



Regional Housing Authority of Sutter and Nevada Counties

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January 27, 2016

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Ron Sullenger
Commissioner Luis Uribe

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada
Kara Gash, Sutter County Health Division

**NOTICE OF REGULAR MEETING
February 3, 2016**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, February 3, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Interim Executive Director

s: No02032016



The Housing Authority is an equal opportunity employer and housing provider.



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
February 3, 2016, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- C. AWARDS AND PRESENTATIONS:
1. MEET THE STAFF:
 - A. Antonio Bustamante, Maintenance Department
 - B. Bakshinder Sahota, Occupancy Department
- D. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
- NONE
- E. OLD BUSINESS: Discussion/Possible Action:
2. Update on Approval of Amendment to Add Yuba County
 3. Approval of Linda Nichols Labor Commissioner claim and other claims by her
- F. NEW BUSINESS: Discussion/Possible Action:
4. Recommend Approval of Budget for FYE 2017 pg. 1
 5. Resolution 16-1442 – Approval of Public Housing Budget for FYE 2017 pg. 14

G. ADMINISTRATIVE REPORT:

16. Administrative Update

H. HOUSING COMMISSIONERS' COMMENTS:

- I. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

17. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case

18. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director

J. NEXT MEETING:

K. ADJOURNMENT

Ag020316

**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
STAFF REPORT**

Date: February 3, 2016
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer

SUBJECT: Fiscal Year Ending 2017 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

The Regional Housing Authority of Sutter and Nevada Counties (RHASNC) receives funding from several different sources; HUD (Federal), USDA (Federal), HCD (State) and cities and counties (local). Since RHASNC is considered a small Housing Authority (<250 HUD units), it does not come under the HUD Asset Management rule, which means that most of its revenue must stay within the program where it was received and there is little “general fund” (unrestricted funds) to cover special projects.

What is included in this Report?

- Net Residual Receipt Summary
- Budget comparison between FYE 2016 and FYE 2017 (attached spreadsheets)

What factors do you use when preparing a budget?

- Income Annualized average or maximum revenue minus various vacancy rates
- Expenses Annualized average, prior year budget or actual anticipated needs
- Adjustments Managers recommendations based on anticipated needs; residual Net Income is budgeted for reserves to cover Capital Needs Assessments (CNA)

What are some of the specifics of each budget?

- All programs
 - 5% step increases for staff
 - 2% COLA
 - 7% increase (approximate, cost neutral to RHASNC) to cover 7% PERS deduction
 - Where available, Capital Needs Assessments (CNA) for future property/building requirements
 - Levee bond taxes along with special assessments
 - Revised utility budgets to reflect actual costs

What costs are included in the budget (not an inclusive list):

- Administration Wages/benefits, legal, training/travel, outside consultants (Yardi, IT human resources, commissioners), dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, Yardi license fee, equipment leases, answering service, printing
- Tenant Services On-sight manager wages/benefits, tenant functions
- Utilities Water, sewer, gas, electric, trash removal
- Maintenance Wages/benefits, uniform allowance, travel/training, supplies, outside services (alarm, flooring, cleaning, pest control, janitorial, vehicle maintenance, painting)
- General Insurance, PILOT's (\$71,068), levee taxes/special assessments (\$80,177), security, major repairs, tenant bad debt

What programs do we administer, including number of units and designations (restricted/unrestricted):

- Public Housing 173 income restricted units
 - Richland Housing 99 family & senior units
 - Date Street 50 senior units
 - Joann Way 24 senior units

- Housing Choice Voucher 1,625 income restricted vouchers

- Rural Development 244 income restricted units
 - Richland Housing 180 + 10 ADA family units
 - Centennial Arms 21 + 1 ADA family units
 - Butte View Estates 32 senior units

- Affordable – Agency Owned 82 income unrestricted units
 - Kingwood Commons 64 family units
 - Percy Avenue 8 family units
 - Trailer Park 9 family units (space is leased by tenants)
 - LC-35 Miles Market, School
 - Transitional Trailer 1 family unit
 - Management Fees Paid to RHASNC to manage properties (Sutter Community Affordable Housing & Homes2Families) or cover work orders costs

- Other
 - Mental Health 2 properties with 16 income restricted units
 - Migrant Services 79 income restricted units – May-November (close date varies)
 - Neighborhood Stabilization-1 9 income restricted units
 - Neighborhood Stabilization-3 13 income restricted units
 - Planning Community Develop Interagency administered programs and development projects
 - Homes2Families 19 income restricted units (managed for Yuba City)
 - TRIO 4 tenant option-to-purchase homes

What factors may affect this budget?

- Federal pro-rations -- HUD properties
 - Housing Choice Voucher Administrative Fee 75.0%
 - Public Housing Operating Subsidy 83.8%
- Higher vacancy
- Decrease in tenant income
- Major building repairs due to unforeseen conditions

Staff closely monitors expenditures for cost savings as well as potential revenue streams making cost corrections throughout the year, as necessary, to meet approved budgets. Board of Commissioners receive quarterly updates.

What is the income and/or expense methodology of each budget?

- **Public Housing Income (attachment A)**
 - Subsidy \$431,853 83.8% proration
 - \$254,036 Capital Funds (CFP)
 - \$ 10,451 Family Self Sufficiency (FSS)
 - \$ 37,825 Replacement Housing Factor (RHF) – For acquisition of units to replace Maple Park. Year 4 of 10 year grant - \$506,000

- **Housing Choice Voucher (attachment B)**
 - Subsidies -- Administrative Fee and Housing Assistance Payments (HAP)
 - Admin Fee 1,625 vouchers x published Column A (<7,200) and B (>7,200) rates
 - HAP 1,625 vouchers x \$470 average HAP
 - Proration 75% Admin Fee; 0% HAP

- **Rural Development (attachment C)**
 - Subsidies -- USDA (Richland Housing and Centennial Arms) and HUD (Butte View Estates)

- **Mental Health (attachment D)**
 - Teesdale -- RHASNC housing development; no annual subsidy
 - Heather Glenn -- Building Better Partnerships housing development; potential subsidy from California Housing Finance Agency (CalHFA)

- **Devonshire (attachment E)**
 - HUD subsidy

- **Affordable/Unrestricted Properties (attachment F)**
 - Kingwood Commons
 - Income 0% increase
 - Expenses
 - Debt Service refinanced resulting in annual savings of \$129,432 (\$10,786 monthly)
 - Minimal unit rehab during turns
 - Major unit rehab when funding is available or when project loans (due to/due from) are paid (2019 projected year)
 - Rent incentives are offered
 - Percy Avenue
 - Income 0% increase
 - Trailer Park
 - Income 5% increase
 - Transitional Trailer
 - Income 0% increase
 - LC-35
 - Income
 - \$2,690 Miles Market (January 2017 CPI increase not reflected)
 - \$ 800 Yuba City Unified School District (\$200 increase mid-fiscal year not reflected)
 - \$ 62 Del Norte Clinic
 - \$2,222 Solar Farm
 - \$6,000 Central Office debt service (reimbursed by projects)
 - Expenses
 - \$1,507 Solar Farm Agreement and Reserves
 - \$6,000 Debt Service -- Central Office
 - \$ 486 Debt Service -- Miles Market

- **Migrant Services -- Two-Year Budget (attachment G)**
 - Income Returned to State
 - Expenses Actual costs billed monthly to OMS (up to approved budget)
 - 2016 \$317,924 -- \$257,089 & \$60,835 (water conservation)
 - 2017 \$257,089

Net Residual Receipt Summary


	<i>Revenue</i>	<i>Expenses</i>
Public Housing		
Richland Housing	990,473	947,881
Date Street	280,974	296,651
Joann Way	118,841	191,241
Total	1,390,288	1,435,773
Shortfall covered by Reserves		
Housing Choice Voucher		
Administrative Fee	889,627	889,627
Housing Assistance Payments	9,180,000 (est)	9,180,000 (est)
FSS Coordinator	104,180	104,180
Total	10,173,807	10,173,807
Rural Development		
Richland Housing	2,022,705	1,998,620
Butte View Estates	287,865	287,287
Centennials Arms	204,334	202,371
Total	2,514,904	2,488,278
Mental Health		
Teesdale	23,081	23,076
Heather Glenn	37,405	37,405
Total	60,486	60,481
Devonshire	237,180	237,160
Affordable		
Kingwood Commons	503,760	488,657
Percy Avenue	46,258	38,800
Trailer Park	47,466	34,531
Transitional Trailer	7,893	3,439
LC-35	143,719	99,756
Total	749,096	665,183
Migrant Services	317,924	317,924

RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the attached fiscal year ending 2017 operating budgets.

Prepared by:

Submitted by:


 Gail L. Allen
 Chief Financial Officer


 Gustavo Becerra
 Interim Executive Director

PUBLIC HOUSING			
		Budget	
		Original	Proposed
<i>Richland Housing (rich-02)</i>			
3199-00-000	Tenant Income	495,461.89	465,858.76
3499-00-000	Grant Income	565,685.80	524,596.99
3699-00-000	Other Income	16.83	16.83
3999-00-000	Total Income	1,061,164.52	990,472.58
4199-00-000	Administrative Expenses	295,048.54	350,208.63
4299-00-000	Tenant Services Expenses	60,375.81	61,820.41
4399-00-000	Utility Expenses	116,491.39	121,959.20
4499-00-000	Maintenance Expenses	319,111.65	312,904.33
4599-00-000	General Expenses	438,849.70	100,307.94
4799-00-000	Housing Assistance Payments	0.00	680.54
8000-00-000	Total Expenses	1,229,877.09	947,881.04
9000-00-000	Net Income	-168,712.57	42,591.54
Receipts used to cover Senior Village and partial River City Manor shortfalls			
<i>Senior Village (date-04)</i>			
3199-00-000	Tenant Income	156,882.99	160,578.24
3499-00-000	Grant Income	116,097.10	120,266.47
3699-00-000	Other Income	129.13	129.13
3999-00-000	Total Income	273,109.22	280,973.84
4199-00-000	Administrative Expenses	113,643.26	92,547.73
4299-00-000	Tenant Services Expenses	11,921.71	10,990.91
4399-00-000	Utility Expenses	76,149.08	56,468.30
4499-00-000	Maintenance Expenses	152,962.40	99,983.21
4599-00-000	General Expenses	36,741.50	36,661.07
8000-00-000	Total Expenses	391,417.95	296,651.22
9000-00-000	Net Income	-118,308.73	-15,677.38
Receipts from Richland Housing used to cover shortfall			
<i>River City Manor (joann-05)</i>			
3199-00-000	Tenant Income	70,976	67,358
3499-00-000	Grant Income	49,756	51,477
3699-00-000	Other Income	7	7
3999-00-000	Total Income	120,738	118,841
4199-00-000	Administrative Expenses	71,398	71,603
4299-00-000	Tenant Services Expenses	10,094	12,106
4399-00-000	Utility Expenses	22,369	22,722
4499-00-000	Maintenance Expenses	54,015	58,852
4599-00-000	General Expenses	24,968	25,957
8000-00-000	Total Expenses	182,844	191,241
9000-00-000	Net Income	-62,106	-72,400
Receipts from Richland Housing and Reserves used to cover shortfall			

Housing Choice Voucher - Admin Fee			
		Budget	
		Original	Proposed
3499-00-000	Grant Income	791,584	993,807
4199-00-000	Administrative Expenses	762,045	858,838
4299-00-000	Tenant Services Expenses	102	104,282
4399-00-000	Utility Expenses	6,803	7,384
4499-00-000	Maintenance Expenses	11,375	10,962
4599-00-000	General Expenses	10,763	12,230
4799-00-000	Housing Assistance Payments	0	111
8000-00-000	Total Expenses	791,087	993,807
9000-00-000	Net Income	497	0

RURAL DEVELOPMENT			
		Budget	
		Original	Proposed
<i>Richland Housing (rd)</i>			
3199-00-000	Tenant Income	1,974,470	2,022,705
4199-00-000	Administrative Expenses	462,644	481,920
4299-00-000	Tenant Services Expenses	3,600	20,530
4399-00-000	Utility Expenses	215,041	234,611
4499-00-000	Maintenance Expenses	723,469	922,474
4599-00-000	General Expenses	671,090	100,506
4899-00-000	Financing Expenses	238,579	238,579
8000-00-000	Total Expenses	2,314,423	1,998,620
9000-00-000	Net Income	-339,953	24,086
<i>Butte View Estates (bve)</i>			
3199-00-000	Tenant Income	268,433	287,720
3699-00-000	Other Income	0	145
3999-00-000	Total Income	268,433	287,865
4199-00-000	Administrative Expenses	51,014	72,725
4299-00-000	Tenant Services Expenses	2,862	6,993
4399-00-000	Utility Expenses	45,244	40,162
4499-00-000	Maintenance Expenses	61,820	72,567
4599-00-000	General Expenses	9,804	8,514
4899-00-000	Financing Expenses	66,997	59,364
5999-00-000	Non-Operating Items	26,962	26,962
8000-00-000	Total Expenses	264,701	287,287
9000-00-000	Net Income	3,732	578
<i>Centennial Arms (ca)</i>			
3199-00-000	Tenant Income	192,861	204,142
3699-00-000	Other Income	574	192
3999-00-000	Total Income	193,435	204,334
4199-00-000	Administrative Expenses	15,629	27,858
4299-00-000	Tenant Services Expenses	420	9,555
4399-00-000	Utility Expenses	26,850	26,473
4499-00-000	Maintenance Expenses	32,977	56,143
4599-00-000	General Expenses	83,124	5,604
4899-00-000	Financing Expenses	56,853	56,854
5999-00-000	Non-Operating Items	19,884	19,884
8000-00-000	Total Expenses	235,737	202,371
9000-00-000	Net Income	-42,302	1,963

Mental Health Housing Services			
		Budget	
		Original	Proposed
<i>Teesdale (mh-tee)</i>			
3199-00-000	Tenant Income	24,648	23,081
4199-00-000	Administrative Expenses	7,493	7,407
4399-00-000	Utility Expenses	9,048	7,253
4499-00-000	Maintenance Expenses	7,218	7,733
4599-00-000	General Expenses+	818	683
8000-00-000	Total Expenses	24,577	23,076
9000-00-000	Net Income	71	5
<i>Heather Glen (mh-814f)</i>			
3199-00-000	Tenant Income	26,224	26,224
3499-00-000	Grant Income	10,812	11,181
3999-00-000	Total Income	37,036	37,405
4199-00-000	Administrative Expenses	7,862	6,083
4399-00-000	Utility Expenses	11,277	11,033
4499-00-000	Maintenance Expenses	11,013	14,463
4599-00-000	General Expenses	1,634	576
5999-00-000	Non-Operating Items	5,250	5,250
8000-00-000	Total Expenses	37,036	37,405
9000-00-000	Net Income	0	0

Devonshire (devonsh)			
		Budget	
		Original	Proposed
3199-00-000	Tenant Income	238,289	237,180
4199-00-000	Administrative Expenses	43,804	33,088
4299-00-000	Tenant Services Expenses	20,080	24,762
4399-00-000	Utility Expenses	52,735	54,392
4499-00-000	Maintenance Expenses	20,744	50,877
4599-00-000	General Expenses	2,321	4,850
4799-00-000	Housing Assistance Payments	0	129
4899-00-000	Financing Expenses	97,839	69,063
8000-00-000	Total Expenses	237,522	237,160
9000-00-000	Net Income	766	21

UNRESTRICTED PROPERTIES			
		Budget	
		Original	Proposed
<i>Kingwood Commons (kc)</i>			
3199-00-000	Net Tenant Income	512,768	503,741
3699-00-000	Total Other Income	19	19
3999-00-000	Total Income	512,787	503,760
4199-00-000	Total Administrative Expenses	102,395	103,876
4299-00-000	Total Tenant Services Expenses	9,221	10,148
4399-00-000	Total Utility Expenses	66,005	65,436
4499-00-000	Total Maintenance Expenses	128,364	126,971
4599-00-000	Total General Expenses	20,309	20,584
4899-00-000	Total Financing Expenses	161,641	161,641
8000-00-000	Total Expenses	487,935	488,657
9000-00-000	Net Income	24,852	15,103
<i>Percy Avenue (percy)</i>			
3199-00-000	Net Tenant Income	46,371	46,258
4199-00-000	Total Administrative Expenses	13,935	15,467
4399-00-000	Total Utility Expenses	7,016	7,854
4499-00-000	Total Maintenance Expenses	12,525	13,039
4599-00-000	Total General Expenses	2,304	2,440
8000-00-000	Total Expenses	35,781	38,800
9000-00-000	Net Income	10,590	7,458
<i>Trailer Park (tp)</i>			
3199-00-000	Tenant Income	46,026	47,466
4199-00-000	Administrative Expenses	13,583	13,583
4299-00-000	Tenant Services Expenses	31	31
4399-00-000	Utility Expenses	9,131	9,691
4499-00-000	Maintenance Expenses	8,451	9,272
4599-00-000	General Expenses	1,953	1,953
8000-00-000	Total Expenses	33,149	34,531
9000-00-000	Net Income	12,877	12,935

UNRESTRICTED PROPERTIES			
		Budget	
		Original	Proposed
<i>Transitional Trailer (tt)</i>			
3199-00-000	Tenant Income	8,590	7,889
3699-00-000	Other Income	0	4
3999-00-000	Total Income	8,590	7,893
4439-00-000	Contract Costs	3,300	3,300
4599-00-000	General Expenses	131	139
8000-00-000	Total Expenses	3,431	3,439
9000-00-000	Net Income	5,159	4,454
<i>LC-35</i>			
3199-00-000	Net Tenant Income	76,055	69,452
3699-00-000	Total Other Income	106,542	74,267
3999-00-000	Total Income	182,597	143,719
4199-00-000	Total Administrative Expenses	15,476	21,208
4899-00-000	Total Financing Expenses	78,548	78,548
8000-00-000	Total Expenses	94,024	99,756
9000-00-000	Net Income	88,573	43,963

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EXHIBIT B-1

YEAR ONE OPERATING CONTRACT BUDGET

Contract No. 15-OMS-10557		
Term: 07/01/2015 - 06/30/2016		
	CONTRACTOR FUNDS	STATE FUNDS
A. CENTER PERSONNEL		
101 Permanent Salaries/Wages	\$	\$ \$ 79,950.00
102 Temporary Salaries/Wages		\$ -
103 Personnel Benefits		\$ 40,776.00
SUBTOTAL	\$ 0.00	\$ \$ 120,726.00
B. OPERATING EXPENSES		
201 Center Office Supplies	\$	\$ \$ 100.00
202 Household Supplies		\$ 100.00
203 Communications		\$ 382.00
204 Travel		\$ 200.00
205 Auto Repairs/Maintenance		\$ 388.00
206 Gas/Oil		\$ 300.00
207 Minor Equipment Repair/Maintenance		\$ -
208 Purchases Under \$150		\$ -
209 Major Equipment Repair/Maintenance		\$ 10,000.00
211 Equipment Rental		\$ -
212 Electricity and Gas		\$ 25,170.00
213 Garbage, Trash		\$ 7,600.00
214 Sewer, Water		\$ 27,500.00
215 Other Costs		\$ 10,000.00
SUBTOTAL	\$ 0.00	\$ 81,740.00
C. MAINTENANCE EXPENSES		
301 Electrical/Plumbing/Paint/Solar Supplies	\$	\$ \$ 10,000.00
302 Lumber and Materials		\$ 75.00
303 Grounds Maintenance		\$ 12,500.00
304 Minor Rehabilitation		\$ 1,950.00
304a Water Conservation Grant (WCGP)		\$ 60,835.00
SUBTOTAL	\$ 0.00	\$ \$ 85,360.00
D. CONTRACTOR ADMINISTRATION		
401 Administrative Support Services	\$	\$ \$ 23,372.00
402 Travel		
403 Audit		\$ 6,726.00
SUBTOTAL	\$ 0.00	\$ \$ 30,098.00
E. DEBT SERVICE & REPLACEMENT		
501 Reserves	\$	\$ \$ -
502 Payment		\$ -
SUBTOTAL	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 317,924.00

THIS IS NOT AN INVOICE

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EXHIBIT B-1

Contract No. 15-OMS-10557		
Term: 07/01/2015 - 06/30/2017		
	CONTRACTOR FUNDS	STATE FUNDS
F. APPROVED REHABILITATION ACTIVITIES		
Replace water coolers	\$	\$ 450.00
Replace playground bark		1,500.00
WCGP Replacements with low flow fixtures:		60,835.00
81 toilets		
161 faucet aerators		
60 shower heads		
TOTAL LINE 304/304a	\$ 0.00	\$ 62,785.00
G. APPROVED EQUIPMENT REPAIR AND MAINTENANCE		
Twin size bed frames	\$	\$ 225.00
Twin size box springs		800.00
Twin size mattresses		1,000.00
Full size bed frames		225.00
Full size box springs		1,000.00
Full size mattresses		1,200.00
Ranges		2,000.00
Refrigerators		3,000.00
Chairs		400.00
Tables		150.00
TOTAL LINE 209	\$ 0.00	\$ 10,000.00

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PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Regional Housing Authority of Sutter/Nevada Counties PHA Code: CA048

PHA Fiscal Year Beginning: 04/01/2016 Board Resolution Number: 16-1442

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 02/03/2016
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Diane Hodges	Signature:	Date: 02/03/2016
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