



City Council Staff Report

Subject: Agreement with Roseville Housing Authority for Housing Choice Voucher Program Administration

Date: December 12, 2023

Submitted By: Elizabeth Sorg, Management Analyst

Department: City Manager's Office

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin to Authorizing the City Manager to Sign an Agreement between the City of Rocklin and the City of Roseville Housing Authority to Administer the Housing Choice Voucher Program.

Background:

On September 6, 1983, the City of Rocklin consented to having the City of Roseville Housing Authority operate within the city limits. Since then, the Roseville House Authority has acted as one of two housing authorities that operate in the city. Because the City of Rocklin does not have a housing authority, the Placer County Housing Authority also covers the city. The agreement with Roseville entered into in 1983 allows the City of Roseville Housing Authority (RHA) to administer the Section 8 Program. This program provides vouchers for low-income individuals to assist with rental payments for a location of their choosing.

The Section 8 program, since renamed to the Housing Choice Voucher (HCV) Program, has been operated by the RHA since the first contract was executed in 1983, and the RHA receives a fee from the City of Rocklin for providing this service. There are approximately 130 Rocklin households actively enrolled in the program.

Most recently, the contract was revised on May 6, 2009 and replaced with the current Reimbursement Agreement. Per the current Reimbursement Agreement, the City of Rocklin pays an annual fee with a minimum of \$17,600 and a maximum of \$27,500 for the administration of this program. RHA also receives funding from the federal Department of Housing and Urban Development, with RHA paying the difference between the HUD funding provided and the actual costs to administer the program; fees charged to Rocklin each year represent the cost proportionate to the number of Rocklin vs. Roseville households being served.

Over time, as administrative costs have increased, the fee associated with program administration has not changed. In 2023, the RHA contacted the City of Rocklin to request an

update of the Reimbursement Agreement. The updated agreement (Attachment 2) would increase the minimum annual fee to \$20,000 and the maximum fee to \$40,000. The maximum fee proposed is based on a projected five year forecast that indicated City of Rocklin costs could be as much as \$38,000. The exact amount of this fee will vary every year because it is calculated based on the total administrative expenses for the program year which will change based on the number of Housing Vouchers provided. The revised agreement also places a limit on the number of Project Based Vouchers (PBV) that can be issued by the RHA in Rocklin. The proposed limit is 20%.

Historically, the RHA issues about 20% of its annual HCVs to people who live in Rocklin. The RHA does not control where the recipients of these programs live; the voucher recipients select their housing, and this amount has remained at about 20%. Project Based Vouchers, in contrast, are attached to the property and not the individual. The RHA will buy-down the cost of the identified units in a development, and income-qualified residents will pay the remainder of the cost. In keeping with the historic levels of usage for the HCVs, the RHA proposes limiting the total number of PBV for Rocklin to 20% to be consistent with historical levels of usage.

Fiscal Impact:

The fee for this program is budgeted in the Fiscal Year 2023/24 Operating Budget in the housing budget (General Fund department 603). The increase in this fee has been accounted for in the current fiscal year budget and will be added to future budgets.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Reimbursement Agreement](#)