Memorandum

MIAMI-DADE COUNTY

Date: January 12, 2011

EDSS
Agenda Item No. 7(A)

To: Honorable Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Monthly Report on the Miami-Dade Public Housing Agency – October 2010

The following report to the Housing and Community Development (HCD) Committee serves as the update for activities through the end of October 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		January 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 Update: Fair Housing workshop held 4/30/10
		5c	06/30/2010 **	06/30/2010		June 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 **	10/13/2010		**October Update: HCDC Committee presentation on Industry and US HUD funding requests. COMPLETED**
		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	January 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	January 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	February Update: The BCC is expected to address this issue at the 3/2/10 meeting.
						March 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	February Update: The BCC is expected to address this issue at the 3/2/10 meeting.
						March 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	October Update: The closing documents were executed by September 20, 2010.
	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	January 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 February 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 ext. 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 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. May Update: The bond sale for GOB projects still pending BCC review; therefore an additional extension from HUD is requested to 9/30/10. July Update: Per HUD letter date 7/22/2010, extension granted to 9/30/10. September Update: MDPHA has completed work relative to the Lincoln Gardens project, including; (1) request list of qualified Design Criteria Professionals (DCP's) from OCI, (2) evaluate various firms, (3) select most qualified firm, (4) begin negotiations with selected firm, and (5) draft work order/contract. MDPHA cannot complete negotiations with the selected Design Criteria Professional and issue a contract until funding is authorized. Extension is requested through December 31, 2010.
	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	January 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 Deloite & Touche — 32a	03/31/2010 (50%)	03/31/2010	Gregg Fortner, Craig Clay	March 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	Duration of MOU			

Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
	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, and Security Deposits	12/31/2009	03/31/2010	County: Gregg Fortner, Craig Clay, MDC Finance Dept	January 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 March 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. ***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 HUD Oversight Team	April Update: COMPLETED
		02/28/2010	04/30/2010		April Update: COMPLETED
		03/31/2010	04/30/2010		April Update: COMPLETED
		04/30/2010	04/30/2010		April Update: COMPLETED
		05/31/2010	05/31/2010		May Update: COMPLETED.
		06/30/2010	06/30/2010		June Update: COMPLETED
		07/31/2010	07/31/2010		July Update: COMPLETED
		08/31/2010	08/31/2010		August Update: COMPLETED
		09/30/2010	09/30/2010		September Update: COMPLETED
		10/31/2010	10/31/2010		October Update: COMPLETED
		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 HUD Oversight Team	March 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. May Update: MDPHA challenged the validity of the data, and the amounts that may be owed as a result, and will schedule a meeting with HUD to discuss. July 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. August Update: US HUD requested extension to 12/31/2010.

Objective/Goal	Task	Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
	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 Update: 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. **COMPLETED**
	74b) Abide by the terms of the repayment agreements	Duration of MOU	03/31/2010		March Update: Task considered complete as a result of #74a being closed. **COMPLETED**
	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 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 Update: **COMPLETED**
	75c) Reimburse the HCV program from the COCC $2,857,436 owed to the program	02/28/2010	03/31/2010		March 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 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**
					April 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 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.
					April 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 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	

Objective/Goal	Task		Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
AREA: PROGRAM MANAGEMENT – HOUSING CHOICE VOUCHER						
	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	02/28/2010		February 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 Update: 103.64% qtr utilization rate as per attached report. COMPLETED
		40d	06/30/2010	06/30/2010		June Update: 101.77% quarterly utilization rate as per the attached report. COMPLETED
		40e	09/30/2010	10/31/2010		September Update: 103.16% reported as of 8/30/10. Sept data will be available on Oct 15. **October Update: 105.60 rate as per attached Housing Programs report. COMPLETED**
		40f	12/31/2010			
	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
						June Update: 101.61% reporting rate achieved for May '10; June figure will be available by 7/15.
						July 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 Update: 102.33% reporting rate. COMPLETED
		41c	08/30/2010	09/30/2010		August Update: Data available mid-month and will be included on the Sept. report.
						September Update: 101.96% reported as of August 31 (as per attached Housing Programs report). COMPLETED
		41d	09/30/2010	10/31/2010		September Update: 102.90% reporting rate achieved as of Aug 31. Sept data will be available on Oct 15. **October Update: 102.90 reported as per attached Housing Programs report. COMPLETED**
		41e	10/31/2010			October Update: **October data will be available after Nov. 8.**
		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

Objective/Goal	Task			Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
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 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		February Update: 95% qtrly lease-up rate. COMPLETED
			47a3	03/31/2010	03/31/2010		May Update: 94.62% qtrly lease-up rate. COMPLETED
			47a4	06/30/2010	07/31/2010		July Update: 96.29% qtrly lease-up rate. COMPLETED
			47a5	09/30/2010	10/31/2010		September Update: 95.67% qtrly lease-up rate as of August 31, as per attached Housing Programs report. Sept data will be available on Oct 15. October Update: 95.95% qtrly lease-up rate as per attached Housing Programs report. COMPLETED
			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		February Update: 96.55% lease-up rate. COMPLETED
			47b3	03/31/2010	03/31/2010		March Update (correction): 94.14% lease-up rate. COMPLETED
			47b4	06/30/2010	07/31/2010		July Update: 95.17% qtrly lease-up rate. (MDPHA sent HUD additional data to close out). COMPLETED
			47b5	09/30/2010	10/31/2010		September Update: 93.10% qtrly lease-up rate for August 31, as per attached Housing Programs report. Sept data will be available on Oct 15 October Update: 94.14% qtrly lease-up rate as per attached Housing Programs report. COMPLETED
			47b6	12/31/2010			
		Shelter Plus Care	47c1	09/30/2009	09/30/2009		COMPLETED IN YEAR 1
			47c2	12/31/2009	12/31/2009		February Update: 95% qtrly lease-up rate. COMPLETED
			47c3	03/31/2010	03/31/2010		May Update: 94.45% qtrly lease-up rate. COMPLETED
			47c4	06/30/2010	07/31/2010		July Update: 96.06% qtrly lease-up. (MDPHA sent HUD additional data to close out). COMPLETED
			47c5	09/30/2010	10/31/2010		September Update: 96.20% qtrly lease-up rate as of August 31, as per attached Housing Programs report. Sept data will be available on Oct 15 October Update: 96.79% qtrly lease-up rate as per attached Housing Programs report. COMPLETED.
			47c6	12/31/2010			

Objective/Goal	Task			Target Accomplishment Date	Actual Accomplishment Date	Lead Staff	Comments / Accomplishments
	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		January 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 Update: Supporting data provided re 125.48% reporting rate. **COMPLETED.**
			48a5	03/31/2010	05/31/2010		May 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 Update: Supporting data provided re 105.59% reporting rate. **COMPLETED.**
			48a7	05/31/2010	07/31/2010		July Update: 91.73% reporting rate. **COMPLETED**
			48a8	06/30/2010	07/31/2010		July 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 Update: 97.36% reporting rate. **COMPLETED**
			48a10	08/30/2010	09/30/2010		August Update: Data available mid-month and will be included on the Sept. report September Update: 120.96% reporting rate for August 31 as per attached Housing Programs report. CLOSED
			48a11	09/30/2010	10/31/2010		September Update: Data for all programs will be available on Oct 15. **October Update: 86.68% reporting rate as per attached Housing Programs report. COMPLETED**
			48a12	10/31/2010			October Update: **Data will be available mid-November**
			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 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 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 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 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 Update: Per HUD mtg in July, tasks 48b3-b6 to remain incomplete until PIC reporting issue is resolved.
			48b7	05/31/2010			July Update: Per HUD mtg in July, tasks to remain incomplete until PIC reporting issue is resolved.
			48b8	06/30/2010			July Update: MDPHA data in Elite to be corrected to allow data submission to PIC by 8/31/2010.
			48b9	07/31/2010			July Update: MDPHA data in Elite to be corrected to allow data submission to PIC by 8/31/2010.
			48b10	08/30/2010			August 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. 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			September Update: There is an open task with the HUD PIC team regarding this unresolved and ongoing PIC related issue.
			48b12	10/31/2010			**October Update: Data not available.**
			48b13	11/30/2010			
			48b14	12/31/2010			

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	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
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	January 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		February 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	
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: · 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 (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 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)

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	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	
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 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 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." July 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 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." July Update: Per HUD's letter from July 22, 2010, HUD is waiting for an IG response. August 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 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	

MDPHA Action Plan **Part of the Memorandum of Understanding (MOU) between the MDC, MDPHA and HUD**

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, 48a9, & 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	3	101	Completed: 41c, 48a10, and 72*	* Also has due dates to end of year.
Oct-10	**8**	**109**	**Completed: 5d, 40e, 41d, 47a5, 47b5, 47c5, 48a11, and 72***	*** Also has due dates to end of year.**
Nov-10				
Dec-10				

MDPHA HOUSING PROGRAMS

HCV	July	August	September	
Units Under ACC	14,560	14,560	14,560	
Units Months Lease	13,276	13,277	13,355	
Occupancy Rate	91.2%	91.2%	91.7%	
PIC Reported Rate	102.33%	101.96%	102.90%	Task #41d
Inspections Due	1,733	1,501	1,067	
Inspections Completed	1,730	1,489	1,055	
% of Inspections Completed	99.83%	99.20%	98.88%	
Re-exams Due	992	1202	1277	
Re-exams Completed	841	1028	1139	
% of Re-exams Completed	84.78%	85.52%	89.19%	
Vacant Units	N/A	N/A	N/A	
HCV # Reported in VMS	13,274	13,085	Pending	
Admin. Fees Received	481,356	1,148,357	1,087,185	
% of ABA	104.63%	103.16%	105.60%	Task #40e
HAP Expense	$ 11,557,998	$11,415,708	$11,693,657	
Moderate Rehab	**July**	**August**	**September**	
Units Under ACC	2101	2101	2101	
Units Months Lease	2024	2010	2016	
Occupancy Rate	96.34%	95.67%	95.95%	Task #47a5
PIC Reported Rate	97.36%	120.96%	86.68%	Task #48a11
Inspections Due	162	230	164	
Inspections Completed	223	234	175	
% of Inspections Completed	100.00%	100.00%	100.00%	
Re-exams Due	186	392	191	
Re-exams Completed	184	383	186	
% of Re-exams Completed	98.92%	97.70%	97.38%	
Vacant Units	77	91	85	
Shelter Plus Care	**July**	**August**	**September**	
Units Under ACC	685	685	685	
Units Months Lease	657	659	663	
Occupancy Rate	95.91%	96.20%	96.79%	Task #47c5
Inspections Due	79	15	74	
Inspections Completed	79	28	74	
% of Inspections Completed	100.00%	100.00%	100.00%	
Re-exams Due	41	81	58	
Re-exams Completed	41	69	52	
% of Re-exams Completed	100.00%	85.19%	89.66%	
Vacant Units	28	26	22	
Single Room Occupancy	**July**	**August**	**September**	
Units Under ACC	290	290	290	
Units Months Lease	281	270	273	
Occupancy Rate	96.90%	93.10%	94.14%	Task #47b5
Inspections Due	28	19	49	
Inspections Completed	28	28	49	
% of Inspections Completed	100.00%	100.00%	100.00%	
Re-exams Due	20	17	23	
Re-exams Completed	20	17	23	
% of Re-exams Completed	100.00%	100.00%	100.00%	
Vacant Units	9	20	17	

*Revised: 10-14-2010