 06/30/2010 | 06/30/2010 | | June '10 Update: COMPLETED |
| | | 07/31/2010 | 07/31/2010 | | July '10 Update: COMPLETED |
| | | 08/31/2010 | 08/31/2010 | | Aug '10 Update: COMPLETED |
| | | 09/30/2010 | | | |
| | | 10/31/2010 | | | |
| | | 11/30/2010 | | | |
| | | 12/31/2010 | | | |
| | 73) Validate data and complete repayments to tenants for underpaid housing assistance identified by the Nan McKay reviews. | ~~3/31/2010~~ 5/31/2010 - HUD extension to 12/31/2010 | | County: Gregg Fortner, Craig Clay, Crystal Coleman<br>HUD Oversight Team | March '10 Update: MDPHA is reviewing the validity of the data provided by Nan McKay. This was discussed with the HUD oversight team on their most recent visit and was agreed to extend this task to 5/31/2010.<br><br>May '10 Update: MDPHA challenged the validity of the datam, and the amounts that may be owed as a result, and will schedule a meeting with HUD to discuss.<br><br>**July '10 Update: MDPHA and US HUD have selected a sampling of files to review to determine the accuracy and validity of the Nan McKay work. The review will be complete by the end of August 2010. A final decision will be made by September 2010 on whether to move forward with this item.**<br>**Aug '10 Update: US HUD requested extension to 12/31/2010.** |
| | 74a) Enter into agreement(s) as determined necessary, related to unsupported or ineligible CFP costs based on the OIG audits | 06/30/2010 | 03/31/2010 | County: Gregg Fortner, Craig Clay, Jorge Cibran | May '10 Update: **COMPLETED**. Note: HUD has requested rephrasing of this final comment to read as follows - "After review with HUD oversight team, "it was determined that any need for repayment of CFP funds will occur immediately and therefore no repayment agreement will be necessary." This comment will be reflected in all future reports. |
| | 74b) Abide by the terms of the repayment agreements | Duration of MOU | 03/31/2010 | | March '10 Update: Task considered complete as a result of #74a being closed. **COMPLETED** |

| Objective/Goal | Task | | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|---|
| | 75) Requirements related to reimbursement of HAP | | | | County: Gregg Fortner, Craig Clay, Crystal Coleman, Alex Ballina HUD Oversight Team | |
| | 75a) Reimburse the HCV program Net Restricted Asset (NRA) account $5,944,281 within 6 months from available funds in the Public Housing Operating fund (interfund transfer) | | 06/30/2010 | 03/31/2010 | | March '10 Update: Journal entry and fund summary reconciled and completed. **COMPLETED** |
| | 75b) Reimburse the HCV program with $62,447 from NC SR, $193,188 from Shelter Plus Care, $62,836 from SRO, $776,228 from Mod Rehab | | 02/28/2010 | 04/30/2010 | | April '10 Update: **COMPLETED** |
| | 75c) Reimburse the HCV program from the COCC $2,857,436 owed to the program | | 02/28/2010 | 03/31/2010 | | March '10 Update: Journal entry and fund summary reconciled and completed. **COMPLETED** |
| | 75d) Book an interfund receivable form the COCC or business activities fund (non-federal funds) $2,891,184 to cover the existing UNA deficit in the program | | ~~12/31/2009~~ 4/30/2010 | 04/30/2010 | County: Gregg Fortner, Craig Clay | March '10 Update: MDPHA is evaluating its Unrestricted Net Assets (UNA) account to determine the correct value of the proposed interfund. This is in process now that the fiscal year-end 2009 financial statements have been issued. HUD oversight team's recent onsite visit approved extension to 4/30/2010. **COMPLETED**<br>April '10 Update: **COMPLETED** |
| | 75e) Collect from the COCC $2,891,184 booked as an interfund in #75d | | ~~1/31/2010~~ 4/30/2010 | 04/30/2010 | | March '10 Update: Per HUD oversight team recent onsite visit it was agreed to revise the task language, including amount, and extend deadline to 4/30/2010.<br>April '10 Update: **COMPLETED** |
| | 75f) Collect the remaining interfund due of $2,650,016 to the HCV program (previous UNA deficit amount) from non-federal funds | | 12/31/2010 | 03/31/2010 | | March '10 Update: Per HUD onsite meeting, this task was considered unnecessary based on changes in dollar amounts to #75d and #75e; therefore task considered completed. **COMPLETED** |
| **Note: Sequential numbering resumes** | | | | | | |
| Increased performance, capacity and efficiency at MDPHA | 39) Provide technical assistance to MDPHA | | Duration of MOU | | 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% | 40a | 09/30/2009 | 09/30/2009 | County: Gregg Fortner, Crystal Coleman and selected contractor | **COMPLETED IN YEAR 1** |
| | | 40b | 12/31/2009 | 02/28/2009 | | Feb '10 Update: 187.3% as per attached chart (Note: percentage over 100% due to recapture of Net Reserve Assets in 2009). **COMPLETED** |
| | | 40c | 03/31/2010 | 03/31/2010 | | March '10 Update: 103.64% qtr utilization rate as per attached report. **COMPLETED** |
| | | 40d | 06/30/2010 | 06/30/2010 | | June '10 Update: 101.77% quarterly utilization rate as per the attached report. **COMPLETED** |
| | | 40e | 09/30/2010 | | | |
| | | 40f | 12/31/2010 | | | |

| Objective/Goal | Task | | | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|---|---|
| | 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% | | 41a | 06/30/2010 | 07/31/2010 | MDPHA and Quadel (HCV contractor) | 96.62% reporting rate achieved 12/31/2009<br>June '10 Update: 101.61% reporting rate achieved for May '10; June figure will be available by 7/15.<br>July '10 Update: 102.46% reporting rate as per attached Section 8 Housing Programs report. (Note: MDPHA provided HUD additional data during July onsite visit). **COMPLETED** |
| | | | 41b | 07/31/2010 | **07/31/2010** | | **July '10 Update: 102.33% reporting rate. COMPLETED** |
| | | | 41c | 08/30/2010 | | | **Aug '10 Update: Data available mid-month and will be included on the Sept. report** |
| | | | 41d | 09/30/2010 | | | |
| | | | 41e | 10/31/2010 | | | |
| | | | 41f | 11/30/2010 | | | |
| | | | 41g | 12/31/2010 | | | |
| | 42) Achieve at least an annual Standard Performance rating of 60 percent or greater from HUD under the Section 8 Management Assessment System (SEMAP). | | | 11/15/2010 (for 9/30/2010 rating period) | | 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 | **COMPLETED IN YEAR 1** |
| 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>HUD Oversight Team | |
| | 45) Develop Contract tracking and administration tools by which to assess Contractor performance | | | 03/31/2009 | 02/24/2009 | | **COMPLETED IN YEAR 1** |
| Increase performance, capacity and efficiency at MDPHA | 46) Provide technical assistance to MDPHA | | | Duration of MOU | | HUD Oversight Team and County | |
| **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) Achieve at least 95 percent quarterly lease up rate in each program | Moderate Rehab | 47a1 | 09/30/2009 | 09/30/2009 | County: Gregg Fortner and Crystal Coleman | **COMPLETED IN YEAR 1** |
| | | | 47a2 | 12/31/2009 | 12/31/2009 | | Feb '10 Update: 95% qtrly lease-up rate. **COMPLETED** |
| | | | 47a3 | 03/31/2010 | 03/31/2010 | | May '10 Update: 94.62% qtrly lease-up rate. **COMPLETED** |
| | | | 47a4 | **06/30/2010** | **07/31/2010** | | **July '10 update: 96.29% qtrly lease-up rate. COMPLETED** |
| | | | 47a5 | 09/30/2010 | | | |
| | | | 47a6 | 12/31/2010 | | | |
| | | Single Room Occupancy | 47b1 | 09/30/2009 | 09/30/2009 | | **COMPLETED IN YEAR 1** |
| | | | 47b2 | 12/31/2009 | 12/31/2009 | | Feb '10 Update: 96.55% lease-up rate. **COMPLETED** |
| | | | 47b3 | 03/31/2010 | 03/31/2010 | | March'10 Update (correction): 94.14% lease-up rate. **COMPLETED** |
| | | | 47b4 | 06/30/2010 | **07/31/2010** | | **July '10 update: 95.17% qtrly lease-up rate. MDPHA sent HUD additional data to close out). COMPLETED** |
| | | | 47b5 | 09/30/2010 | | | |
| | | | 47b6 | 12/31/2010 | | | |

| Objective/Goal | Task | | | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|---|---|
| | | Shelter Plus Care | 47c1 | 09/30/2009 | 09/30/2009 | | COMPLETED IN YEAR 1 |
| | | | 47c2 | 12/31/2009 | 12/31/2009 | | Feb '10 Update: 95% qtrly lease-up rate. COMPLETED |
| | | | 47c3 | 03/31/2010 | 03/31/2010 | | May '10 Update: 94.45% qtrly lease-up rate. COMPLETED |
| | | | 47c4 | 06/30/2010 | 07/31/2010 | | **July '10 update: 96.06% qtrly lease-up. (MDPHA sent HUD additional data to close out). COMPLETED** |
| | | | 47c5 | 09/30/2010 | | | |
| | | | 47c6 | 12/31/2010 | | | |
| | 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 | | | 11/30/2009 and Duration of MOU | 01/31/2010 | | Jan '10 Update: MDPHA has been working with US HUD to ensure that the PIC score for Moderate Rehab is correct. During HUD's December 2009 site visit, the variation of the score was discussed. HUD's Miami Field Office explained that the discrepancy is due to the changing ACC units which is controlled and entered by HUD and that this number fluctuates due to the timeframe it takes for landlords to sign new contracts and for HUD to enter the new contracts into HUD CAPS. As it pertains to SRO reporting, technical issues at MDPHA prohibited the timely submissions to HUD for PIC reporting of SRO program; however, these issues have been resolved and it is anticipated that a monthly report will be available in March. |
| | | Moderate Rehab | 48a1 | 11/30/2009 | 11/30/2009 | | 98.39% reporting rate COMPLETED |
| | | | 48a2 | 12/31/2009 | 12/31/2009 | | 105.64% reporting rate COMPLETED |
| | | | 48a3 | 01/31/2010 | 01/31/2010 | | Feb '10 Update: 119% reporting rate. COMPLETED |
| | | | 48a4 | 02/28/2010 | 05/31/2010 | | May '10 Update: Supporting data provided re 125.48% reporting rate. COMPLETED. |
| | | | 48a5 | 03/31/2010 | 05/31/2010 | | May '10 Update: Supporting data provided re 102.55% reporting rate. COMPLETED. |
| 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) Program (continued) | | | 48a6 | 04/30/2010 | 05/31/2010 | | May '10 Update: Supporting data provided re 105.59% reporting rate. COMPLETED. |
| | | | 48a7 | 05/31/2010 | 07/31/2010 | | **July '10 Update: 91.73% reporting rate. COMPLETED** |
| | | | 48a8 | 06/30/2010 | 07/31/2010 | | **July '10 Update: 91.39% reporting rate. COMPLETED. (Note: Per HUD's 7/22/10 letter, the unit count has been corrected in PIC for June and accurate percent should be reflected on future reports).** |
| | | | 48a9 | 07/31/2010 | 07/31/2010 | | **July '10 Update: 97.36% reporting rate. COMPLETED.** |
| | | | 48a10 | 08/30/2010 | | | **Aug '10 Update: Data available mid-month and will be included on the Sept. report** |
| | | | 48a11 | 09/30/2010 | | | |
| | | | 48a12 | 10/31/2010 | | | |
| | | | 48a13 | 11/30/2010 | | | |
| | | | 48a14 | 12/31/2010 | | | |

| Objective/Goal | Task | | | Target Accomplishment Date | Actual Accomplishment Date | Lead Staff | Comments / Accomplishments |
|---|---|---|---|---|---|---|---|
| | | Single Room Occupancy | 48b1 | 11/30/2009 | | | Data not available |
| | | | 48b2 | 12/31/2009 | | | Data not available |
| | | | 48b3 | 01/31/2010 | ~~05/31/2010~~ | | May '10 Update: MDPHA has always generated HUD 50058 forms for the SRO program. However, MDPHA has been unable to resolve the PIC reporting issue with HUD and in the interim will provide HUD with data from MDPHA's Elite software. COMPLETED |
| | | | | | | | **July '10 Update : Per HUD mtg in July, tasks 48b3-b6 to remain incomplete until PIC reporting issue is resolved.** |
| | | | 48b4 | 02/28/2010 | ~~05/31/2010~~ | | **July '10 Update : Per HUD mtg in July, tasks 48b3-b6 to remain incomplete until PIC reporting issue is resolved.** |
| | | | 48b5 | 03/31/2010 | ~~05/31/2010~~ | | **July '10 Update : Per HUD mtg in July, tasks 48b3-b6 to remain incomplete until PIC reporting issue is resolved.** |
| | | | 48b6 | 04/30/2010 | ~~05/31/2010~~ | | **July '10 Update: Per HUD mtg in July, tasks 48b3-b6 to remain incomplete until PIC reporting issue is resolved.** |
| | | | 48b7 | 05/31/2010 | | | **July '10 Update : Per HUD mtg in July, tasks to remain incomplete until PIC reporting issue is resolved.** |
| | | | 48b8 | 06/30/2010 | | | **July '10 Update : MDPHA data in Elite to be corrected to allow data submission to PIC by 8/31/2010.** |
| | | | 48b9 | 07/31/2010 | | | **July '10 Update : MDPHA data in Elite to be corrected to allow data submission to PIC by 8/31/2010.** |
| | | | 48b10 | 08/30/2010 | | | **Aug' 10 Update: The 164 units under the Mod Rehab SRO 50058's have been submitted to US HUD's PIC for the Mod Rehabilitation SRO program; however, after reviewing the Mod Rehab Program tab in the PIC Delinquency Report, as of 8/31/2010, MDPHA discovered that at least 68 records were successfully accepted in PIC under the Moderate Rehabilitation Program, not the SRO tab, with the correct certification type. The remaining certifications (96) for the Mod Rehabilitation SRO Program are in PIC as well; however, they are coded as certificates instead of Moderate Rehabilitation (MR). Therefore, MDPHA has completed an End of Participation (EOP action) in PIC for the remaining incorrect certification types as a way of correcting the error and will resubmit them with the correct program type.**<br><br>**Please note, even though 68 certs show up under the Ad-hoc report in PIC for Mod Rehab SRO none of the submissions show up under the SRO tab in the Delinquency report.** |
| | | | 48b11 | 09/30/2010 | | | |
| | | | 48b12 | 10/31/2010 | | | |
| | | | 48b13 | 11/30/2010 | | | |
| | | | 48b14 | 12/31/2010 | | | |
| 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 | **COMPLETED IN YEAR 1** |

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| 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 | 01/30/2010 | 01/29/2010 | County: Gregg Fortner and Crystal Coleman | Jan '10 Update: Assessment completed and the County's determination not to exercise the optional contracting option and continue the in-house administration of these programs. Letter and supporting documentation sent to HUD on 1/29/2010. **COMPLETED** |
| | 51) If program is contracted out, re-establish performance baseline and measures | 03/31/2010 | 02/26/2010 | | Feb '10 Update: This task should have been closed out based on completion of task #50. **COMPLETED** |
| Increase performance, capacity and efficiency at MDPHA | 52) Provide technical assistance to MDPHA | Duration of MOU | | HUD Oversight Team and County | |

| 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, and HUD Oversight Team | **COMPLETED IN YEAR 1** |
| | 54) Solicit Service Providers to operate the ALF | | 03/31/2009 | 02/20/2009 | Alex Ballina, Mari Saydal-Hamilton | **COMPLETED IN YEAR 1** |
| | 55) Select, negotiate and approve contractor | | 06/30/2009 | 02/20/2009 | | **COMPLETED IN YEAR 1** |
| | 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 & Donna Ayala (HUD) | **COMPLETED IN YEAR 1** |
| | 57) Make final determination for the sustainability of Helen Sawyer Plaza | | 06/30/2009 | 06/30/2009 | | **COMPLETED IN YEAR 1** |
| 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 | | Duration of MOU | | County: Gregg Fortner, Alex Ballina, Jeannie Mendoza, Mari-Saydal-Hamilton<br>HUD Oversight Team | |
| | 59) Complete turnaround of 125 units per quarter | 59a | 03/31/2009 | 06/30/2009 | County: Gregg Fortner, Alex Ballina, Jorge Cibran, Jeannie Mendoza | **COMPLETED (184 units)** |
| | | 59b | 06/30/2009 | 06/30/2009 | | **COMPLETED (140 units)** |
| | | 59c | 09/30/2009 | 09/30/2009 | | **COMPLETED (172 units)** |
| | | 59d | 12/31/2009 | 12/31/2009 | | **COMPLETED (128 units)** |
| 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 | HUD Oversight Team | **COMPLETED IN YEAR 1** |
| | 61) Occupy long term vacant units when turnaround is complete | 61a | 03/31/2009 | 06/30/2009 | County: Gregg Fortner, Alex Ballina, Jeannie Mendoza, Mari-Saydal-Hamilton | **COMPLETED (171 units)** |
| | | 61b | 06/30/2009 | 06/30/2009 | | **COMPLETED (127 units)** |
| | | 61c | 09/30/2009 | 09/30/2009 | | **COMPLETED (146 units)** |
| | | 61d | 12/31/2009 | 12/31/2009 | | **COMPLETED (77 units)** |
| 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 | **COMPLETED IN YEAR 1** |
| | 63) Beginning implementing the plan | | 04/30/2009 | 04/29/2009 | | **COMPLETED IN YEAR 1** |
| Increase performance, capacity, and efficiency at MDPHA | 64) Provide technical assistance to MDPHA | | Duration of MOU | | HUD Oversight Team & County | |

| 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 | 02/10/2010 | County: Gregg Fortner, Jorge Cibran<br>HUD Oversight Team, HQ Office of Field Operations, HQ and Regional FHEO and the Miami Field Office | **REMOVED FROM ACTION PLAN BY US HUD AND CONSIDERED CLOSED UPON APPROVAL BY HCDC OF YEAR TWO ACTION PLAN - COMPLETED** |
| | 66) Comply with all corrective actions as outlined in the re-negotiated VCA | Duration of MOU based on VCA dates | 02/10/2010 | | **REMOVED FROM ACTION PLAN BY US HUD AND CONSIDERED CLOSED UPON APPROVAL BY HCDC OF YEAR TWO ACTION PLAN - COMPLETED** |
| 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 HUD Oversight Team | **COMPLETED IN YEAR 1** |
| | 68) Close remaining findings for Audit #2008-AT-0002 (CFP HOPE VI) and complete any necessary follow-up actions | ~~4/30/2010~~; Extension by HUD to 6/30/10 | | | May '10 Update: Per HUD, "MDPHA has submitted the required documentation for review by HUD. Final request for closure by HUD for this task will be completed in mid-June."<br>**July '10 Update: HUD's July 22, 2010 letter acknowledged that MDPHA had submitted all required documentation for review by HUD.** |
| | 69) Close remaining findings for Audit #2008-AT-0004 (CFP/HOPE VI) and complete any necessary follow-up actions | ~~4/30/2010~~; Extension by HUD to 6/30/10 HUD requested extension to 12/31/2010 | | | May '10 Update: Per HUD, "MDPHA has submitted the required documentation for review by HUD. HUD has requested closure for all findings in this task and is awaiting an IG response."<br>**July '10 Update: Per HUD's letter from July 22, 2010, HUD is waiting for an IG response.**<br>**Aug '10 Update: HUD requested extension to 12/31/2010.** |
| | 70) Complete internal audit of each Capital Fund Grant from 2002-2006 | 03/31/2010 | 03/31/2010 | County: Gregg Fortner, Craig Clay, Jorge Cibran | March '10 Update: Completed as per attached summary. Note: The 335-page supporting documentation package was provided to the Miami Field Office on 3/30/10. **COMPLETED** |
| Increase performance, capacity and efficiency at MDPHA | 71) Provide technical assistance to MDPHA | Duration of MOU | | HUD Oversight Team and County | |

| REPORT PERIOD | NUMBER OF TASKS COMPLETED DURING THE MONTH | TOTAL NUMBER OF TASKS COMPLETED | TASKS COMPLETED | 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 | 8 | 49 | Completed: 2c, 6, 7, *26, 31, 48, 50, *51 | * Per 3/22/10 HUD letter, these tasks were completed in previous months, but reported during February 2010 due to formatting changes in Year Two MOU. |
| Feb-10 | 7 | 56 | Completed: 40b, 47a2, 47b2, 47c2, 48a1, 48a2, 48a3 | |
| Mar-10 | 14 | 70 | Completed: 8, 9, 32a, 37, 40c, 48a5, 65**, 66**, 70, 74a, 74b, 75a, 75c, 75f, | ** Per HUD onsite visit 3/31/2010. |
| Apr-10 | 8 | 78 | Completed: 5b, 72*, 75b, 75d, 75e | * Also has due dates to end of year |
| May-10 | 7 | 85 | Completed: 47a3, 47b3, 47c3, 48a4, 48a5, 48a6, 72* (~~48b3, 48b4, 48b5, 48b6**~~) | * Also has due dates to end of year. ** Per HUD onsite visit in July. |
| Jun-10 | 3 | 88 | Completed: 5c, 40d, 72* | * Also has due dates to end of year. |
| **Jul-10** | **9** | **97** | **Completed: 41a, 41b, 47a4, 47b4, 47c4, 48a7, 48a8, & 72*** | *** Also has due dates to end of year.** |
| **Aug-10** | **1** | **98** | **Completed: 72*** | *** Also has due dates to end of year.** |
| Sep-10 | | | | |
| Oct-10 | | | | |
| Nov-10 | | | | |
| Dec-10 | | | | |