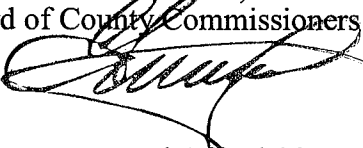


Date: March 21, 2018

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

From: Carlos A. Gimenez 
Mayor

Subject: Waiting Lists For County-owned Affordable Housing Projects – Directive 172016

This report is in response to Resolution No. R-1078-17 adopted by the Board of County Commissioners (Board) on November 7, 2017, directing the County Mayor or the County Mayor’s designee to seek approval from the Board regarding any options related to the waiting list for the County-owned affordable properties and to prepare and submit a report. Specifically, Resolution No. 1078-17 states that “...the report shall include the following information: (a) the total number of applicants currently on the waiting list; (b) the date the waiting lists were opened; (c) the anticipated date the waiting lists will be reopened; (d) the anticipated process that will be utilized to reopen the waiting lists; and the number of vacant units in each of the Affordable Housing Projects.”

Overview

There are 17 County-owned multifamily rental properties that make up the Public Housing and Community Development (PHCD) non-public housing portfolio. In the 1980s, nine of these properties were developed as Section 8 New Construction, a HUD program with housing assistance subsidy attached to the units. Seven of these properties were either acquired through government action, including foreclosure proceedings and from the Resolution Trust Corporation (RTC) or the U.S. Department of Housing and Urban Development (HUD). The remaining property was developed by the County using General Obligation Bonds (GOB) and Community Development Block Grant (CDBG) funds. The County opted to develop or obtain these properties to address affordability of residential real estate property for low-to moderate-income individuals.

PHCD, through Property Management Services Contract No. 429, has retained Royal American Management, Inc. (RAM) to manage the 17 County-owned multifamily rental properties. They are comprised of 10 Section 8 project-based communities and seven “affordable” housing communities that may have some type of Section 8 subsidized financial assistance associated with the property. The properties that have Section 8 project-based contracts are Coconut Grove Homes, Gibson Plaza, Little Havana Apartments, Riverside Apartments, Miami Gardens Apartments, Singer Plaza, Wynwood Apartments, Perrine Rainbow, Goulds Homes, and Milton Manor III. The properties that do not have a Section 8 project-based contracts are Lakeside Towers, Gran Via Apartments, Southern Anchor, Ingram Terrace, Park Lake Apartments, Gateway Apartments, and Leisure Villas. These particular “affordable” properties are typically below market rent or subject to deed restrictions that require a certain number of units to be set aside for low-income families, elderly, and/or persons with disabilities. While the Section 8 project-based communities have subsidy specifically designated for their respective properties, there may also be Section 8 Housing Choice Voucher households in the non-Section 8 project-based developments known as our “affordable” housing communities.

Waiting List Management Background

In previous years, PHCD managed a community-wide waiting list, utilizing a computerized random selection process that determined the applicant's ranking at the time of the initial application, with separate rankings for project-based programs and for tenant-based programs. The project-based programs included both public housing and the Section 8 New Construction properties. The tenant-based programs included Housing Choice Vouchers and other Section 8 tenant-based programs.

The affordable properties, being privately managed, use a site-specific waiting list to fill vacancies at those various properties.

Affordable Communities Waiting List

RAM, in its management of the various waitlists, updates the lists every six months. A letter is mailed to applicants and they are given 10 days to respond by mail, in-person, or by telephone. The letter requests that the recipient/applicant, within the 10 days, inform RAM as to whether or not the applicant wishes to remain on the wait list. If no response is received, then the applicant's name is removed from the wait list. Note: Being on the wait list does NOT mean that the applicant is actually qualified to get an offer of a vacant unit. Being on the wait list only means that an applicant has submitted an application. Should that applicant's position on the wait list be reached, the applicant is contacted and RAM interviews and collects appropriate documentation from the applicant to ascertain whether or not the applicant meets requirements that might apply to the property in question (e.g., income, family size appropriate for the unit that is vacant, etc.)

All units are currently occupied in the Affordable Communities, and lists are closed.

Section 8 Project-Based Communities Waiting List

The waiting list for each of the Section 8 project-based communities is currently closed. In October 2014, the waiting list for each property, except Milton Manor, was opened for a period of two weeks. Milton Manor opened for applications June 2017. The various waitlists are updated every six months.

PHCD WAITING LIST

2018

SECTION 8 PROJECT-BASED COMMUNITIES						
Property Name	District Location	Total # of Units	# of Applicants on Waiting List	Date When Waiting List Last Opened	Anticipated Process to Reopen the Waiting List	Vacant Units
Coconut Grove	7	24	109	Oct. 2014	Advertisement	0
Gibson Plaza	7	65	219	Oct. 2014	Advertisement	0
Goulds Homes	9	48	355	Oct. 2014	Advertisement	0
Little Havana	5	75	566	Oct. 2014	Advertisement	0
Milton Manor	9	60	27	June 2017	Advertisement	0
Miami Gardens	1	45	612	Oct. 2014	Advertisement	0
Perrine	9	64	335	Oct. 2014	Advertisement	0
Riverside	5	75	432	Oct. 2014	Advertisement	0
Singer Plaza	3	100	300	Oct. 2014	Advertisement	0
Wynwood Homes	3	40	610	Oct. 2014	Advertisement	0
Total of Section 8		596	3565			
“AFFORDABLE” COMMUNITIES						
	District Location	Total # of Units	# of Applicants on Waiting List	Date When Waiting List Last Opened	Anticipated Process to Reopen the Waiting List	Vacant Units
Lakeside Towers	11	384	245	Mar. 2016	Advertisement	0
Gateway Apts	9	57	9	June 2007	Advertisement	0
Gran Via	11	104	1,785	May. 2013	Advertisement	0
Ingram Terrace	1	40	5	Nov. 2007	Advertisement	0
Leisure Villas	9	30	39	Sept. 2017	Advertisement	0
Park Lake	11	82	80	Jun.2017	Advertisement	0
Southern Anchor	9	72	1	Nov. 2011	Advertisement	0
Total of “Affordable”		769	2164			0
Total of All Units			5,729			

Today, RAM manages a separate waiting list for each individual Section 8 project-based and “affordable” housing communities. The current process and any future changes will be in accordance with HUD Occupancy Handbook 4350.3, Chapter 4 – Waiting List and Tenant Selection.

Providing answers to the specific report requirements under Resolution No. R-1078-17

(a) Total number of applicants currently on the waiting list: 5,729

(b) The date the waiting list were last opened: (see dates listed on charts above)

(c) The anticipated date on the waiting list will be reopened:

The anticipated date of reopening a waiting list is specific to each site based on vacancies (of which there are currently none) *and* the number of applicants on the wait list. Under the current conditions, wait lists within the next two (2) months should be opened for Gateway Apartments (District 9), Ingram Terrace (District 1), and Southern Anchor (District 9).

(d) The anticipated process that will utilized to reopen the waiting list:

Under current protocols, opening of lists will be implemented through advertisements in print and online with the application period being open for fourteen (14) business days from the date of publication. Once closed, a computerized random selection process shall be used to assign position on the waiting list. It is important to underscore again that gaining access to the waiting list does not equate to securing a unit. Applicants need to meet eligibility requirements and provide necessary documentation.

Number of vacant units in each of the Affordable Housing Projects.

There are no vacant units in any of the projects as of the date of this report.

In further compliance with Resolution No. R-1078-17, upon receipt of this Report by the Board of County Commissioners, PHCD shall begin consulting with members of the Board of the BCC in which the subject properties are located. There are six (6) districts impacted. The purpose of the meeting will be to “receive their input when and how to open, administer and populate the Affordable Housing Projects’ waiting list.” Should modifications to the current process be proposed, they will be brought before the Board of County Commissioners for approval as required by Resolution No. R-1078-17. Furthermore, if such modifications require, the contract with Royal American Management, Inc. shall be amended.

Any questions regarding this report should be directed to PHCD Director Michael Liu at 786-469-4106.

c: Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
Maurice L. Kemp, Deputy Mayor, Office of the Mayor
Michael Liu, Director, PHCD
Cathy Jackson, CPA, Interim Commissioner Auditor
Eugene Love, Agenda Coordinator
Christopher Agrippa, Clerk of the Board