



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
1455 Butte House Road, Yuba City, CA 95993  
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May 11, 2017

TO: Chairperson Martha Griese  
Vice-Chairperson Dan Miller  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Jeramy Chapdelaine  
Commissioner Diane Hodges  
Commissioner Suzanne Gallaty  
Commissioner Luis Uribe  
Commissioner Ron Sullenger  
Commissioner Toni Benson  
Commissioner John Loudon  
Commissioner Doug Lofton  
Commissioner Mike Leahy  
Commissioner Kent Boes  
Legal Counsel Brant Bordsen

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  
City Council, Colusa  
Appeal-Democrat  
Duane Oliveira  
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

May 17, 2017

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, May 17, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Executive Director

s: No051717



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



AGENDA  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
REGIONAL HOUSING AUTHORITY  
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991  
May 17, 2017, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. 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.
- D. AWARDS AND PRESENTATIONS: None
- E. 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.
  - 1. Approval of Minutes – April 5, 2017 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
  - 2. Recommend Approval of Percy Avenue Property Improvement Project pg. 6  
Larry Tinker, Senior Development and Rehab Specialist
  - 3. Recommend Approval of Concrete Services Request for Proposal pg. 8  
Anthony Langlois, Supervising Maintenance Technician
  - 4. Resolution 17-1497, Recommend Approval of SEMAP Submittal pg. 9  
Alisha Parker, Occupancy Manager

5. Resolution 17-1498 – Devonshire Collection Loss Write-Off  
Pattra Runge, Occupancy Manager pg. 26
6. Resolution 17-1499 – Kingwood Commons Collection Loss Write-Off  
Pattra Runge, Occupancy Manager pg. 28
7. Resolution 17-1500 – Rural Development Collection Loss Write-Off  
Pattra Runge, Occupancy Manager pg. 30
8. Resolution 17-1501 – Recommend Approval of Revised Admissions and Continued Occupancy Policy  
Pattra Runge, Occupancy Manager pg. 32
9. Resolution 17-1502 – Recommend Approval of Revised PHA Annual Plan  
Alisha Parker, Occupancy Manager pg. 36
10. Resolution 17-1503 – Civil Rights Certification  
Alisha Parker, Occupancy Manager pg. 41
11. Resolution 17-1504 – Family Self-Sufficiency Graduate Jeannette Angus  
Josie Martinez, Family Self-Sufficiency Coordinator pg. 42
12. Resolution 17-1505 – Recommend Approval of the Solar Panel Financing and Overall Project Located at Richland Housing and Kingwood Commons  
Gustavo Becerra, Executive Director pg. 43
13. Election of Officers (Chairperson and Vice-Chairperson)

H. ADMINISTRATIVE REPORT:

14. Maintenance Update  
Anthony Langlois, Supervising Maintenance Technician pg. 97
15. Housing Choice Voucher Occupancy/Eligibility Update  
Alisha Parker, Occupancy Manager pg. 98

16. Housing Programs Occupancy/Eligibility Update pg. 100  
Pattra Runge, Occupancy Manager
17. Planning and Community Development Update pg. 102  
Beckie Flores, Planning and Community  
Development Manager
18. Administrative Update  
Gustavo Becerra, Executive Director

I. HOUSING COMMISSIONERS' COMMENTS:

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

K. NEXT MEETING:

L. ADJOURNMENT

Ag051717

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
April 5, 2017

ITEM NO. A - CALL TO ORDER:

Vice-Chairperson Dan Miller called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Vice-Chairperson Dan Miller, Commissioners Ron Sullenger, Diane Hodges, Suzanne Gallaty, John Loudon, Manny Cardoza, Luis Uribe, Mike Leahy, Kent Boes, Jeremy Chapdelaine and Doug Lofton were present. Chairperson Martha Griese, Commissioners Brian Foss and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Chapdelaine led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – FAMILY SELF-SUFFICIENCY (FSS) GRADUATE STEPHANIE NUCHOLS:

Occupancy Manager Alisha Parker introduced Stephanie Nuchols. Ms. Nuchols began on the FSS program in June 2010. She is currently employed full time with the Marysville Unified School District and her husband works for Yuba College. Ms. Nuchols is receiving an escrow check in the amount of \$12,610.16.

Ms. Nuchols thanked the Housing Authority and everyone involved for the help she received. She also mentioned she is willing to assist with the FSS committee.

ITEM NO. D.2. – TRIO PROGRAM PRESENTATION, PATRICK HOWARD, MANAGING DIRECTOR, APPLIED RESIDENTIAL:

Executive Director Gustavo Becerra stated he invited Patrick Howard to come and give a presentation for the Board and looks forward to expanding to a larger area and provide services to more families. He stated the Housing Authority has been partnered with Applied Residential for a few years.

Patrick Howard, Managing Director with Applied Residential, gave a presentation regarding the TRIO Program including the different programs they offer and the role the Housing Authority partakes.

ITEM NO. E. - CONSENT CALENDAR:

Commissioner Leahy made a motion to approve the Consent Calendar as submitted. Commissioner Gallaty made the second. All were in favor by voice vote.

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 4. – RESOLUTION 17-1494, FAMILY SELF-SUFFICIENCY GRADUATE STEPHANIE NUCHOLS:

Mrs. Parker stated there was an error with the name and that will be corrected along with the dollar amount to include the interest.

Commissioner Cardoza made a motion to approve Resolution 17-1494, Family Self-Sufficiency Graduate Stephanie Nuchols. Commissioner Hodges made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger, John Loudon, Manny Cardoza, Susanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe, Kent Boes, Jeramy Chapdelaine and Mike Leahy

Nays: None

Abstain: None

Absent: Chairperson Martha Griese, Commissioners Brian Foss and Toni Benson

ITEM NO. G. 5. – RESOLUTION 17-1495, APPROVAL OF AGENCY’S PUBLICLY AVAILABLE PAY SCHEDULE:

Mr. Becerra explained the Board had previously approved the available pay schedule and it was posted to the website. He mentioned there were a few errors in the last approved pay schedule which include the date and a few dollar amounts.

Commissioner Leahy made a motion to approve Resolution 17-1495, Approval of Agency’s Publicly Available Pay Schedule. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger, John Loudon, Manny Cardoza, Susanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe, Kent Boes, Jeramy Chapdelaine and Mike Leahy

Nays: None

Abstain: None

Absent: Chairperson Martha Griese, Commissioners Brian Foss and Toni Benson

ITEM NO. G. 6. – RESOLUTION 17-1496, APPROVAL OF AGENCY NAME CHANGE:

Chief Financial Officer Gail Allen explained the history of the various name changes the Housing Authority has had. She stated the new name will more adequately represent the areas we serve.

Commissioner Hodges made a motion to approve Resolution 17-1496, Approval of Agency Name Change. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger, John Loudon, Manny Cardoza, Susanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe, Kent Boes, Jeremy Chapdelaine and Mike Leahy

Nays: None

Abstain: None

Absent: Chairperson Martha Griese, Commissioners Brian Foss and Toni Benson

ITEM NO. G. 7. – APPROVAL OF APPENDIX A-5 OF RESOLUTION 16-1450:

Mr. Becerra explained this family was approved for a different home that fell through escrow. He also mentioned is a new construction property located in Linda.

Commissioner Cardoza made a motion to approve Appendix A-5 of Resolution 16-1450. Commissioner Uribe made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Dan Miller, Commissioners, Ron Sullenger, John Loudon, Manny Cardoza, Susanne Gallaty, Diane Hodges, Doug Lofton, Brian Foss, Kent Boes and Mike Leahy

Nays: None

Abstain: None

Absent: Chairperson Martha Griese, Commissioners Luis Uribe and Toni Benson

ITEM NO. G. 8. – RESOLUTION 17-1497, TRIO PROGRAM INTERAGENCY COOPERATIVE:

Mr. Becerra stated the Housing Authority is excited to enter into this cooperative expanding the TRIO program throughout the state of California.

Commissioner Leahy made a motion to approve Resolution 17-1497, TRIO Program Interagency Cooperative. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Dan Miller, Commissioners, Ron Sullenger, John Loudon, Manny Cardoza, Susanne Gallaty, Diane Hodges, Doug Lofton, Brian Foss, Kent Boes and Mike Leahy  
Nays: None  
Abstain: None  
Absent: Chairperson Martha Griese, Commissioners Luis Uribe and Toni Benson

ITEM NO. G. 9. – APPOINTMENT OF COMMISSIOER TO THE SUTTER COMMUNITY AFFORDABLE HOUSING BOARD OF DIRECTORS:

Mr. Becerra explained with the passing of former Commissioner Epp he left a vacancy on the Sutter Community Affordable Housing Board of Directors as a Housing Authority representative. He stated the meetings are scheduled monthly but on average meetings are held quarterly.

Commissioner Cardoza volunteered to serve on the Sutter Community Affordable Housing Board of Directors.

Commissioner Hodges made a motion to appoint Commissioner Manny Cardoza to the Sutter Community Affordable Housing Board of Directors. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. H.10. – ADMINISTRATIVE UPDATE:

Mr. Becerra shared there will be a senior outreach series provided to the residents at our senior properties to give them free information. He mentioned the City of Yuba City approved a resurfacing asphalt project for various areas within the City and the Housing Authority was able to piggyback onto the contract to re-asphalt the private roads within Richland Housing. Mr. Becerra explained the ability to piggyback onto the City's contract will save the Housing Authority approximately \$60,000 to \$80,000.

Mr. Becerra said Planning and Community Development Manager Beckie Flores, Commissioner Miller and himself had a meeting with the City of Grass Valley in regards to providing housing to their jurisdiction. He stated the current HUD budget in on a continuing resolution through the end of April. Mr. Becerra explained the President's blueprint of the upcoming budget does include significant hits to the various HUD and USDA programs.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Loudon said he went on a tour of the properties and was impressed. He also mentioned the hospital in Colusa should be opening in June. Commissioner Loudon stated there would be a job fair in Colusa tomorrow.

Commissioner Lofton stated he was also impressed touring the properties.



Commissioner Cardoza shared the bike around the Buttes would take place this Saturday.

Commissioner Boes also said he was impressed with the housing on the tour.

Commissioner Chapdelaine expressed he is looking forward to working with the Board and happy to be here.

Commissioner Hodges stated the City of Live Oak will be holding a meeting on April 11, 2017 at the Community Building at 5:00 PM to discuss the changes to state route 99 that will be taking place with the Tiger Grant the City was awarded.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: April 19, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:22 PM.

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** May 17, 2017  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** General Property Improvements Project – Percy Avenue Apartments – 430 Percy Avenue, Yuba City, CA 95991

**RECOMMENDATION:** Award contract to California Window Industries, as General Contractor, for the general property improvements project to be performed at 430 Percy Avenue, Yuba City, CA 95991

**FISCAL IMPACT:** \$29,750.00 in existing replacement reserves, plus approximately \$3,500.00 in flooring materials that will be purchased by the Housing Authority and provided to the General Contractor. Additionally, if necessary, \$5,000.00 in contingency funds (i.e. unforeseen dry rot).

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**Background:**

The Percy Avenue Apartments are an 8-unit apartment complex located in Yuba City, CA. The development was built by the Housing Authority in 1989. The financing for the project is coming from existing property specific replacement reserves on hand.

The project scope of work will consist of the replacement of floor coverings, replacement of water heaters, replacement of heat pumps, replacement of toilets, siding and trim replacement in deteriorated areas only, and the exterior painting of the new siding.

Staff's in-house cost estimate for the project scope of work totaled \$36,215.79.

Seven General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on March 28, 2017 with bids due to the Housing Authority on April 18, 2017. Two General Contractors submitted the following bids:

**Bids Submitted:**

California Window Industries (Yuba City, CA)	\$29,750.00
Buskirk Building Solutions (Roseville, CA)	\$47,882.00

The above bids include the payment of the appropriate State prevailing wage rates.

**Recommendation:**

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from California Window Industries in the amount of \$29,750.00, and approve the purchase of the flooring materials totaling approximately \$3,500.00, for the general property improvements project planned for the Percy Avenue Apartments located at 430 Percy Avenue in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:

  
\_\_\_\_\_  
Larry Tinker  
Senior Development & Rehab Specialist

Submitted by:

  
\_\_\_\_\_  
Gustavo Becerra  
Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** May 17, 2017  
**To:** Board of Commissioners  
**From:** Tom Goodwin, Operations Manager

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**SUBJECT:** Concrete Services  
**RECOMMENDATION:** Approve five-year contract  
**FISCAL IMPACT:** as needed

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**Overview** – Every three to five years, HUD requires Housing Authorities to submit a Request for Proposal for audit services. Staff sent out 17 request for proposals to potential contractors, the agency received two back from the mail service as undeliverable, only one turned in a bid. The sole bidder was MAMC Construction, they are the agency's current cement (flat work) company for the past three years.

**Demolition**

3 ½ - 4 ½ inches thick non-reinforced	\$ 5.25 SF
3 ½ - 4 ½ inches thick reinforced	\$ 5.50 SF

**Saw cut per square foot**

3 ½ - 4 ½ inches thick non-reinforced	\$ 2.90 LF
3 ½ - 4 ½ inches thick reinforced	\$ 2.90 LF

**Concrete flat work per square foot**

Broom finish 5 sack mix	\$ 6.70 SF
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**Curb and gutter replacement remove and replace**

Per lineal foot	\$ 35.00 LF / RR
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**Stamped and/or colored concrete**

Per square foot (color and stamp only)	\$12.00 SF
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\*\*does not include cement, additional line item per square foot\*\*

**RECOMMENDATION:**

Based on MAMC Construction's current pricing, experience, and availability to staff for concrete services for Regional Housing Authority's properties, staff recommend that the Board of Commissioners of Regional Housing Authority approve the selection of MAMC Construction to a five-year contract.

Prepared by:

  
Tom Goodwin, Operations Manager

Submitted by:

  
Gustavo Becerra, Executive Director



## Regional Housing Authority

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### RESOLUTION 17-1497

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES APPROVING THE SUBMISSION OF THE SECTION 8 MANAGEMENT ASSESSMENT CERTIFICATION

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) uses the Section 8 Management Assessment Program (SEMAP) scores to annually evaluate the quality and efficiency of the operation of the Section 8 Housing Choice Voucher program;

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) requires that Housing Authorities to self-evaluate and to annually report to HUD on the quality and efficiency of the operation of their Section 8 Housing Choice Voucher program, using HUD Form 52648;

**WHEREAS**, HUD also requires that the Regional Housing Authority of Sutter and Nevada Counties (RHASNC) submit a Board Resolution approving the annual submission of the Section 8 Management Assessment Program (SEMAP) scores to HUD, as reflected on HUD Form 52648;

**NOW THEREFORE, BE IT RESOLVED** that the RHASNC Board of Commissioners authorizes and approves the submission of the Certification for the Section 8 Management Assessment Program (SEMAP) using HUD Form 52648. The Executive Director is hereby authorized to submit to HUD the HUD Form 52648 by its due date of May 31, 2017.

**PASSED AND ADOPTED** by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties, this 17<sup>th</sup> day of May, 2017 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_

Martha Griese, Chairperson



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# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2017	05/31/2017

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes     No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes     No

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- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes     No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response     At least 98% of units sampled     80 to 97% of units sampled     Less than 80% of units sampled

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- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response     At least 90% of files sampled     80 to 89% of files sampled     Less than 80% of files sampled

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- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes     No

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- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes     No

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- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response     At least 98% of cases sampled     Less than 98% of cases sampled

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7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**  
 Check here if not applicable
- (a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.  
 PHA Response Yes  No
- (b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.  
 PHA Response Yes  No
- (c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.  
 PHA Response Yes  No
- (d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.  
 PHA Response Yes  No
- (e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.  
 PHA Response Yes  No
- (f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.  
 PHA Response Yes  No
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8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)
- PHA Response Yes  No
- Enter current FMRs and payment standards (PS)
- |                     |                     |                     |                      |                      |
|---------------------|---------------------|---------------------|----------------------|----------------------|
| 0-BR FMR <u>663</u> | 1-BR FMR <u>679</u> | 2-BR FMR <u>886</u> | 3-BR FMR <u>1290</u> | 4-BR FMR <u>1561</u> |
| PS <u>630</u>       | PS <u>646</u>       | PS <u>8429</u>      | PS <u>1226</u>       | PS <u>1483</u>       |
- If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**
- 
9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)
- PHA Response Yes  No
- 
10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)
- PHA Response Yes  No
- 
11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)
- PHA Response Yes  No
- 
12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))
- PHA Response Yes  No
- 
13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.
- PHA Response Yes  No
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- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)  
**Applies only to PHAs required to administer an FSS program.**  
 Check here if not applicable
- PHA Response
- a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)
- 0
- or, Number of mandatory FSS slots under HUD-approved exception
- 

11

b. Number of FSS families currently enrolled

90

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

0.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305) Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes  No

0

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

12



# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2017	05/31/2017

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes  No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response  At least 98% of cases sampled  Less than 98% of cases sampled

14

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>663</u>	1-BR FMR <u>679</u>	2-BR FMR <u>886</u>	3-BR FMR <u>1290</u>	4-BR FMR <u>1561</u>
PS <u>630</u>	PS <u>646</u>	PS <u>8429</u>	PS <u>1226</u>	PS <u>1483</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

0

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

90

c. Portability: If you are the Initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

0.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes  No

0

Portability: If you are the Initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

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# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2017	05/31/2017

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes  No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response  At least 98% of cases sampled  Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>830</u>	1-BR FMR <u>985</u>	2-BR FMR <u>1309</u>	3-BR FMR <u>1906</u>	4-BR FMR <u>2306</u>
PS <u>747</u>	PS <u>887</u>	PS <u>1179</u>	PS <u>1716</u>	PS <u>2076</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)  
Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

0

or, Number of mandatory FSS slots under HUD-approved exception

19

b. Number of FSS families currently enrolled 90

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA 0

Percent of FSS slots filled (b + c divided by a) 0.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)  
**Applies only to PHAs required to administer an FSS program .**  
 Check here if not applicable

PHA Response    Yes     No  0

Portability: If you are the Initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
  - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response    Yes     No     **If yes, attach completed deconcentration bonus Indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

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# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.  
\_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.  
\_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).  
Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.  
\_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).  
Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.  
\_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.  
\_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.  
\_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).  
Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

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# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2017	05/31/2017

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes     No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes     No

---

- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes     No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response     At least 98% of units sampled     80 to 97% of units sampled     Less than 80% of units sampled

---

- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response     At least 90% of files sampled     80 to 89% of files sampled     Less than 80% of files sampled

---

- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes     No

---

- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes     No

---

- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response     At least 98% of cases sampled     Less than 98% of cases sampled

22

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12)).  
**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>522</u>	1-BR FMR <u>712</u>	2-BR FMR <u>822</u>	3-BR FMR <u>1197</u>	4-BR FMR <u>1356</u>
PS <u>496</u>	PS <u>677</u>	PS <u>781</u>	PS <u>1138</u>	PS <u>1289</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes  No

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

0

or, Number of mandatory FSS slots under HUD-approved exception

23

b. Number of FSS families currently enrolled

90

c. Portability: If you are the Initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

0.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes  No

0

Portability: If you are the Initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

24

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929, Fax: (530) 673-0775

Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1498

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,587.56

WHEREAS, the Regional Housing Authority operates affordable housing projects such as Devonshire; and

WHEREAS, operations affordable housing includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,587.56.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17<sup>th</sup> day of May, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Martha Griese, Chairperson

(SEAL)



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



26

Devonshire  
Collection Loss Write Off  
Period: March 2017

<u>Tenant</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
T0009208	1435 Wescott Rd., #4	09/01/16	02/07/17	\$ 818.00	\$ 894.23	\$ -	\$ 693.33	\$ -	\$ -	\$ 1,587.56	No
											\$ 1,587.56 Total Write Off

No  
P 4/21/17

58

Deceased \*

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929, Fax: (530) 673-0775

Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1499

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY  
AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT  
OF \$3,134.44**

WHEREAS, the Regional Housing Authority operates Kingwood Commons pursuant to Section 8 regulations; and

WHEREAS, operations of Kingwood Commons includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,134.44.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17<sup>th</sup> day of May, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_

Martha Griese, Chairperson

(SEAL)



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





Kingwood Commons  
 1340 Gray Avenue, Yuba City  
 Collection Loss Write Off  
 Period: April 2017

Tenant	Apartment	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0007100	24	11/24/15	01/12/17	\$ 641.00	\$ 253.00	\$ -	\$ 1,399.49	\$ -	\$ -	\$ 1,652.49	No
T0007158	16	05/09/16	02/15/17	\$ 641.00	\$ -	\$ 1.05	\$ 821.00	\$ -	\$ -	\$ 822.05	No
T0005496	28	08/12/14	01/17/17	\$ 641.00	\$ 548.00	\$ 25.00	\$ 86.90	\$ -	\$ -	\$ 659.90	No
					\$ 801.00	\$ 26.05	\$ 2,307.39	\$ -	\$ -	\$ 3,134.44	Total Write Off

Deceased \*

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A

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## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
1455 Butte House Road, Yuba City, CA 95993  
Phone: (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929, Fax: (530) 673-0775  
Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1500

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$266.50

WHEREAS, the Regional Housing Authority operates farm work housing project Phases I, II and III pursuant to Rural Development regulations; and

WHEREAS, operations of farm work housing includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$266.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17<sup>th</sup> day of May, 2017 by the following vote:

AYES:  
NAYS:  
ABSTAINED:  
ABSENT:

ATTEST: \_\_\_\_\_

Martha Griese, Chairperson

(SEAL)



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



**Rural Development Properties  
Collection Loss Write Off  
Period: April 2017**

<u>Tenant</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
T00006850	420 Miles Ave, #20, YC	07/29/15	02/27/15	\$ 551.00	\$ -	\$ -	\$ 177.50	\$ -	\$ -	\$ 177.50	No
T00005358 *	9400 Larkin Rd., #6D, Live Oak	04/24/14	12/31/16	\$ 735.00	\$ -	\$ -	\$ 89.00	\$ -	\$ -	\$ 89.00	No
					\$ -	\$ -	\$ 266.50	\$ -	\$ -	\$ 266.50	Total Write Off

P  
4/24/17

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Deceased \*

Exhibit A



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
1455 Butte House Road, Yuba City, CA 95993  
Phone: (530) 671-0220, Toll Free: (888) 671-0220  
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Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1501

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADMISSIONS AND CONTINUED OCCUPANCY POLICY

**WHEREAS**, the Regional Housing Authority (RHA) manages 173 Public Housing Units; and

**WHEREAS**, federal regulations require RHA to review and update the Admissions and Continued Occupancy Policy for the Public Housing Program when needed; and

**WHEREAS**, the proposed 2017-2018 edition of the Admissions and Continued Occupancy Policy was posted for public review and notice was posted to actively seek public comment, and 12 individuals attended and provided comments;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Housing Authority that:

1. The Board finds that RHA needs to adopt an updated Admissions and Continued Occupancy Policy this year.
2. A copy of the Admissions and Continued Occupancy Policy is posted online at [www.rhasnc.org](http://www.rhasnc.org)
3. The Admissions and Continued Occupancy Policy is hereby adopted for use by RHA and is effective June 1, 2017.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on May 17, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: \_\_\_\_\_  
Martha Griese, Chairperson



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



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# REGIONAL HOUSING AUTHORITY

## STAFF REPORT

**Date:** May 17, 2017  
**To:** Board of Commissioners  
**From:** Pattra Runge, Occupancy Manager

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**SUBJECT:** Admissions and Continued Occupancy POLICY (ACOP) for Low Income Public Housing Program 2017  
**RECOMMENDATION:** Approve updated Admissions and Continued Occupancy Policy for 2017  
**FISCAL IMPACT:** \$0

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### Background

The Regional Housing Authority (PHA) receives its funding from the United States Department of Housing and Urban Development (HUD) for the administration of the Low Income Public Housing (LIPH) Program, which was created by the U.S. Housing Act of 1937.

HUD requires the PHA to have an Admissions and Continued Occupancy Policy (ACOP) for LIPH and to update it annually. The purpose of the ACOP is to establish policies for carrying out the programs in a manner consistent with HUD regulations and local goals and objectives contained in the PHA's Agency Plan. The ACOP is a supporting document to the PHA Annual Plan, and is available for public review as required by CFR 24 Part 903.

The PHA is responsible for complying with all changes in HUD regulations pertaining to LIPH. If such changes conflict with this plan, HUD regulations will have precedence and the PHA shall amend its ACOP accordingly.

HUD regulations contain a list of what must be included in the ACOP. The PHA ACOP must cover PHA policies on these subjects:

- Policies and Objectives
- Admissions and continued occupancy policies
- Fair housing
- Improving access to services for persons with Limited English Proficiency (LEP)
- Definition of family and household members

- Basic eligibility criteria
- Denial of Admission
- Applications, waiting list and tenant selection
- Occupancy standards and unit offers
- Income and rent determinations
- Verification
- Leasing and inspections
- Leasing
- Inspections
- Reexamination
- Pets
- Community service
- Transfer policy
- Lease terminations
- Grievances and appeals
- Program integrity
- Program administration
- Violence Against Women Act (VAWA)

The ACOP is organized to provide information to participants in particular areas of operation.

The PHA will revise this ACOP as needed to comply with changes in HUD regulations and PHA policy. The original plan and any changes must be approved by the Board of Commissioners of the PHA.

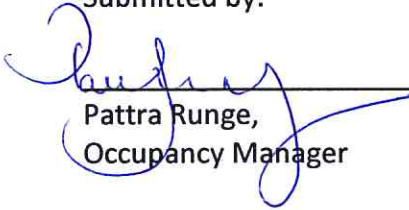
The following changes were made to the 2017 ACOP:

- Update to Violence Against Women Act (VAWA) to include recent regulation changes.
- Update Waitlist Preferences to now include working preference (which includes disability and/or elderly families). Removed Involuntary Displacement and Participant in a Transitional Housing Program.
- Updated Social Security Number requirements for children under the age of six (6) to reflect regulation change.
- Updated Utility Reimbursement to reflect new regulation options. RHA will not be changing the way utility reimbursements are issued.
- Updated Verifications, Reexaminations to reflect new streamlining regulation.
- Updated when criminal background checks will be ran to include on existing tenants on a random basis if there is a reasonable cause to suspect the resident is in violation of their family obligations.
- Updated transfer, grievance and termination policy to include VAWA regulations.
- Added Chapter 17 – Public Housing Non-Smoking Policy – Effective July 1, 2018.

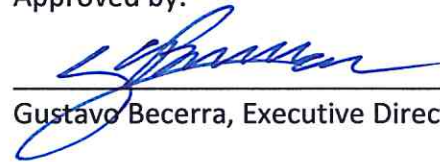
**Recommendation**

Staff recommends the approval of the Admissions and Continued Occupancy Policy (ACOP) for the Low Income Public Housing Program.

Submitted by:

  
\_\_\_\_\_  
Pattra Runge,  
Occupancy Manager

Approved by:

  
\_\_\_\_\_  
Gustavo Becerra, Executive Director

**Certification of Compliance with  
PHA Plans and Related Regulations  
(Small PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**Resolution 17-1502  
PHA Certifications of Compliance with the PHA Plans and Related Regulations  
including Civil Rights and PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or <sup>X</sup> Annual PHA Plan for the PHA fiscal year beginning 2017 \_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - 903.7a Housing Needs
  - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - 903.7c Financial Resources
  - 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
  7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
  8. For a PHA Plan that includes a policy for site based waiting lists:
    - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);



- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
  17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
  19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Regional Housing Authority Sutter & Nevada Counties  
PHA Name

CA048  
PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20 \_\_\_\_ - 20 \_\_\_\_

Annual PHA Plan for Fiscal Year 20 17

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)

Name of Authorized Official	Title
Martha Griese	Chairperson, RHASNC
Signature	Date

<b>Streamlined Annual PHA Plan</b> <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Regional Housing Authority of Sutter &amp; Nevada Counties</u>      PHA Code: <u>CA048</u>            PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer            PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2017</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Public Housing (PH) Units <u>173</u>      Number of Housing Choice Vouchers (HCVs) <u>1644</u>            Total Combined <u>1817</u>            PHA Plan Submission Type: <input type="checkbox"/> Annual Submission      <input checked="" type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 15%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

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<b>B.</b>	<b>Annual Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>Progress in meeting Mission:</b>  RHASNC continues to increase the availability of safe, decent, affordable, and suitable housing free from discrimination. RHASNC has partnered with local City and County administrations to create innovative housing opportunities for low income families within the jurisdiction.</p> <p><b>Progress in meeting Goals:</b>  RHASNC is always working towards our goal of providing safe, decent, affordable housing. Our Family Self Sufficiency programs for both HCV and Public Housing will continue to provide participants with a variety of programs and support services to promote self-sufficiency. RHASNC continues to undertake affirmative measures to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status and disability.</p>

C.	<b>Annual Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.  <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>By designating Project Based Vouchers to not only PHA owned units, but other developments within our jurisdiction, RHASNC is working towards our mission of increasing the availability of safe, decent, affordable, and suitable housing free from discrimination. Not to exceed 328 project based vouchers,</p>
C.2	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>Form 50077-SM, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
<b>D Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</b>	
D.1	<p><b>Civil Rights Certification.</b></p> <p>Form 50077-SM-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
D.3	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>E Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</b>	
E.1	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

**Civil Rights Certification**  
*(Qualified PHAs)*

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

**RESOLUTION 17-1503**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Regional Housing Authority

CA048

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)

Name of Authorized Official	Martha Griese	Title Chairperson
Signature		Date

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## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929, Fax: (530) 673-0775

Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1504

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY  
EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF  
Jeannette Angus**

**WHEREAS**, the Regional Housing Authority encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

**WHEREAS**, Jeannette Angus started in this program on 02/01/2012 and set goals for herself to maintain full-time employment.

**WHEREAS**, Jeannette Angus met her goals by 04/04/2017 and received sufficient earned income to generate an escrow account in the amount of \$6,032.68.

**WHEREAS**, Jeannette Angus has now "graduated" from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Jeannette Angus for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all her future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 17<sup>th</sup> day of May 2017.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Chairperson, Martha Greise



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





## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
1455 Butte House Road, Yuba City, CA 95993  
Phone: (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929, Fax: (530) 673-0775  
Website: [www.rhasnc.org](http://www.rhasnc.org)

### RESOLUTION 17-1505

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING A COMBINED SOLAR PANEL PROJECT LOCATED AT THE KINGWOOD COMMONS APARTMENTS AND RICHLAND HOUSING RURAL DEVELOPMENT APARTMENTS IN YUBA CITY INCLUDING THE AUTHORIZATION FOR FINANCING THE PROJECT THROUGH PNC EQUIPMENT FINANCE, LLC**

**WHEREAS**, the Regional Housing Authority Board of Commissioners authorized staff to enter into a Memorandum of Understanding (MOU) with the Housing Authorities of Yolo and Butte Counties to procure an Energy Services Consultant to look at energy saving opportunities in May 2010; and

**WHEREAS**, a Request for Proposals was issued in February 2012 for interested Energy Services Companies to explore energy saving opportunities for the Housing Authority; and

**WHEREAS**, in June 2012 the Board of Commissioners approved the selection of Siemens Industry, Inc. as the Energy Services Company to provide the desired services; and

**WHEREAS**, Siemens Industry, Inc. was successful in securing grant funds in the amount of \$433,865 from Pacific Gas & Electric's (PG&E) Multi-family Affordable Solar Housing program (MASH); and

**WHEREAS**, Siemens Industry, Inc. issued a Request for Proposals on behalf of the Housing Authority in April 2017 for financing the residual \$1,666,135.00. Many inquiries were made but only one formal proposal was received, from PNC Equipment Finance, LLC; and

**WHEREAS**, Siemens Industry, Inc. is the vendor who will conduct all surveying, secure local approvals, and installation of the solar arrays, water conservation measures, electrical lighting LED upgrades, and meet all project milestones with PG&E; and

**WHEREAS**, the project will provide services to 64 units at the Kingwood Commons Apartments and 190 units at Richland Housing Rural Development Apartments in Yuba City; and



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



**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority approve the combined solar panel project located at the Kingwood Commons Apartments and Richland Housing Rural Development Apartments in Yuba City, CA, and approve the 16-year plus construction period amortization schedule proposal from PNC Equipment Finance, LLC, for the financing of the project, and approve the installation agreement from Siemens Industry, Inc., and authorize the Executive Director or his designee to execute the acceptance of the proposal and all required loan, and project documents.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 17th day of May 2017.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Chairperson, Martha Griese



REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 17, 2017  
To: Board of Commissioners  
From: Gustavo Becerra, Executive Director

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**SUBJECT:** Solar Panel Installation Project at Kingwood Commons Apartments, and Richland Housing Rural Development Apartments, in Yuba City.

**RECOMMENDATION:** Select PNC Equipment Finance, LLC, to finance the purchase, and installation of a combined 237Kw system at the Kingwood Commons Apartments, and Richland Housing Rural Development Apartments, in Yuba City.

**FISCAL IMPACT:** No out of pocket expense to the Housing Authority.  
\$433,865 in grant funds from PG&E's MASH Program.  
Total amount financed: \$2,100,000.00

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**Background:**

In May 2010, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties (RHASNC) authorized Housing Authority staff to enter into a Memorandum of Understanding (MOU) with the Housing Authorities of Yolo and Butte County to procure an Energy Services Consultant to look at energy saving opportunities in the various housing portfolios.

A Request for Proposals was issued in February 2012, and interested Energy Service Company's (ESCO's) walked through a sampling of our properties in March 2012 to look for energy saving opportunities. The following ESCO's submitted written proposals on April 17, 2012:

- Pepco Energy Services, Inc.
- Johnson Controls, Inc.
- Siemens Industry, Inc.

Housing Authority staff reviewed the proposals submitted by the ESCO's in April 2012 and interviews of the three ESCO's took place on May 31, 2012, at the Yolo County Housing Authority offices.

After the review of the proposals and the interviews that took place, all three Housing Authorities recommended Siemens Industry, Inc. as the selected ESCo.

References for Siemens Industry, Inc. were solicited and received back from past customers. All references came back with very high marks.

On June 20, 2012, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approved the selection of Siemens Industry, Inc. as the Energy Services Company that will explore energy saving opportunities for the agency.

**Solar Project:**

Siemens Industry, Inc. was successful in securing grant funds for the agency, from Pacific Gas & Electric's (PG&E) Multi-family Affordable Solar Housing program (MASH), totaling \$433,865.00.

The PG&E MASH funds are being leveraged to provide additional capital (\$1,666,135.00) for the project, with a total project cost of \$2,100,000.00.

Project site aerial photographs are attached with shading demonstrating the location of the solar arrays at each property. The Kingwood Commons project will be a roof-mounted array on three buildings, whereas the solar array at the Richland Housing Rural Development Apartments will be ground mounted.

System Size – Kingwood Commons: 51.2kW DC

System Size – Richland Housing: 431.68kW DC

Kingwood Commons Apartments: 64 residential units

Richland Housing Rural Development Apartments: 190 residential units

The two solar arrays will be structured in the same manner as the existing array that currently operates at Richland Housing for another development. The electricity offset for the residents is billed back to the residents by the Housing Authority. The primary difference is that the residents now pay their monthly electricity bill to two providers, PG&E and the Housing Authority, as opposed to only PG&E.

The offset that is billed back will be used for debt service, insurance, and maintenance operations of the solar array.

Additionally, at Kingwood Commons the exterior building and laundry room lighting will be upgraded with LED fixtures, along with water conservation measures that include low-flow toilets, and flow restrictors for showerheads and bathroom/kitchen faucets. These improvements will reduce both water and electric expenses in the operating budget.

Siemens Industry, Inc. issued a Request for Proposals on behalf of the Housing Authority in April 2017 for financing the solar project, and although many inquiries were received by a number of banks, only one formal proposal was received, from PNC Equipment Finance, LLC.

The proposal from PNC is a very attractive financial package with a very low interest rate, which makes the project cash flow after all projected expenses are paid. Cash flow model attached.

**Recommendation:**

Staff recommends that the Board of Commissioners of the Regional Housing Authority, through resolution 17-1505, approve the 16-year plus construction period amortization schedule proposal from PNC Equipment Finance, LLC, for the financing of the combined solar projects at the Kingwood Commons Apartments, and the Richland Housing Rural Development Apartments, located in Yuba City, CA, and approve the installation agreement from Siemens Industry, Inc., and authorize the Executive Director or his designee to execute the acceptance of the proposal and all required loan, and project documents.

Prepared and submitted by:

  
\_\_\_\_\_  
Gustavo Becerra  
Executive Director

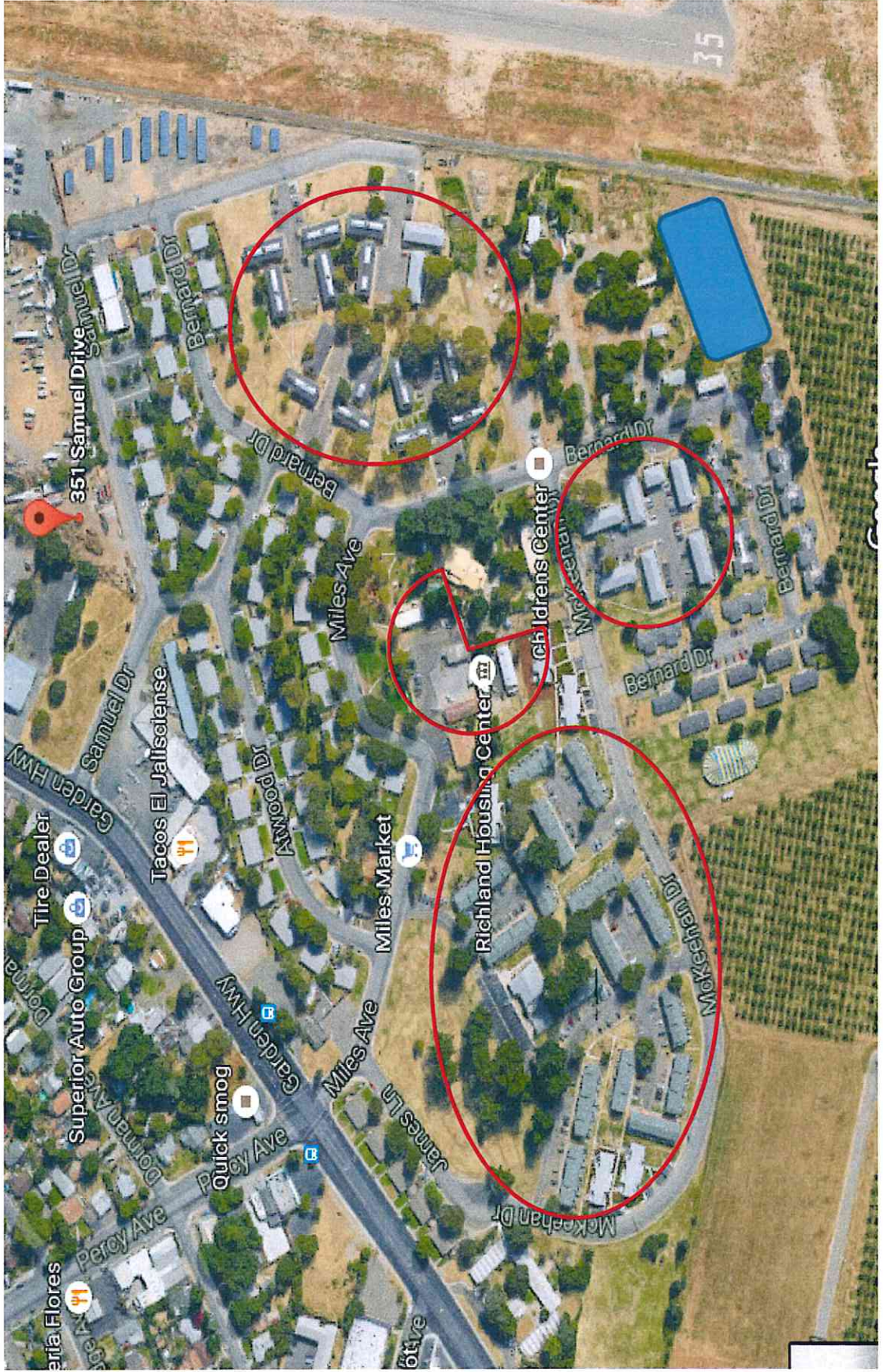
Attachments:

- Aerial photograph: Kingwood Commons Apartments (page 48)
- Aerial photograph: Richland Housing (page 49)
- Cash flow projections (pages 50-51)
- Financing proposal from PNC Equipment Finance, LLC (pages 52-63)
- Installation Agreement from Siemens Industry, Inc. (pages 64-96)

# Sutter - Kingwood



# Sutter – Richland Housing



Sutter Nevada County Housing Authority

PNC Proposal: 15 years + 1 constr.

Year	Energy Savings	Rebate / MASH Grant paid to Lender	Gross Savings	Degradation and Inverter Cost in Year 12	Principal & Interest	Ongoing Support	Program Costs	Annual Contribution	Annual Net Cashflow	Cumulative Net Cashflow
Constr.	\$ 42,366		\$ 42,366						\$ 42,366	\$ 42,366
1	\$ 149,983	\$ 433,865	\$ 583,848		\$ 555,348	\$ 5,000	\$ 560,348		\$ 23,500	\$ 65,866
2	\$ 154,482		\$ 154,482	(82)	\$ 124,920	\$ 5,150	\$ 130,070		\$ 24,330	\$ 90,196
3	\$ 159,117		\$ 159,117	(168)	\$ 128,448	\$ 5,305	\$ 133,753		\$ 25,196	\$ 115,392
4	\$ 163,890		\$ 163,890	(260)	\$ 132,084	\$ 5,464	\$ 137,548		\$ 26,082	\$ 141,475
5	\$ 168,807		\$ 168,807	(357)	\$ 135,816	\$ 5,628	\$ 141,444		\$ 27,006	\$ 168,481
6	\$ 173,871		\$ 173,871	(459)	\$ 139,668	\$ 5,796	\$ 145,464		\$ 27,948	\$ 196,430
7	\$ 179,088		\$ 179,088	(568)	\$ 143,640	\$ 5,970	\$ 149,610		\$ 28,910	\$ 225,339
8	\$ 184,460		\$ 184,460	(682)	\$ 147,720	\$ 6,149	\$ 153,869		\$ 29,909	\$ 255,248
9	\$ 189,994		\$ 189,994	(802)	\$ 151,908	\$ 6,334	\$ 158,242		\$ 30,950	\$ 286,198
10	\$ 195,694		\$ 195,694	(929)	\$ 156,240	\$ 6,524	\$ 162,764		\$ 32,001	\$ 318,199
11	\$ 201,565		\$ 201,565	(1,063)	\$ 160,680	\$ 6,720	\$ 167,400		\$ 33,102	\$ 351,301
12	\$ 207,612		\$ 207,612	(1,213)	\$ 165,324	\$ 6,921	\$ 172,245		\$ 34,223	\$ 385,523
13	\$ 213,840		\$ 213,840	(1,353)	\$ 169,980	\$ 7,129	\$ 177,109		\$ 35,378	\$ 420,901
14	\$ 220,255		\$ 220,255	(1,509)	\$ 174,828	\$ 7,343	\$ 182,171		\$ 36,575	\$ 457,476
15	\$ 226,863		\$ 226,863	(1,673)	\$ 179,906	\$ 7,563	\$ 187,469		\$ 137,721	\$ 595,197
16	\$ 233,669		\$ 233,669	(1,846)	\$ -	\$ 7,790	\$ 7,790		\$ 224,033	\$ 819,230
17	\$ 240,679		\$ 240,679	(2,027)	\$ -	\$ 8,024	\$ 8,024		\$ 230,628	\$ 1,049,857
18	\$ 247,899		\$ 247,899	(2,217)	\$ -	\$ 8,264	\$ 8,264		\$ 237,418	\$ 1,287,275
19	\$ 255,336		\$ 255,336	(2,418)	\$ -	\$ 8,511	\$ 8,511		\$ 244,407	\$ 1,531,682
20	\$ 262,996		\$ 262,996	(2,627)	\$ -	\$ 8,767	\$ 8,767		\$ 251,602	\$ 1,783,285
	\$ 4,072,465	\$ 433,865	\$ 4,506,330	\$ (70,532)	\$ 2,518,162	\$ 134,352	\$ 2,652,514	\$ -	\$ 1,783,285	

Program Cost  
 Rebates  
 Bank Fees  
 Amount Financed

\$ 2,098,636.00
\$ 433,865.00
\$ -
\$ 1,664,771.00

Annual Interest Rate  
 Finance Period  
 Payments per Year  
 Total Interest Expense

2.980%
15 yrs + 1 constr
12
\$ 419,525.84

Annual Program Savings  
 Simple Payback (years)

\$ 149,983.00
11.1

Electricity Escalation  
 Natural Gas Escalation  
 Water Escalation  
 Fuel / Other Escalation  
 Operational Escalation  
 Service Escalation

3.0%
3.0%
3.0%
3.0%

Sutter Nevada County Housing Authority

PNC Proposal: 16 years + 1 constr.

Year Constr.	Energy Savings	Rebate / MASH Grant paid to Lender	Gross Savings	Degradation and Inverter Cost in Year 12	Principal & Interest	Ongoing Support	Program Costs	Annual Contribution	Annual Net Cashflow	Cumulative Net Cashflow
1	\$ 42,366	\$ 433,865	\$ 42,366		\$ 546,828	\$ 5,000	\$ 551,828		\$ 42,366	\$ 42,366
2	\$ 149,983	\$ -	\$ 583,848	(82)	\$ 116,400	\$ 5,150	\$ 121,550		\$ 32,020	\$ 74,386
3	\$ 154,482	\$ -	\$ 154,482	(168)	\$ 119,928	\$ 5,305	\$ 125,233		\$ 32,850	\$ 107,236
4	\$ 159,117	\$ -	\$ 159,117	(260)	\$ 123,564	\$ 5,464	\$ 129,028		\$ 33,716	\$ 140,952
5	\$ 163,890	\$ -	\$ 163,890	(357)	\$ 127,296	\$ 5,628	\$ 132,924		\$ 34,602	\$ 175,555
6	\$ 168,807	\$ -	\$ 168,807	(459)	\$ 131,148	\$ 5,796	\$ 136,944		\$ 35,526	\$ 211,081
7	\$ 173,871	\$ -	\$ 173,871	(568)	\$ 135,120	\$ 5,970	\$ 141,090		\$ 36,468	\$ 247,550
8	\$ 179,088	\$ -	\$ 179,088	(682)	\$ 139,200	\$ 6,149	\$ 145,349		\$ 37,430	\$ 284,979
9	\$ 184,460	\$ -	\$ 184,460	(802)	\$ 143,388	\$ 6,334	\$ 149,722		\$ 38,429	\$ 323,408
10	\$ 189,994	\$ -	\$ 189,994	(929)	\$ 147,720	\$ 6,524	\$ 154,244		\$ 39,470	\$ 362,878
11	\$ 195,694	\$ -	\$ 195,694	(1,063)	\$ 152,160	\$ 6,720	\$ 158,880		\$ 40,521	\$ 403,399
12	\$ 201,565	\$ -	\$ 201,565	(1,207)	\$ 156,756	\$ 6,921	\$ 163,677		\$ 41,622	\$ 445,021
13	\$ 207,612	\$ -	\$ 207,612	(1,353)	\$ 161,460	\$ 7,129	\$ 168,589		\$ 42,743	\$ 487,763
14	\$ 213,840	\$ -	\$ 213,840	(1,509)	\$ 166,308	\$ 7,343	\$ 173,651		\$ 43,898	\$ 531,661
15	\$ 220,255	\$ -	\$ 220,255	(1,673)	\$ 171,300	\$ 7,563	\$ 178,863		\$ 45,095	\$ 576,756
16	\$ 226,863	\$ -	\$ 226,863	(1,846)	\$ 176,444	\$ 7,790	\$ 184,234		\$ 46,327	\$ 623,083
17	\$ 233,669	\$ -	\$ 233,669	(2,027)	\$ 181,720	\$ 8,024	\$ 190,744		\$ 153,110	\$ 776,193
18	\$ 240,679	\$ -	\$ 240,679	(2,217)	\$ -	\$ 8,264	\$ 8,264		\$ 230,628	\$ 1,006,821
19	\$ 247,899	\$ -	\$ 247,899	(2,418)	\$ -	\$ 8,511	\$ 8,511		\$ 237,418	\$ 1,244,239
20	\$ 255,336	\$ -	\$ 255,336	(2,627)	\$ -	\$ 8,767	\$ 8,767		\$ 244,407	\$ 1,488,646
	\$ 262,996	\$ -	\$ 262,996		\$ -	\$ -	\$ -		\$ 251,602	\$ 1,740,248
	\$ 4,072,465	\$ 433,865	\$ 4,506,330	\$ (70,532)	\$ 2,561,198	\$ 134,352	\$ 2,695,550	\$ -	\$ 1,740,248	\$ -

Annual Interest Rate	3.030%
Finance Period	16 yrs + 1 constr
Payments per Year	12
Total Interest Expense	\$ 462,562.16

Annual Interest Rate	3.030%
Finance Period	16 yrs + 1 constr
Payments per Year	12
Total Interest Expense	\$ 462,562.16

Program Cost	\$ 2,098,636.00
Rebates	\$ 433,865.00
Bank Fees	\$ -
Amount Financed	\$ 1,664,771.00

Annual Program Savings	\$ 149,983.00
Simple Payback (years)	11.1

Electricity Escalation	3.0%
Natural Gas Escalation	3.0%
Water Escalation	
Fuel / Other Escalation	
Operational Escalation	3.0%
Service Escalation	3.0%

Electricity Escalation	3.0%
Natural Gas Escalation	3.0%
Water Escalation	
Fuel / Other Escalation	
Operational Escalation	3.0%
Service Escalation	3.0%

Annual Program Savings	\$ 149,983.00
Simple Payback (years)	11.1



April 24, 2017

Mr. Gustavo Becerra  
Executive Director  
The Regional Housing Authority of Sutter and Nevada Counties

Via Email: [g.becerra@rhasnc.org](mailto:g.becerra@rhasnc.org)

RE: Request for Proposal – Lease Purchase Financing (the “RFP”)

Dear Mr. Becerra,

PNC Equipment Finance, LLC for itself, its successors and assigns, is pleased to submit this tax-exempt Lease Purchase Agreement Proposal (the “Proposal”) to The Regional Housing Authority of Sutter and Nevada Counties for the purchase, acquisition and installation of an Energy Savings Performance Contract (further described below). Our Proposal is as follows:

**LESSEE:** The Regional Housing Authority of Sutter and Nevada Counties

**LESSOR:** PNC Equipment Finance, LLC

**VENDOR:** Siemens Industry, Inc., Building Technologies Division

**TYPE OF FINANCING:** Tax-exempt Lease Purchase Agreement (the “Agreement”) with \$1.00 buyout option at end of lease term. Said Agreement shall be a net lease arrangement whereby Lessee is responsible for all costs of operation, maintenance, insurance and taxes.

**BANK QUALIFICATION OPTION:** This Proposal assumes that the Lessee will be issuing less than \$10 million in tax-exempt debt during calendar year 2017. Furthermore, it is assumed that the Lessee will designate this issue as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”). A portion of each Lease Payment allocated as “interest” will be excludable from the gross income for federal income tax purposes pursuant to Section 103(a) of the Code.

**TYPE OF EQUIPMENT/PROJECT:** Energy Savings Performance Contract, to include, but not limited to, All prices, terms, conditions and selection are solely by Lessee.

**PROJECT AMOUNT:** \$2,100,000.00

**FINANCED AMOUNT:** \$2,100,000.00

**PAYMENT MODE/FREQUENCY:** Monthly in Arrears  
*(First payment due One (1) month after a Twelve 12 month construction period)*



- LEASE TERM:** Option 1: Fifteen (15) Years plus Twelve (12) months construction.  
Option 2: Sixteen (16) Years plus Twelve (12) months construction.
- LEASE RATE:** Option 1: 2.980%  
Option 2: 3.030%
- LEASE PAYMENTS:** See Attached Amortization Schedules for Option 1 and Option 2.
- ESCROW FUNDING OPTION:** At lease closing, Lessor shall fund the entire Financed Amount into an escrow account from which disbursements will be made to the existing Lessor and to equipment provider(s) as directed. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. A set-up fee for Lessor's escrow arrangement will be \$250.00, due at lease closing.
- INSURANCE:** The Lessee shall furnish confirmation of all risk physical damage insurance coverage for the full cost of the property. In addition, Lessee shall provide \$2 million combined single limit property damage and bodily injury insurance covering the property. Lessor shall be named as loss payee and additional insured on such coverage.
- INDEXED FINANCING RATE:** *After May 19, 2017*, Lessor reserves the right to adjust the Lease Rate to market conditions prior to documentation and funding. The Lease Rates offered herein shall be indexed to the 10-year interest rate swap as published at <https://www.theice.com/marketdata/reports/180> /US Rates 1100) ("ICE"). On April 20, 2017, the ICE 10-year interest rate swap is 2.204%. The lease rate used to establish the periodic lease payments shall be adjusted, up or down, by the change in the interest rate swap times 0.65 and then added or subtracted to the base Lease Rates indicated herein to determine the lease rate for the lease schedule, three business days prior to lease funding.
- AUTHORIZED SIGNORS:** The Lessee's governing board shall provide Lessor with its resolution or ordinance authorizing this Agreement and shall designate the individual(s) to execute the Agreement used therein.
- LEGAL OPINION:** The Lessee's counsel shall furnish Lessor with an opinion covering this Agreement. This opinion shall be in a form and substance satisfactory to Lessor at Lessee's cost.
- TAX OPINION:** The Lessee's bond counsel shall furnish Lessor with an opinion covering this Agreement. This opinion shall be in a form and substance satisfactory to Lessor at Lessee's cost.
- PERFORMANCE CONTRACT:** The Lessee shall furnish a copy of the executed Performance Contract from the Vendor prior to funding.
- SAVINGS GUARANTEE:** Vendor shall provide a copy of the Savings Guarantee to Lessor prior to funding.

**PERFORMANCE AND PAYMENT BOND:** Vendor shall provide a Performance and Payment Bond (the "Bond") listing Lessor as dual obligee prior to lease funding.

**LEGAL PROPERTY DESCRIPTIONS:** Lessee will provide Lessor with Legal Property Descriptions (metes and bounds) of all properties in which the Project will be installed.

**LEGAL TITLE:** Legal title to the equipment during the lease term shall vest in the Lessee, with Lessor perfecting a first security interest through uniform commercial code filing or any other such instruments as may be required by law. Upon performance of the terms and conditions of the Agreement, the Lessee shall have the option to purchase all equipment for \$1.00.

**DOCUMENTATION:** Lessor shall provide the Agreement.

**PREPAYMENT OPTION:** So long as Lessee is not in default of the Agreement, Lessee shall have the option of paying off this transaction according to the Termination Values listed on the Amortization Schedules as provided in this Proposal. Partial prepayments will not be permitted under this Agreement.

**Prepayment Exception** After the third (3<sup>rd</sup>) anniversary of the lease commencement, or in the event Lessee determines that properties under the Rental Assistance Demonstration program (RAD) will be converted, Lessor will allow a onetime partial prepayment of not more than 15% of the original project amount and/or those properties involved in a RAD conversion to be prepaid. The Lessee will be required to provide a detailed listing of all ECM's financed under the agreement by property and insure that all ECM's within the selected property are paid in full prior to any release of lien. Lessee will sign a lease modification agreement and provide a certification of Lessee' counsel. The standard prepayment premium plus a \$2,500.00 fee is required.

**PROPOSAL EXPIRATION:** This Proposal will automatically expire at the end of business on June 15, 2017 unless accepted in writing by Lessee or extended in writing by Lessor. The Agreement must be fully executed and to the satisfaction of Lessor by such date. After May 19, 2017, Lessor reserves the right to adjust the interest rate according to the Indexed Financing Rate.

**This Proposal is subject to final credit approval by Lessor and approval of Agreement in Lessor's sole discretion. To render a credit decision, Lessee shall provide Lessor with its two most recently audited financial statements and a copy of its most current year's budget.**

The Regional Housing Authority of Sutter and Nevada Counties  
Request for Proposal - Lease Purchase Financing  
April 24, 2017

I trust that you will find the contents of this Proposal to your satisfaction. If you should have any questions please contact me at 614-463-6580 or toll free at 866-215-9619 ext. 2.

Sincerely,  
PNC Equipment Finance, LLC

Alan Zuelke  
Vice President

ACCEPTED BY: The Regional Housing Authority of Sutter and Nevada Counties

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Compound Period: Monthly  
Nominal Annual  
Rate: 2.980%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance	Termination Value
Loan	6/1/2017				2,100,000.00	No Call
1	7/1/2018	46,279.00	68,814.40	22,535.40-	2,122,535.40	No Call
2	8/1/2018	46,279.00	5,270.96	41,008.04	2,081,527.36	No Call
3	9/1/2018	46,279.00	5,169.13	41,109.87	2,040,417.49	No Call
4	10/1/2018	46,279.00	5,067.04	41,211.96	1,999,205.53	No Call
5	11/1/2018	46,279.00	4,964.69	41,314.31	1,957,891.22	No Call
6	12/1/2018	46,279.00	4,862.10	41,416.90	1,916,474.32	No Call
7	1/1/2019	46,279.00	4,759.24	41,519.76	1,874,954.56	No Call
8	2/1/2019	46,279.00	4,656.14	41,622.86	1,833,331.70	No Call
9	3/1/2019	46,279.00	4,552.77	41,726.23	1,791,605.47	No Call
10	4/1/2019	46,279.00	4,449.15	41,829.85	1,749,775.62	No Call
11	5/1/2019	46,279.00	4,345.28	41,933.72	1,707,841.90	No Call
12	6/1/2019	46,279.00	4,241.14	42,037.86	1,665,804.04	No Call

The Regional Housing Authority of Sutter and Nevada Counties  
Request for Proposal - Lease Purchase Financing  
April 24, 2017

13	7/1/2019	10,410.00	4,136.75	6,273.25	1,659,530.79	No Call
14	8/1/2019	10,410.00	4,121.17	6,288.83	1,653,241.96	No Call
15	9/1/2019	10,410.00	4,105.55	6,304.45	1,646,937.51	No Call
16	10/1/2019	10,410.00	4,089.89	6,320.11	1,640,617.40	No Call
17	11/1/2019	10,410.00	4,074.20	6,335.80	1,634,281.60	No Call
18	12/1/2019	10,410.00	4,058.47	6,351.53	1,627,930.07	No Call
19	1/1/2020	10,410.00	4,042.69	6,367.31	1,621,562.76	No Call
20	2/1/2020	10,410.00	4,026.88	6,383.12	1,615,179.64	No Call
21	3/1/2020	10,410.00	4,011.03	6,398.97	1,608,780.67	No Call
22	4/1/2020	10,410.00	3,995.14	6,414.86	1,602,365.81	No Call
23	5/1/2020	10,410.00	3,979.21	6,430.79	1,595,935.02	No Call
24	6/1/2020	10,410.00	3,963.24	6,446.76	1,589,488.26	No Call
25	7/1/2020	10,704.00	3,947.23	6,756.77	1,582,731.49	1,630,213.43
26	8/1/2020	10,704.00	3,930.45	6,773.55	1,575,957.94	1,623,236.68
27	9/1/2020	10,704.00	3,913.63	6,790.37	1,569,167.57	1,616,242.60
28	10/1/2020	10,704.00	3,896.77	6,807.23	1,562,360.34	1,609,231.15
29	11/1/2020	10,704.00	3,879.86	6,824.14	1,555,536.20	1,602,202.29
30	12/1/2020	10,704.00	3,862.91	6,841.09	1,548,695.11	1,595,155.96
31	1/1/2021	10,704.00	3,845.93	6,858.07	1,541,837.04	1,588,092.15
32	2/1/2021	10,704.00	3,828.90	6,875.10	1,534,961.94	1,581,010.80
33	3/1/2021	10,704.00	3,811.82	6,892.18	1,528,069.76	1,573,911.85
34	4/1/2021	10,704.00	3,794.71	6,909.29	1,521,160.47	1,566,795.28
35	5/1/2021	10,704.00	3,777.55	6,926.45	1,514,234.02	1,559,661.04
36	6/1/2021	10,704.00	3,760.35	6,943.65	1,507,290.37	1,552,509.08
37	7/1/2021	11,007.00	3,743.10	7,263.90	1,500,026.47	1,545,027.26
38	8/1/2021	11,007.00	3,725.07	7,281.93	1,492,744.54	1,537,526.88
39	9/1/2021	11,007.00	3,706.98	7,300.02	1,485,444.52	1,530,007.86
40	10/1/2021	11,007.00	3,688.85	7,318.15	1,478,126.37	1,522,470.16
41	11/1/2021	11,007.00	3,670.68	7,336.32	1,470,790.05	1,514,913.75
42	12/1/2021	11,007.00	3,652.46	7,354.54	1,463,435.51	1,507,338.58
43	1/1/2022	11,007.00	3,634.20	7,372.80	1,456,062.71	1,499,744.59
44	2/1/2022	11,007.00	3,615.89	7,391.11	1,448,671.60	1,492,131.75
45	3/1/2022	11,007.00	3,597.53	7,409.47	1,441,262.13	1,484,499.99
46	4/1/2022	11,007.00	3,579.13	7,427.87	1,433,834.26	1,476,849.29
47	5/1/2022	11,007.00	3,560.69	7,446.31	1,426,387.95	1,469,179.59
48	6/1/2022	11,007.00	3,542.20	7,464.80	1,418,923.15	1,461,490.84
49	7/1/2022	11,318.00	3,523.66	7,794.34	1,411,128.81	1,453,462.67
50	8/1/2022	11,318.00	3,504.30	7,813.70	1,403,315.11	1,445,414.56
51	9/1/2022	11,318.00	3,484.90	7,833.10	1,395,482.01	1,437,346.47
52	10/1/2022	11,318.00	3,465.45	7,852.55	1,387,629.46	1,429,258.34
53	11/1/2022	11,318.00	3,445.95	7,872.05	1,379,757.41	1,421,150.13
54	12/1/2022	11,318.00	3,426.40	7,891.60	1,371,865.81	1,413,021.78
55	1/1/2023	11,318.00	3,406.80	7,911.20	1,363,954.61	1,404,873.25
56	2/1/2023	11,318.00	3,387.15	7,930.85	1,356,023.76	1,396,704.47
57	3/1/2023	11,318.00	3,367.46	7,950.54	1,348,073.22	1,388,515.42
58	4/1/2023	11,318.00	3,347.72	7,970.28	1,340,102.94	1,380,306.03
59	5/1/2023	11,318.00	3,327.92	7,990.08	1,332,112.86	1,372,076.25

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60	6/1/2023	11,318.00	3,308.08	8,009.92	1,324,102.94	1,363,826.03
61	7/1/2023	11,639.00	3,288.19	8,350.81	1,315,752.13	1,355,224.69
62	8/1/2023	11,639.00	3,267.45	8,371.55	1,307,380.58	1,346,602.00
63	9/1/2023	11,639.00	3,246.66	8,392.34	1,298,988.24	1,337,957.89
64	10/1/2023	11,639.00	3,225.82	8,413.18	1,290,575.06	1,329,292.31
65	11/1/2023	11,639.00	3,204.93	8,434.07	1,282,140.99	1,320,605.22
66	12/1/2023	11,639.00	3,183.98	8,455.02	1,273,685.97	1,311,896.55
67	1/1/2024	11,639.00	3,162.99	8,476.01	1,265,209.96	1,303,166.26
68	2/1/2024	11,639.00	3,141.94	8,497.06	1,256,712.90	1,294,414.29
69	3/1/2024	11,639.00	3,120.84	8,518.16	1,248,194.74	1,285,640.58
70	4/1/2024	11,639.00	3,099.68	8,539.32	1,239,655.42	1,276,845.08
71	5/1/2024	11,639.00	3,078.48	8,560.52	1,231,094.90	1,268,027.75
72	6/1/2024	11,639.00	3,057.22	8,581.78	1,222,513.12	1,259,188.51
73	7/1/2024	11,970.00	3,035.91	8,934.09	1,213,579.03	1,249,986.40
74	8/1/2024	11,970.00	3,013.72	8,956.28	1,204,622.75	1,240,761.43
75	9/1/2024	11,970.00	2,991.48	8,978.52	1,195,644.23	1,231,513.56
76	10/1/2024	11,970.00	2,969.18	9,000.82	1,186,643.41	1,222,242.71
77	11/1/2024	11,970.00	2,946.83	9,023.17	1,177,620.24	1,212,948.85
78	12/1/2024	11,970.00	2,924.42	9,045.58	1,168,574.66	1,203,631.90
79	1/1/2025	11,970.00	2,901.96	9,068.04	1,159,506.62	1,194,291.82
80	2/1/2025	11,970.00	2,879.44	9,090.56	1,150,416.06	1,184,928.54
81	3/1/2025	11,970.00	2,856.87	9,113.13	1,141,302.93	1,175,542.02
82	4/1/2025	11,970.00	2,834.24	9,135.76	1,132,167.17	1,166,132.19
83	5/1/2025	11,970.00	2,811.55	9,158.45	1,123,008.72	1,156,698.98
84	6/1/2025	11,970.00	2,788.80	9,181.20	1,113,827.52	1,147,242.35
85	7/1/2025	12,310.00	2,766.01	9,543.99	1,104,283.53	1,137,412.04
86	8/1/2025	12,310.00	2,742.30	9,567.70	1,094,715.83	1,127,557.30
87	9/1/2025	12,310.00	2,718.54	9,591.46	1,085,124.37	1,117,678.10
88	10/1/2025	12,310.00	2,694.73	9,615.27	1,075,509.10	1,107,774.37
89	11/1/2025	12,310.00	2,670.85	9,639.15	1,065,869.95	1,097,846.05
90	12/1/2025	12,310.00	2,646.91	9,663.09	1,056,206.86	1,087,893.07
91	1/1/2026	12,310.00	2,622.91	9,687.09	1,046,519.77	1,077,915.36
92	2/1/2026	12,310.00	2,598.86	9,711.14	1,036,808.63	1,067,912.89
93	3/1/2026	12,310.00	2,574.74	9,735.26	1,027,073.37	1,057,885.57
94	4/1/2026	12,310.00	2,550.57	9,759.43	1,017,313.94	1,047,833.36
95	5/1/2026	12,310.00	2,526.33	9,783.67	1,007,530.27	1,037,756.18
96	6/1/2026	12,310.00	2,502.03	9,807.97	997,722.30	1,027,653.97
97	7/1/2026	12,659.00	2,477.68	10,181.32	987,540.98	1,017,167.21
98	8/1/2026	12,659.00	2,452.39	10,206.61	977,334.37	1,006,654.40
99	9/1/2026	12,659.00	2,427.05	10,231.95	967,102.42	996,115.49
100	10/1/2026	12,659.00	2,401.64	10,257.36	956,845.06	985,550.41
101	11/1/2026	12,659.00	2,376.17	10,282.83	946,562.23	974,959.10
102	12/1/2026	12,659.00	2,350.63	10,308.37	936,253.86	964,341.48
103	1/1/2027	12,659.00	2,325.03	10,333.97	925,919.89	953,697.49
104	2/1/2027	12,659.00	2,299.37	10,359.63	915,560.26	943,027.07
105	3/1/2027	12,659.00	2,273.64	10,385.36	905,174.90	932,330.15
106	4/1/2027	12,659.00	2,247.85	10,411.15	894,763.75	921,606.66

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107	5/1/2027	12,659.00	2,222.00	10,437.00	884,326.75	910,856.55
108	6/1/2027	12,659.00	2,196.08	10,462.92	873,863.83	900,079.74
109	7/1/2027	13,020.00	2,170.10	10,849.90	863,013.93	888,904.35
110	8/1/2027	13,020.00	2,143.15	10,876.85	852,137.08	877,701.19
111	9/1/2027	13,020.00	2,116.14	10,903.86	841,233.22	866,470.22
112	10/1/2027	13,020.00	2,089.06	10,930.94	830,302.28	855,211.35
113	11/1/2027	13,020.00	2,061.92	10,958.08	819,344.20	843,924.53
114	12/1/2027	13,020.00	2,034.70	10,985.30	808,358.90	832,609.67
115	1/1/2028	13,020.00	2,007.42	11,012.58	797,346.32	821,266.71
116	2/1/2028	13,020.00	1,980.08	11,039.92	786,306.40	809,895.59
117	3/1/2028	13,020.00	1,952.66	11,067.34	775,239.06	798,496.23
118	4/1/2028	13,020.00	1,925.18	11,094.82	764,144.24	787,068.57
119	5/1/2028	13,020.00	1,897.62	11,122.38	753,021.86	775,612.52
120	6/1/2028	13,020.00	1,870.00	11,150.00	741,871.86	764,128.02
121	7/1/2028	13,390.00	1,842.32	11,547.68	730,324.18	752,233.91
122	8/1/2028	13,390.00	1,813.64	11,576.36	718,747.82	740,310.25
123	9/1/2028	13,390.00	1,784.89	11,605.11	707,142.71	728,356.99
124	10/1/2028	13,390.00	1,756.07	11,633.93	695,508.78	716,374.04
125	11/1/2028	13,390.00	1,727.18	11,662.82	683,845.96	704,361.34
126	12/1/2028	13,390.00	1,698.22	11,691.78	672,154.18	692,318.81
127	1/1/2029	13,390.00	1,669.18	11,720.82	660,433.36	680,246.36
128	2/1/2029	13,390.00	1,640.08	11,749.92	648,683.44	668,143.94
129	3/1/2029	13,390.00	1,610.90	11,779.10	636,904.34	656,011.47
130	4/1/2029	13,390.00	1,581.65	11,808.35	625,095.99	643,848.87
131	5/1/2029	13,390.00	1,552.32	11,837.68	613,258.31	631,656.06
132	6/1/2029	13,390.00	1,522.92	11,867.08	601,391.23	619,432.97
133	7/1/2029	9,748.00	1,493.45	8,254.55	593,136.68	610,930.78
134	8/1/2029	9,748.00	1,472.96	8,275.04	584,861.64	602,407.49
135	9/1/2029	9,748.00	1,452.41	8,295.59	576,566.05	593,863.03
136	10/1/2029	9,748.00	1,431.81	8,316.19	568,249.86	585,297.36
137	11/1/2029	9,748.00	1,411.15	8,336.85	559,913.01	576,710.40
138	12/1/2029	9,748.00	1,390.45	8,357.55	551,555.46	568,102.12
139	1/1/2030	9,748.00	1,369.70	8,378.30	543,177.16	559,472.47
140	2/1/2030	9,748.00	1,348.89	8,399.11	534,778.05	550,821.39
141	3/1/2030	9,748.00	1,328.03	8,419.97	526,358.08	542,148.82
142	4/1/2030	9,748.00	1,307.12	8,440.88	517,917.20	533,454.72
143	5/1/2030	9,748.00	1,286.16	8,461.84	509,455.36	524,739.02
144	6/1/2030	9,748.00	1,265.15	8,482.85	500,972.51	516,001.69
145	7/1/2030	14,165.00	1,244.08	12,920.92	488,051.59	502,693.14
146	8/1/2030	14,165.00	1,211.99	12,953.01	475,098.58	489,351.54
147	9/1/2030	14,165.00	1,179.83	12,985.17	462,113.41	475,976.81
148	10/1/2030	14,165.00	1,147.58	13,017.42	449,095.99	462,568.87
149	11/1/2030	14,165.00	1,115.26	13,049.74	436,046.25	449,127.64
150	12/1/2030	14,165.00	1,082.85	13,082.15	422,964.10	435,653.02
151	1/1/2031	14,165.00	1,050.36	13,114.64	409,849.46	422,144.94
152	2/1/2031	14,165.00	1,017.79	13,147.21	396,702.25	408,603.32
153	3/1/2031	14,165.00	985.14	13,179.86	383,522.39	395,028.06

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154	4/1/2031	14,165.00	952.41	13,212.59	370,309.80	381,419.09
155	5/1/2031	14,165.00	919.60	13,245.40	357,064.40	367,776.33
156	6/1/2031	14,165.00	886.71	13,278.29	343,786.11	354,099.69
157	7/1/2031	14,569.00	853.74	13,715.26	330,070.85	339,972.98
158	8/1/2031	14,569.00	819.68	13,749.32	316,321.53	325,811.18
159	9/1/2031	14,569.00	785.53	13,783.47	302,538.06	311,614.20
160	10/1/2031	14,569.00	751.30	13,817.70	288,720.36	297,381.97
161	11/1/2031	14,569.00	716.99	13,852.01	274,868.35	283,114.40
162	12/1/2031	14,569.00	682.59	13,886.41	260,981.94	268,811.40
163	1/1/2032	14,569.00	648.11	13,920.89	247,061.05	254,472.88
164	2/1/2032	14,569.00	613.53	13,955.47	233,105.58	240,098.75
165	3/1/2032	14,569.00	578.88	13,990.12	219,115.46	225,688.92
166	4/1/2032	14,569.00	544.14	14,024.86	205,090.60	211,243.32
167	5/1/2032	14,569.00	509.31	14,059.69	191,030.91	196,761.84
168	6/1/2032	14,569.00	474.39	14,094.61	176,936.30	182,244.39
169	7/1/2032	14,983.78	439.39	14,544.39	162,391.91	167,263.67
170	8/1/2032	14,983.78	403.27	14,580.51	147,811.40	152,245.74
171	9/1/2032	14,983.78	367.06	14,616.72	133,194.68	137,190.52
172	10/1/2032	14,983.78	330.77	14,653.01	118,541.67	122,097.92
173	11/1/2032	14,983.78	294.38	14,689.40	103,852.27	106,967.84
174	12/1/2032	14,983.78	257.90	14,725.88	89,126.39	91,800.18
175	1/1/2033	14,983.78	221.33	14,762.45	74,363.94	76,594.86
176	2/1/2033	14,983.78	184.67	14,799.11	59,564.83	61,351.77
177	3/1/2033	14,983.78	147.92	14,835.86	44,728.97	46,070.84
178	4/1/2033	14,983.78	111.08	14,872.70	29,856.27	30,751.96
179	5/1/2033	14,983.78	74.14	14,909.64	14,946.63	15,395.03
180	6/1/2033	14,983.78	37.15	14,946.63	0.00	1.00
Grand Totals		2,618,061.36	518,061.36	2,100,000.00		

Option 2

Compound Period: Monthly  
 Nominal Annual Rate: 3.030%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance	Termination Value
Loan	6/1/2017				2,100,000.00	No Call
1	7/1/2018	45,569.00	69,986.56	24,417.56	2,124,417.56	No Call
2	8/1/2018	45,569.00	5,364.15	40,204.85	2,084,212.71	No Call
3	9/1/2018	45,569.00	5,262.64	40,306.36	2,043,906.35	No Call
4	10/1/2018	45,569.00	5,160.86	40,408.14	2,003,498.21	No Call
5	11/1/2018	45,569.00	5,058.83	40,510.17	1,962,988.04	No Call
6	12/1/2018	45,569.00	4,956.54	40,612.46	1,922,375.58	No Call
7	1/1/2019	45,569.00	4,854.00	40,715.00	1,881,660.58	No Call
8	2/1/2019	45,569.00	4,751.19	40,817.81	1,840,842.77	No Call
9	3/1/2019	45,569.00	4,648.13	40,920.87	1,799,921.90	No Call

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10	4/1/2019	45,569.00	4,544.80	41,024.20	1,758,897.70	No Call
11	5/1/2019	45,569.00	4,441.22	41,127.78	1,717,769.92	No Call
12	6/1/2019	45,569.00	4,337.37	41,231.63	1,676,538.29	No Call
13	7/1/2019	9,700.00	4,233.26	5,466.74	1,671,071.55	No Call
14	8/1/2019	9,700.00	4,219.46	5,480.54	1,665,591.01	No Call
15	9/1/2019	9,700.00	4,205.62	5,494.38	1,660,096.63	No Call
16	10/1/2019	9,700.00	4,191.74	5,508.26	1,654,588.37	No Call
17	11/1/2019	9,700.00	4,177.84	5,522.16	1,649,066.21	No Call
18	12/1/2019	9,700.00	4,163.89	5,536.11	1,643,530.10	No Call
19	1/1/2020	9,700.00	4,149.91	5,550.09	1,637,980.01	No Call
20	2/1/2020	9,700.00	4,135.90	5,564.10	1,632,415.91	No Call
21	3/1/2020	9,700.00	4,121.85	5,578.15	1,626,837.76	No Call
22	4/1/2020	9,700.00	4,107.77	5,592.23	1,621,245.53	No Call
23	5/1/2020	9,700.00	4,093.64	5,606.36	1,615,639.17	No Call
24	6/1/2020	9,700.00	4,079.49	5,620.51	1,610,018.66	No Call
25	7/1/2020	9,994.00	4,065.30	5,928.70	1,604,089.96	1,652,212.66
26	8/1/2020	9,994.00	4,050.33	5,943.67	1,598,146.29	1,646,090.68
27	9/1/2020	9,994.00	4,035.32	5,958.68	1,592,187.61	1,639,953.24
28	10/1/2020	9,994.00	4,020.27	5,973.73	1,586,213.88	1,633,800.30
29	11/1/2020	9,994.00	4,005.19	5,988.81	1,580,225.07	1,627,631.82
30	12/1/2020	9,994.00	3,990.07	6,003.93	1,574,221.14	1,621,447.77
31	1/1/2021	9,994.00	3,974.91	6,019.09	1,568,202.05	1,615,248.11
32	2/1/2021	9,994.00	3,959.71	6,034.29	1,562,167.76	1,609,032.79
33	3/1/2021	9,994.00	3,944.47	6,049.53	1,556,118.23	1,602,801.78
34	4/1/2021	9,994.00	3,929.20	6,064.80	1,550,053.43	1,596,555.03
35	5/1/2021	9,994.00	3,913.88	6,080.12	1,543,973.31	1,590,292.51
36	6/1/2021	9,994.00	3,898.53	6,095.47	1,537,877.84	1,584,014.18
37	7/1/2021	10,297.00	3,883.14	6,413.86	1,531,463.98	1,577,407.90
38	8/1/2021	10,297.00	3,866.95	6,430.05	1,525,033.93	1,570,784.95
39	9/1/2021	10,297.00	3,850.71	6,446.29	1,518,587.64	1,564,145.27
40	10/1/2021	10,297.00	3,834.43	6,462.57	1,512,125.07	1,557,488.82
41	11/1/2021	10,297.00	3,818.12	6,478.88	1,505,646.19	1,550,815.58
42	12/1/2021	10,297.00	3,801.76	6,495.24	1,499,150.95	1,544,125.48
43	1/1/2022	10,297.00	3,785.36	6,511.64	1,492,639.31	1,537,418.49
44	2/1/2022	10,297.00	3,768.91	6,528.09	1,486,111.22	1,530,694.56
45	3/1/2022	10,297.00	3,752.43	6,544.57	1,479,566.65	1,523,953.65
46	4/1/2022	10,297.00	3,735.91	6,561.09	1,473,005.56	1,517,195.73
47	5/1/2022	10,297.00	3,719.34	6,577.66	1,466,427.90	1,510,420.74
48	6/1/2022	10,297.00	3,702.73	6,594.27	1,459,833.63	1,503,628.64
49	7/1/2022	10,608.00	3,686.08	6,921.92	1,452,911.71	1,496,499.06
50	8/1/2022	10,608.00	3,668.60	6,939.40	1,445,972.31	1,489,351.48
51	9/1/2022	10,608.00	3,651.08	6,956.92	1,439,015.39	1,482,185.85
52	10/1/2022	10,608.00	3,633.51	6,974.49	1,432,040.90	1,475,002.13
53	11/1/2022	10,608.00	3,615.90	6,992.10	1,425,048.80	1,467,800.26
54	12/1/2022	10,608.00	3,598.25	7,009.75	1,418,039.05	1,460,580.22
55	1/1/2023	10,608.00	3,580.55	7,027.45	1,411,011.60	1,453,341.95
56	2/1/2023	10,608.00	3,562.80	7,045.20	1,403,966.40	1,446,085.39

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57	3/1/2023	10,608.00	3,545.02	7,062.98	1,396,903.42	1,438,810.52
58	4/1/2023	10,608.00	3,527.18	7,080.82	1,389,822.60	1,431,517.28
59	5/1/2023	10,608.00	3,509.30	7,098.70	1,382,723.90	1,424,205.62
60	6/1/2023	10,608.00	3,491.38	7,116.62	1,375,607.28	1,416,875.50
61	7/1/2023	10,929.00	3,473.41	7,455.59	1,368,151.69	1,409,196.24
62	8/1/2023	10,929.00	3,454.58	7,474.42	1,360,677.27	1,401,497.59
63	9/1/2023	10,929.00	3,435.71	7,493.29	1,353,183.98	1,393,779.50
64	10/1/2023	10,929.00	3,416.79	7,512.21	1,345,671.77	1,386,041.92
65	11/1/2023	10,929.00	3,397.82	7,531.18	1,338,140.59	1,378,284.81
66	12/1/2023	10,929.00	3,378.80	7,550.20	1,330,590.39	1,370,508.10
67	1/1/2024	10,929.00	3,359.74	7,569.26	1,323,021.13	1,362,711.76
68	2/1/2024	10,929.00	3,340.63	7,588.37	1,315,432.76	1,354,895.74
69	3/1/2024	10,929.00	3,321.47	7,607.53	1,307,825.23	1,347,059.99
70	4/1/2024	10,929.00	3,302.26	7,626.74	1,300,198.49	1,339,204.44
71	5/1/2024	10,929.00	3,283.00	7,646.00	1,292,552.49	1,331,329.06
72	6/1/2024	10,929.00	3,263.70	7,665.30	1,284,887.19	1,323,433.81
73	7/1/2024	11,260.00	3,244.34	8,015.66	1,276,871.53	1,315,177.68
74	8/1/2024	11,260.00	3,224.10	8,035.90	1,268,835.63	1,306,900.70
75	9/1/2024	11,260.00	3,203.81	8,056.19	1,260,779.44	1,298,602.82
76	10/1/2024	11,260.00	3,183.47	8,076.53	1,252,702.91	1,290,284.00
77	11/1/2024	11,260.00	3,163.07	8,096.93	1,244,605.98	1,281,944.16
78	12/1/2024	11,260.00	3,142.63	8,117.37	1,236,488.61	1,273,583.27
79	1/1/2025	11,260.00	3,122.13	8,137.87	1,228,350.74	1,265,201.26
80	2/1/2025	11,260.00	3,101.59	8,158.41	1,220,192.33	1,256,798.10
81	3/1/2025	11,260.00	3,080.99	8,179.01	1,212,013.32	1,248,373.72
82	4/1/2025	11,260.00	3,060.33	8,199.67	1,203,813.65	1,239,928.06
83	5/1/2025	11,260.00	3,039.63	8,220.37	1,195,593.28	1,231,461.08
84	6/1/2025	11,260.00	3,018.87	8,241.13	1,187,352.15	1,222,972.71
85	7/1/2025	11,600.00	2,998.06	8,601.94	1,178,750.21	1,214,112.72
86	8/1/2025	11,600.00	2,976.34	8,623.66	1,170,126.55	1,205,230.35
87	9/1/2025	11,600.00	2,954.57	8,645.43	1,161,481.12	1,196,325.55
88	10/1/2025	11,600.00	2,932.74	8,667.26	1,152,813.86	1,187,398.28
89	11/1/2025	11,600.00	2,910.85	8,689.15	1,144,124.71	1,178,448.45
90	12/1/2025	11,600.00	2,888.91	8,711.09	1,135,413.62	1,169,476.03
91	1/1/2026	11,600.00	2,866.92	8,733.08	1,126,680.54	1,160,480.96
92	2/1/2026	11,600.00	2,844.87	8,755.13	1,117,925.41	1,151,463.17
93	3/1/2026	11,600.00	2,822.76	8,777.24	1,109,148.17	1,142,422.62
94	4/1/2026	11,600.00	2,800.60	8,799.40	1,100,348.77	1,133,359.23
95	5/1/2026	11,600.00	2,778.38	8,821.62	1,091,527.15	1,124,272.96
96	6/1/2026	11,600.00	2,756.11	8,843.89	1,082,683.26	1,115,163.76
97	7/1/2026	11,949.00	2,733.78	9,215.22	1,073,468.04	1,105,672.08
98	8/1/2026	11,949.00	2,710.51	9,238.49	1,064,229.55	1,096,156.44
99	9/1/2026	11,949.00	2,687.18	9,261.82	1,054,967.73	1,086,616.76
100	10/1/2026	11,949.00	2,663.79	9,285.21	1,045,682.52	1,077,053.00
101	11/1/2026	11,949.00	2,640.35	9,308.65	1,036,373.87	1,067,465.09
102	12/1/2026	11,949.00	2,616.84	9,332.16	1,027,041.71	1,057,852.96
103	1/1/2027	11,949.00	2,593.28	9,355.72	1,017,685.99	1,048,216.57

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104	2/1/2027	11,949.00	2,569.66	9,379.34	1,008,306.65	1,038,555.85
105	3/1/2027	11,949.00	2,545.97	9,403.03	998,903.62	1,028,870.73
106	4/1/2027	11,949.00	2,522.23	9,426.77	989,476.85	1,019,161.16
107	5/1/2027	11,949.00	2,498.43	9,450.57	980,026.28	1,009,427.07
108	6/1/2027	11,949.00	2,474.57	9,474.43	970,551.85	999,668.41
109	7/1/2027	12,310.00	2,450.64	9,859.36	960,692.49	989,513.26
110	8/1/2027	12,310.00	2,425.75	9,884.25	950,808.24	979,332.49
111	9/1/2027	12,310.00	2,400.79	9,909.21	940,899.03	969,126.00
112	10/1/2027	12,310.00	2,375.77	9,934.23	930,964.80	958,893.74
113	11/1/2027	12,310.00	2,350.69	9,959.31	921,005.49	948,635.65
114	12/1/2027	12,310.00	2,325.54	9,984.46	911,021.03	938,351.66
115	1/1/2028	12,310.00	2,300.33	10,009.67	901,011.36	928,041.70
116	2/1/2028	12,310.00	2,275.05	10,034.95	890,976.41	917,705.70
117	3/1/2028	12,310.00	2,249.72	10,060.28	880,916.13	907,343.61
118	4/1/2028	12,310.00	2,224.31	10,085.69	870,830.44	896,955.35
119	5/1/2028	12,310.00	2,198.85	10,111.15	860,719.29	886,540.87
120	6/1/2028	12,310.00	2,173.32	10,136.68	850,582.61	876,100.09
121	7/1/2028	12,680.00	2,147.72	10,532.28	840,050.33	865,251.84
122	8/1/2028	12,680.00	2,121.13	10,558.87	829,491.46	854,376.20
123	9/1/2028	12,680.00	2,094.47	10,585.53	818,905.93	843,473.11
124	10/1/2028	12,680.00	2,067.74	10,612.26	808,293.67	832,542.48
125	11/1/2028	12,680.00	2,040.94	10,639.06	797,654.61	821,584.25
126	12/1/2028	12,680.00	2,014.08	10,665.92	786,988.69	810,598.35
127	1/1/2029	12,680.00	1,987.15	10,692.85	776,295.84	799,584.72
128	2/1/2029	12,680.00	1,960.15	10,719.85	765,575.99	788,543.27
129	3/1/2029	12,680.00	1,933.08	10,746.92	754,829.07	777,473.94
130	4/1/2029	12,680.00	1,905.94	10,774.06	744,055.01	766,376.66
131	5/1/2029	12,680.00	1,878.74	10,801.26	733,253.75	755,251.36
132	6/1/2029	12,680.00	1,851.47	10,828.53	722,425.22	744,097.98
133	7/1/2029	9,038.00	1,824.12	7,213.88	715,211.34	736,667.68
134	8/1/2029	9,038.00	1,805.91	7,232.09	707,979.25	729,218.63
135	9/1/2029	9,038.00	1,787.65	7,250.35	700,728.90	721,750.77
136	10/1/2029	9,038.00	1,769.34	7,268.66	693,460.24	714,264.05
137	11/1/2029	9,038.00	1,750.99	7,287.01	686,173.23	706,758.43
138	12/1/2029	9,038.00	1,732.59	7,305.41	678,867.82	699,233.85
139	1/1/2030	9,038.00	1,714.14	7,323.86	671,543.96	691,690.28
140	2/1/2030	9,038.00	1,695.65	7,342.35	664,201.61	684,127.66
141	3/1/2030	9,038.00	1,677.11	7,360.89	656,840.72	676,545.94
142	4/1/2030	9,038.00	1,658.52	7,379.48	649,461.24	668,945.08
143	5/1/2030	9,038.00	1,639.89	7,398.11	642,063.13	661,325.02
144	6/1/2030	9,038.00	1,621.21	7,416.79	634,646.34	653,685.73
145	7/1/2030	13,455.00	1,602.48	11,852.52	622,793.82	641,477.63
146	8/1/2030	13,455.00	1,572.55	11,882.45	610,911.37	629,238.71
147	9/1/2030	13,455.00	1,542.55	11,912.45	598,998.92	616,968.89
148	10/1/2030	13,455.00	1,512.47	11,942.53	587,056.39	604,668.08
149	11/1/2030	13,455.00	1,482.32	11,972.68	575,083.71	592,336.22
150	12/1/2030	13,455.00	1,452.09	12,002.91	563,080.80	579,973.22

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151	1/1/2031	13,455.00	1,421.78	12,033.22	551,047.58	567,579.01
152	2/1/2031	13,455.00	1,391.40	12,063.60	538,983.98	555,153.50
153	3/1/2031	13,455.00	1,360.93	12,094.07	526,889.91	542,696.61
154	4/1/2031	13,455.00	1,330.40	12,124.60	514,765.31	530,208.27
155	5/1/2031	13,455.00	1,299.78	12,155.22	502,610.09	517,688.39
156	6/1/2031	13,455.00	1,269.09	12,185.91	490,424.18	505,136.91
157	7/1/2031	13,859.00	1,238.32	12,620.68	477,803.50	492,137.61
158	8/1/2031	13,859.00	1,206.45	12,652.55	465,150.95	479,105.48
159	9/1/2031	13,859.00	1,174.51	12,684.49	452,466.46	466,040.45
160	10/1/2031	13,859.00	1,142.48	12,716.52	439,749.94	452,942.44
161	11/1/2031	13,859.00	1,110.37	12,748.63	427,001.31	439,811.35
162	12/1/2031	13,859.00	1,078.18	12,780.82	414,220.49	426,647.10
163	1/1/2032	13,859.00	1,045.91	12,813.09	401,407.40	413,449.62
164	2/1/2032	13,859.00	1,013.55	12,845.45	388,561.95	400,218.81
165	3/1/2032	13,859.00	981.12	12,877.88	375,684.07	386,954.59
166	4/1/2032	13,859.00	948.60	12,910.40	362,773.67	373,656.88
167	5/1/2032	13,859.00	916.00	12,943.00	349,830.67	360,325.59
168	6/1/2032	13,859.00	883.32	12,975.68	336,854.99	346,960.64
169	7/1/2032	14,275.00	850.56	13,424.44	323,430.55	333,133.47
170	8/1/2032	14,275.00	816.66	13,458.34	309,972.21	319,271.38
171	9/1/2032	14,275.00	782.68	13,492.32	296,479.89	305,374.29
172	10/1/2032	14,275.00	748.61	13,526.39	282,953.50	291,442.11
173	11/1/2032	14,275.00	714.46	13,560.54	269,392.96	277,474.75
174	12/1/2032	14,275.00	680.22	13,594.78	255,798.18	263,472.13
175	1/1/2033	14,275.00	645.89	13,629.11	242,169.07	249,434.14
176	2/1/2033	14,275.00	611.48	13,663.52	228,505.55	235,360.72
177	3/1/2033	14,275.00	576.98	13,698.02	214,807.53	221,251.76
178	4/1/2033	14,275.00	542.39	13,732.61	201,074.92	207,107.17
179	5/1/2033	14,275.00	507.71	13,767.29	187,307.63	192,926.86
180	6/1/2033	14,275.00	472.95	13,802.05	173,505.58	178,710.75
181	7/1/2033	14,697.20	438.10	14,259.10	159,246.48	164,023.87
182	8/1/2033	14,697.20	402.10	14,295.10	144,951.38	149,299.92
183	9/1/2033	14,697.20	366.00	14,331.20	130,620.18	134,538.79
184	10/1/2033	14,697.20	329.82	14,367.38	116,252.80	119,740.38
185	11/1/2033	14,697.20	293.54	14,403.66	101,849.14	104,904.61
186	12/1/2033	14,697.20	257.17	14,440.03	87,409.11	90,031.38
187	1/1/2034	14,697.20	220.71	14,476.49	72,932.62	75,120.60
188	2/1/2034	14,697.20	184.15	14,513.05	58,419.57	60,172.16
189	3/1/2034	14,697.20	147.51	14,549.69	43,869.88	45,185.98
190	4/1/2034	14,697.20	110.77	14,586.43	29,283.45	30,161.95
191	5/1/2034	14,697.20	73.94	14,623.26	14,660.19	15,100.00
192	6/1/2034	14,697.20	37.01	14,660.19	0.00	1.00
Grand Totals		2,666,642.40	566,642.40	2,100,000.00		



**SIEMENS INDUSTRY, INC., BUILDING TECHNOLOGIES DIVISION**

*SCOPE OF WORK AND SERVICES - EXHIBIT A*

**SIEMENS INDUSTRY, INC., BUILDING TECHNOLOGIES DIVISION**

*PAYMENT SCHEDULES - EXHIBIT B*

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## TERMS AND CONDITIONS

### Article 1: General

1.1 (a) The Agreement, including all Exhibits and Appendices thereto, constitutes the entire, complete and exclusive agreement between the parties relating to the services ("Services") and the equipment, materials, parts, supplies and software (collectively "Product") to be provided by SIEMENS as described in Exhibit A (such Services and Product collectively referred to as "Work") and shall supersede and cancel all prior agreements and understandings, written or oral, relating to the subject matter of the Agreement. Neither party may assign the Agreement or any rights or obligations hereunder without the prior written consent of the other, except that either party may assign this Agreement to its affiliates and SIEMENS may grant a security interest in the Agreement; assign proceeds of the Agreement; and/or use subcontractors in performance of the Work.

(b) The terms and conditions of this Agreement shall not be modified or rescinded except in writing, signed by a corporate officer of SIEMENS and representative of Client. SIEMENS' and Client's performance under this Agreement is expressly conditioned on the terms of this Agreement, notwithstanding any different or additional terms contained in any writing at any time submitted or to be submitted to SIEMENS by Client relating to the Work.

c) The terms and conditions set forth herein shall supersede, govern and control any conflicting terms of the Proposed Solution or the Proposal.

d) Nothing contained in this Agreement shall be construed to give any rights or benefits to anyone other than the Client and SIEMENS without the express written consent of both parties. All provisions of this Agreement allocating responsibility or liability between the parties shall survive the completion of the Work and termination of this Agreement.

1.2 This Agreement shall be governed by and enforced in accordance with the laws of the State of California. Any litigation arising under this Agreement shall be brought in the State or Commonwealth in which the Work is being provided to Client. THE PARTIES KNOWINGLY AND INTELLIGENTLY WAIVE ANY RIGHT TO A JURY TRIAL ON MATTERS ARISING OUT OF THIS AGREEMENT.

### Article 2: Work by SIEMENS

2.1 SIEMENS will perform the Work expressly described in Exhibit A (including any change orders thereto mutually agreed upon in writing) issued under this Agreement and signed by both parties. The Work shall be performed in a manner consistent with the degree of care and skill ordinarily exercised by reputable companies performing the same or similar Work in the same locale acting under similar circumstances and conditions.

2.2 SIEMENS shall perform the Work during its local, normal working hours, unless otherwise agreed in writing.

2.3 SIEMENS is not required to conduct safety or other tests, install or maintain any devices or equipment or make modifications or upgrades to any Product beyond the scope set forth in Exhibit A. Any Client request to change the scope or the nature of the Work must be in the form of a mutually agreed change order, effective only when executed by all parties hereto.

2.4 All reports and drawings specifically prepared for and deliverable to Client pursuant to Exhibit A ("Deliverables") shall become Client's property upon full payment to SIEMENS. SIEMENS may retain file copies of such Deliverables. All other reports, notes, calculations, data, drawings, estimates, specifications, manuals, other documents and all computer programs, codes and computerized materials prepared by or for SIEMENS are instruments of SIEMENS' work ("Instruments") and shall remain SIEMENS' property. Siemens conveys no license to software unless otherwise expressly provided in this Agreement. To the extent specified in this Agreement, Client, its employees and agents ("Permitted Users") shall have a right to make and retain copies of Instruments except uncompiled code, and to use all Instruments, provided however, the Instruments shall not be used or relied upon by any parties other than Permitted Users, and such use shall be subject to this Agreement and limited to the particular project and location for which the Instruments were provided. All Deliverables and Instruments provided to Client are for Permitted Users' use only for the purposes disclosed to SIEMENS, and Client shall not transfer them to others or use them or permit them to be used for any extension of the Work or any other project or purpose, without SIEMENS' express written consent. Any reuse of Deliverables or Instruments for other projects or locations without the written consent of SIEMENS, or use by any party other than Permitted Users, will be at Permitted Users' sole risk and without liability to SIEMENS; and, in addition to any other rights SIEMENS may have, Client shall indemnify, defend and hold SIEMENS harmless from any claims, losses or damages arising therefrom.

2.5 Client acknowledges that SIEMENS, in the normal conduct of its business, may use concepts and improved skills and know-how developed while performing other contracts. Client acknowledges the benefit which may accrue to it through this practice, and accordingly agrees that anything in this Agreement notwithstanding Siemens may continue, without payment of a royalty, this practice of using concepts and improved skills and know-how developed while performing this Agreement.

2.6 SIEMENS shall be responsible for any portion of the Work performed by any subcontractor of SIEMENS. SIEMENS shall not have any responsibility, duty or authority to direct, supervise or oversee any employees or contractors of Client or their work or to provide the means, methods or sequence of their

work or to stop their work. SIEMENS' work and/or presence at a site shall not relieve others of their responsibility to Client or to others. SIEMENS shall not be liable for the failure of Client's employees, contractors or others to fulfill their responsibilities.

### Article 3: Responsibilities of Client

3.1 Client, without cost to SIEMENS, shall:

(a) Designate a contact person with authority to make decisions for Client regarding the Work and provide SIEMENS with information sufficient to contact such person in an emergency;

(b) Provide or arrange for reasonable access and make all provisions for SIEMENS to enter any site where Work is to be performed;

(c) Permit SIEMENS to control and/or operate all controls, systems, apparatus, equipment and machinery necessary to perform the Work;

(d) Furnish SIEMENS with all available information pertinent to the Work;

(e) Furnish SIEMENS with all approvals, permits and consents from government authorities and others as may be required for performance of the Work except for those SIEMENS has expressly agreed in writing to obtain;

(f) Maintain the Work site in a safe condition; notify SIEMENS promptly of any site conditions requiring special care; and provide SIEMENS with any available documents describing the quantity, nature, location and extent of such conditions;

(g) Comply with all laws and provide any notices required to be given to any government authorities in connection with the Work, except such notices SIEMENS has expressly agreed in writing to give;

(h) Provide SIEMENS with Material Safety Data Sheets (MSDS) conforming to OSHA requirements related to all Hazardous Materials located at the site which may impact the Work;

(i) Furnish to SIEMENS any contingency plans related to the site; and

(j) Furnish the specified operating environment, including without limitation, suitable, clean, stable, properly conditioned electrical power for the Work; telephone lines, capacity and connectivity as required by the Work; and heat, light, air conditioning and other utilities for the Work.

3.2 Client acknowledges that the technical and pricing information contained in this Agreement is confidential and proprietary to SIEMENS and agrees not to disclose it or otherwise make it available to others without SIEMENS' express written consent.

3.3 Client acknowledges that it is now and shall at all times remain in control of the Work site. Except as expressly provided herein, SIEMENS shall not be responsible for the adequacy of the health, safety or security programs or precautions related to Client's activities or operations, Client's other contractors, the work of any other person or entity, or Client's site conditions. SIEMENS is not responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies of Client or others at Client's site. So as not to discourage SIEMENS from voluntarily addressing health or safety issues at Client's site, in the event SIEMENS does address such issues by making observations, reports, suggestions or otherwise, SIEMENS shall not be liable or responsible on account thereof.

3.4 Except as expressly stated in Exhibit A, Client is solely responsible for any removal, replacement or refinishing of the building structure or finishes that may be required to perform or gain access to the Work.

### Article 4: Compensation

4.1 SIEMENS shall be compensated for the Work as expressly stated in Exhibit B, or, if not expressly stated, then at its prevailing rates and shall be reimbursed for costs and expenses (plus reasonable profit and overhead) incurred in performance of the Work.

4.2 SIEMENS shall invoice Client as provided in this Agreement (including any modifications), or if not expressly provided, then on a monthly or other progress billing basis. Invoices are due and payable within 25 calendar days of receipt by Client or as otherwise set forth in this Agreement. If any payment is not received when due and remains unpaid for thirty (30) days after written notice thereof, SIEMENS may deem Client to be in breach of this Agreement and may enforce any remedies available to it hereunder or at law, including without limitation, suspension or termination of the Work, and SIEMENS shall be entitled to compensation for the Work previously performed and for costs reasonably incurred in connection with the suspension or termination. Any amount not paid within ten (10) days of the date due shall accrue interest from the date due, until paid, at the rate of twelve percent (12%) per annum. Client shall reimburse SIEMENS for SIEMENS' costs and expenses (including reasonable attorneys' and witnesses' fees) incurred for collection under this Agreement. In the event Client disputes any portion or all of an invoice, it shall notify SIEMENS in writing of the amount in dispute and the reason for its disagreement within 21 days of receipt of the invoice. The undisputed portion shall be paid when due, and interest on any unpaid portion shall accrue as aforesaid, from the date due until the date of payment, to the extent that such amounts are finally determined to be payable to SIEMENS.

4.3 Except to the extent expressly agreed in this Agreement, SIEMENS' fees do not include any taxes, excises, fees, duties or other government charges related to the Work, and Client shall pay such amounts or reimburse SIEMENS for any amounts it pays. If Client claims a tax exemption or direct payment permit, it shall provide SIEMENS with a valid exemption certificate or permit and indemnify, defend and hold SIEMENS harmless from any taxes, costs and



penalties arising out of same.

**Article 5: Changes; Delays; Excused Performance**

5.1 As the Work is performed, conditions may change or circumstances outside SIEMENS' reasonable control (including changes of law) or not reasonably foreseeable to SIEMENS (including unforeseen site conditions) may develop or be discovered. If such circumstances require SIEMENS to expend additional costs, effort or time to complete the Work, SIEMENS will notify Client and an equitable adjustment will be made to the compensation and time for performance. In the event conditions or circumstances require Work to be suspended or terminated, SIEMENS shall be compensated for Work performed and for costs reasonable incurred in connection with the suspension or termination.

5.2 SIEMENS shall not be responsible for loss, delay, injury, damage or failure of performance that may be caused by circumstances beyond its control, including but not limited to acts or omissions by Client or its employees, agents or contractors, Acts of God, war, civil commotion, acts or omissions of government authorities, fire, theft, corrosion, flood, water damage, lightning, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, or shortage of vehicles, fuel, labor or materials. In the event of any such circumstances, SIEMENS shall be excused from performance of the Work and the time for performance shall be extended by a period equal to the time lost plus a reasonable recovery period and the compensation shall be equitably adjusted to compensate for additional costs SIEMENS incurs due to such circumstances.

**Article 6: Warranty, Allocation of Risk**

6.1 (a) All Product manufactured by SIEMENS or bearing its nameplate is warranted to be free from defects in material and workmanship arising from normal use and service for one year from the earlier of the date installed by SIEMENS or date of first beneficial use.

(b) Labor for all Services under this Agreement is warranted to be free from defects for one year after the earlier of the date the Services are substantially completed or date of first beneficial use.

6.2 (a) The limited warranties set forth above shall be void as to, and shall not apply to, any Work (i) repaired, altered or improperly installed by any person other than SIEMENS or its authorized representative; (ii) subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per SIEMENS' or the manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident; (iii) damaged because of any use of the Work after Client has, or should have had, knowledge of any defect in the Work; or (iv) Product not manufactured, fabricated and assembled by SIEMENS or not bearing SIEMENS' nameplate. SIEMENS assigns to Client, without recourse, any and all assignable warranties available from any manufacturer, supplier, or subcontractor of such Product and will assist Client in enforcement of such assigned warranties.

(b) Any claim under the limited warranty granted above must be made in writing to SIEMENS within thirty (30) days after discovery of the claimed defect. Such limited warranty only extends to Client and not to any subsequent owner of the Work. Client's sole and exclusive remedy for any Work not conforming with this limited warranty is limited to, at SIEMENS' option, (i) repair or replacement of defective components of covered Product, or (ii) reperformance of the defective portion of the Services, or (iii) to the extent previously paid, the issuance of a credit or refund for the original purchase price of such defective component or portion of the Work.

(c) SIEMENS shall not be required to repair or replace more than the component(s) of the Work actually found to be defective. SIEMENS' warranty liability shall not exceed the purchase price of such item. Repaired or replaced Work will be warranted hereunder only for the remaining portion of the original warranty period.

6.3 THE EXPRESS LIMITED WARRANTIES PROVIDED ABOVE ARE IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, STATUTORY, EXPRESS, OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY EXPRESSLY DISCLAIMED. SIEMENS MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT ANYWORK PROVIDED HEREUNDER WILL PREVENT ANY LOSS, OR WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INSTALLED OR INTENDED. THE LIMITED EXPRESS WARRANTIES AND REPRESENTATIONS SET FORTH IN THIS AGREEMENT MAY ONLY BE MODIFIED OR SUPPLEMENTED IN A WRITING SIGNED BY A DULY AUTHORIZED CORPORATE OFFICER OF SIEMENS.

6.4 Risk of loss of Product furnished by SIEMENS shall pass to Client upon delivery to Client's premises, and Client shall be responsible for protecting and insuring them against theft and damage. However, until SIEMENS is paid in full, SIEMENS shall retain title for security purposes only and the right to repossess the Product.

6.5 Client hereby, for it and any parties claiming under it, releases and discharges SIEMENS from any liability arising out of all hazards covered by Client's insurance, and all claims against SIEMENS arising out of such hazards, including any right of subrogation by Client's insurance carrier, are hereby waived by Client.

6.6 ANYTHING HEREIN NOTWITHSTANDING, IN NO EVENT SHALL EITHER PARTY BE RESPONSIBLE UNDER THIS AGREEMENT FOR

INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS, LOSS OF USE AND/OR LOST BUSINESS OPPORTUNITIES, WHETHER ARISING IN WARRANTY, LATE OR NON-DELIVERY OF ANY WORK, TORT, CONTRACT OR STRICT LIABILITY, AND REGARDLESS OF WHETHER EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND, IN ANY EVENT, SIEMENS' AGGREGATE LIABILITY FOR ANY AND ALL CLAIMS, LOSSES OR EXPENSES (INCLUDING ATTORNEYS FEES) ARISING OUT OF THIS AGREEMENT, OR OUT OF ANY WORK FURNISHED UNDER THIS AGREEMENT, WHETHER BASED IN CONTRACT, NEGLIGENCE, STRICT LIABILITY, AGENCY, WARRANTY, TRESPASS, INDEMNITY OR ANY OTHER THEORY OF LIABILITY, SHALL BE LIMITED TO THE LESSER OF \$1,000,000 OR THE TOTAL COMPENSATION RECEIVED BY SIEMENS FROM CLIENT UNDER THIS AGREEMENT. SIEMENS reserves the right to control the defense and settlement of any claim for which SIEMENS has an obligation to indemnify hereunder. The parties acknowledge that the price which SIEMENS has agreed to perform its Work and obligations under this Agreement is calculated based upon the foregoing limitations of liability, and that SIEMENS has expressly relied on, and would not have entered into this Agreement but for such limitations of liability.

6.7 It is understood and agreed by and between the parties that SIEMENS is not an insurer and this Agreement is not intended to be an insurance policy or a substitute for an insurance policy. Insurance, if any, shall be obtained by Client. Fees are based solely upon the value of the Work, and are unrelated to the value of Client's property or the property of others on Client's premises.

**Article 7: Hazardous Materials Provisions**

7.1 The Work does not include directly or indirectly performing or arranging for the detection, monitoring, handling, storage, removal, transportation, disposal or treatment of Oil or Hazardous Materials. Except as disclosed pursuant to this Article, Client represents that, to its best knowledge, there is no asbestos or any other hazardous or toxic materials, as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, the regulations promulgated thereunder, and other applicable federal, state or local law ("Hazardous Materials"), present at Client's Sites where the Work is performed. SIEMENS will notify Client immediately if it discovers or suspects the presence of any Hazardous Material. All Services have been priced and agreed to by SIEMENS in reliance on Client's representations as set forth in this Article. The presence of Hazardous Materials constitutes a change in the Work whose terms must be agreed upon by SIEMENS before its obligations hereunder will continue.

7.2 Client shall be solely responsible for testing, abating, encapsulating, removing, remediating or neutralizing such Hazardous Materials, and for the costs thereof. Client is responsible for the proper disposal of all Hazardous Materials and Oil, including but not limited to ionization smoke detectors, ballasts, mercury bulb thermostats, used oil, contaminated filters, contaminated absorbents, or refrigerants, that at any time are present at the Work site in accordance with all applicable federal, state, and local laws, regulations, and ordinances. Even if an appropriate change order has been entered into pursuant to this Article, SIEMENS shall continue to have the right to stop the Work until the job site is free from Hazardous Materials. In such event, SIEMENS will receive an equitable extension of time to complete the Work, and compensation for delays caused by Hazardous Materials remediation. In no event shall SIEMENS be required or construed to take title, ownership or responsibility for such Oil or Hazardous Materials. Client shall sign any required waste manifests in conformance with all government regulations, listing Client as the generator of the waste.

7.3 Client warrants that, prior to the execution of this Agreement, it shall notify SIEMENS in writing of any and all Hazardous Materials which to Client's best knowledge are present, potentially present or likely to become present at the Work site and shall provide a copy of any Work site safety policies, including but not limited to lock-out and tag procedures, laboratory procedures, chemical hygiene plan, MSDSs or other items covered or required to be disclosed or maintained by federal, state, or local laws, regulations or ordinances.

7.4 For separate consideration of \$10 and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Client shall indemnify, defend and hold SIEMENS harmless from and against any damages, losses, costs, liabilities or expenses (including attorneys' fees) arising out of any Oil or Hazardous Materials or from Client's breach of, or failure to perform its obligations under this Article.

**Article 8: Import / Export Indemnity**

8.1 Client acknowledges that SIEMENS is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the Work or Equipment or Services provided under the Contract, including any export license requirements. Client agrees that such Work or Equipment or Services shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by SIEMENS of its obligations hereunder that compliance with such export laws and regulations be

maintained at all times. CLIENT AGREES TO INDEMNIFY AND HOLD SIEMENS HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.

**Article 1: Scope of Work**

1.1. *Description:* Except as otherwise expressly provided herein, SIEMENS shall provide each and every item of cost and expense necessary for: implementation of the FIMS described in Section 1.2, below. Work will be based on California Prevailing wage requirements as approved by the CLIENT. CLIENT to provide adequate site access and appropriate area on site for contractor staging and storage.

1.2. *Specific Elements: The Work shall include the following:*

1.2.1 **Photovoltaic (PV) Solar Array at Richland Housing and Kingwood Housing**  
SIEMENS will install a PV ground mount solar system at 351 Samuel Dr, Yuba City, CA 95991 and a roof mounted system at 1340 Gray Avenue, Yuba City, CA 95991.

**Solar Array and Components:**

**Preliminary and 100% Design**

- SIEMENS has performed a Preliminary design and layout of the PV array. SIEMENS has completed a Pre-Application Report for Generator Interconnection to PG&E and obtained preliminary design review from PG&E. .
  - The current scope of work and project pricing is based on a solar system sizing of 431.68kW DC, using 60kW string inverters and new kVA transformer and 51.2kW DC, using 15kW string inverters as shown in Appendix 1. .
  - Upon contract execution, SIEMENS will perform a 100% design which will determine the final Bill of Materials for the PV system.
    - As part of the 100% design, SIEMENS will conduct a geotech/soils study for the ground mount array if required. The geotechnical study will verify the existing soils conditions.
    - Siemens will complete the electrical design and provide 100% electrical drawings stamped by a licensed California Registered Electrical Professional Engineer. The System & installation will meet the requirements for interconnection with appropriate documentation

**CEQA Process:**

CLIENT submitted inquiries to City of Yuba as to whether CEQA was required for this Project. CLIENT advised SIEMENS that, in response to its inquiry, CLIENT had been informed that CEQA is not required.

### **Racking System**

- SIEMENS to install racking oriented as per 100% design documents.

### **Photovoltaic Modules**

- SIEMENS will install Rensola solar modules or equivalent per 100% design documents.

### **Inverters**

- SIEMENS will Install Huawei SUN2000 or equivalent string inverters per 100% design documents for ground mount system.
- SIEMENS will install Fronius Symo 15 or equivalent string inverters per 100% design documents for roof top system.
- SIEMENS will furnish and install PV combiner panel(s) as required per 100% design documents.

### **Accessories**

- SIEMENS will furnish and install wiring needed for installation. Exposed wiring will be housed in wire management system and outdoor UV rated.
- SIEMENS will furnish and install DC / AC disconnects as per 100% design.
- SIEMENS will furnish and Install required data monitoring equipment and accessories for a fully functional Revenue Grade DAS (Data Acquisition System) and Weather Station platform.
- SIEMENS will provide NABCEP certified Testing and Commissioning upon completion.

### **Interconnection:**

- SIEMENS proposes to request new PG&E service for the interconnection.
- Siemens will submit the interconnection application to PG&E following the 100% system design.
- SIEMENS will assist the CLIENT in applying for the Multifamily Affordable Solar Housing (MASH) Program to obtain incentives.

### **General Construction:**

- SIEMENS intends to install 6' chain link fencing with a truck gate around the array.
- SIEMENS will provide start-up and testing for panels and inverters in conjunction with manufacturer
- SIEMENS will provide commissioning to ensure proper functioning of panels, inverter, and monitoring system
- SIEMENS will participate in punch-list walkthroughs with facility personnel and ensure completion of punch-list items as applicable

- SIEMENS will be responsible for final job site clean-up as it relates to SIEMENS scope of work
- SIEMENS will generate as-built plans and resubmit as necessary to Approval Agency

**Exclusions/Clarifications**

- SIEMENS' pricing is based on the sizing and system components stated above.
- No costs included for any CEQA related tasks or other unforeseen costs imposed on the project during the permitting process.
- Site Grading is not included in SIEMENS' scope.
- Mitigating unforeseen conditions uncovered during soils testing such as ground contamination or hazardous material abatement is excluded. Additional field changes or upgrades to the structure in order to support the PV modules based on unforeseen soil conditions are also excluded.
- All underground utilities to be identified by CLIENT prior to construction. SIEMENS will not be responsible for damage for unmarked underground utilities.
- Design or Construction work and/or services related to correcting and/or mitigating any pre-existing federal or state statutory violations are excluded.
- CLIENT is responsible for any tree trimming required to expose solar panels to the sun.
- Standard manufacturer's warranty applies to all specified product.
- Any extra or spare parts are excluded
- Additional structural modifications for roofing are excluded
- Overtime work is excluded.
- PG&E required upgrades identified during interconnection application process.
- Since rebates and other incentives are paid for by a third party (PG&E), SIEMENS cannot guarantee the incentives, but will provide work necessary in a timely manner to help to secure the funds. The CLIENT acknowledges that: (i) any incentive that may be available to the CLIENT to pay the costs of the work will be granted by a third party outside the control of SIEMENS; (ii) lack of availability of such incentives shall not relieve the CLIENT of its payment obligations under this Agreement.

**1.2.2 Interior / Exterior Lighting Upgrades**

**Replace Laundry Room lighting at Kingwood Commons to LEDs:**  
 SIEMENS shall:

1. Provide lighting upgrades as shown in Appendix 3 of Exhibit D
2. Lighting upgrades will occur at the following site listed in Table 1 below:

**Table 1 – Lighting Upgrades**

Site	Area	Total number of
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Exhibit A - Scope of Work and Services  
 Regional Housing Authority Solar, Energy & Water Efficiency Program

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		<b>fixtures</b>
Kingwood Common	Laundry Room	3
Kingwood Common	Exterior Parking Lot Lighting	10

3. Linear Fluorescent Lights to LED Conversion:
  - a. Replace the existing magnetic ballasts and T12 lamps identified in Appendix 3 of Exhibit D with new LED lamps and separate drivers
  - b. Dispose of removed lamps and ballasts.
  
4. High intensity discharge to LED
  - a. Remove and re-lamp or replace HID fixtures identified in Appendix 3 of Exhibit D with following LED solution:
    - i. New LED Fixture
  - b. Dispose of removed lamps or fixtures.
  
5. Work to be installed in accordance with the applicable Title 24 code requirements.
  
6. Work shall be performed during normal business hours (Monday through Friday 9:00 am to 6:00 pm). Weekends or overtime hours are not included in our labor assumptions.
  
7. Co-ordinate with the PG&E prior to installation for rebates inspections and provide paperwork per rebate requirements. (Only for exterior and common area lighting under A1X commercial rate schedule. There are no rebates anticipated for lighting under residential (A1S) rate schedules).
  
8. Pricing is based on all the above scope of work awarded as one contract.

9. EXCLUSIONS

- a. The scope for this FIM is based on the lighting retrofits described above and as shown in Appendix 3 of Exhibit D.
- b. SIEMENS shall not be responsible for repairs to existing damaged ceiling tiles or walls. Repairs or upgrades to existing drop ceilings or fixture supports to bring them up to local building codes are not included.
- c. Siemens scope is limited to replacing the fixtures identified in Appendix 3 of Exhibit D or working inside the fixtures identified therein. Correction of any pre-existing defects or non-conformities with the applicable Codes in the electrical wiring to the fixture is not included.
- d. Since rebates and other incentives are paid for by a third party (PG&E), SIEMENS cannot guarantee the incentives, but will provide work necessary in a timely manner to help to secure the funds. The CLIENT acknowledges that: (i) any incentive that may be available to the CLIENT to pay the costs of the work will be granted by a third party outside the control of SIEMENS; (ii) lack of availability of such incentives shall not relieve the CLIENT of its payment obligations under this Agreement.

Exhibit A - Scope of Work and Services  
Regional Housing Authority Solar, Energy & Water Efficiency Program

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- e. Entire scope was priced as universal voltage (120/277V), 480V fixtures/drivers are not included in the scope.
- f. Emergency circuits/drivers are not included. Additional LED emergency drivers, if needed, will be charged and installed on unit pricing basis.
- g. Scope assumes 1 for 1 retrofit and or replacement only, any change in layout or unforeseen electrical issues are not included in the scope.
- h. Standard manufacturer's warranty applies to all specified product.
- i. Design services i.e. CAD drawings/reflective ceilings plans are not included in the scope of work.
- j. Calibration of existing sensors is not included.
- k. Replacement of existing cracked or discolored fixture lenses is not included except in areas with fixture replacements shown in Appendix 3 of Exhibit D.
- l. Any extra or spare parts are not included.
- m. Lighting control acceptance testing is not included.
- n. Repair, replacement or re-commissioning of existing damaged, defective, or obsolete motion sensors, time clocks, switches or energy management systems are not included.
- o. The repair or replacement of fixture locking devices is not included. For example, tamperproof screws or locking fastener type lens or door frame.

1.2.3 **Water Conservation**

SIEMENS shall:

1. Provide water conservation upgrades as shown in Appendix 4 of Exhibit D
2. Water conservation upgrades will occur at the following site listed in Table 2 below.

**Table 2: Water Conservation Upgrades**

Site	Fixture Type	Quantities
Kingwood	Tank Toilets replacements	74
Kingwood	Flow restrictors for general purpose faucet	64
Kingwood	Flow Restrictors for restroom faucets	84
Kingwood	Showerhead Replacements	64

3. Remove and replace existing plumbing fixtures identified in Appendix 4 of Exhibit D with one of the following Low Flow Fixtures:
  - a. Installation of new ultra high efficiency Stealth 1.28 GPF tank toilet
  - b. General Purpose Faucet - Installation of 1.5 GPM flow restrictor
  - c. Restroom - Installation of 1.0 GPM laminar flow restrictor
  - d. Showers - Replace with new low flow shower heads (1.5 GPM).
4. Dispose of removed fixtures.
5. Work shall be performed during normal business hours (Monday through Friday 9:00 am to 6:00 pm). Weekends or overtime hours are not included in our labor assumptions.
6. Pricing is based on all the above scope of work awarded as one contract.
7. Exclusions :
  - a. Pricing is based on repair and maintenance for like-in-kind fixtures only. Any additional work for repair and replacement of defective piping, leaking valve stops and other items not including the fixtures identified in Exhibit F will be additional cost items.
  - b. Pricing does not include any scope of work related to meeting ADA compliance for spaces such as hand rails, expansion of stalls etc.
  - c. Repair or replacement of broken flanges and angle stops are excluded from this scope of work.
  - d. Painting, tile work, and wall repair outside of footprint related patching are excluded from our price. Pre-existing damage to walls or flooring will be



brought to the attention of customer and the best course of action will be determined. It should be noted that no major damage conditions were identified during bid walkthroughs, but unforeseeable conditions may exist once fixtures are removed.

- e. Pricing does not include any co-ordination and paperwork for rebates.
- f. Since rebates and other incentives are paid for by a third party (Yuba City), SIEMENS cannot guarantee the incentives. The CLIENT must apply for rebates directly with Yuba City. The CLIENT acknowledges that:
  - (i) any incentive that may be available to the CLIENT to pay the costs of the work will be granted by a third party outside the control of SIEMENS;
  - (ii) lack of availability of such incentives shall not relieve the CLIENT of its payment obligations under this Agreement.
- g. Permit Fees are not expected for this project since it is a "retrofit" style of project and no major modifications to infrastructure are being made. All efforts in determining applicable permit fees returned information that they are not required. Permits fees are excluded from our costs.

1.3 CLIENT's Responsibilities (in addition to those in Article 3 of the Agreement):

- CLIENT to provide unrestricted site access during construction (9:00 am – 6:00 pm, Monday-Friday) for installation of the solar and lighting. CLIENT will notify residents with 48 hours in advance of work to be performed inside individual residence units (Water Conservation) and will provide an employee as an escort during the time that work is performed in individual residence units.

**Article 2: Work Implementation Period**

2.1 SIEMENS shall commence the Work within thirty (30) days of contract execution, shall perform the Work diligently and shall complete the Work within 12 months of commencement.

2.2 SIEMENS construction schedule is based on the assumption that:

2.2.1 PG&E will completed the final interconnection process within 20 working days of SIEMENS' submission of the final request for interconnection; and

Any delays in performance of the activities set forth in Section 2.2.1 hereof shall be treated in accordance with Section 5.1 of the Agreement.

**Article 3: Scope of Services-Performance Assurance Services Program**

3.1 This section does not apply.

**Article 4: Scope of Services-Maintenance Services Program**

(Please check one box only)

CLIENT has elected to self-implement maintenance. Therefore SIEMENS shall not perform any on-going maintenance services, although the Parties may negotiate a separate agreement for such services at a later date.

The follow consists of the Services to be performed by SIEMENS:

By signing below, this Exhibit is attached to and made a part of the Agreement between SIEMENS and the CLIENT..

**CLIENT:** Regional Housing  
Authority of Sutter and  
Nevada Counties  
(RHASNC)

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SIEMENS:** Siemens Industry, Inc.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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**Article 1: Payment for Scope of Work**

- 1.1 **Price:** As full consideration of the Work as described in Exhibit A, Article 1: Scope of Work, the CLIENT shall pay to SIEMENS \$2,096,125 (plus taxes, if applicable).
- 1.2 **Escrow:** The CLIENT has agreed to deposit the Price into an Escrow Account at a financial institution satisfactory to both the CLIENT and SIEMENS. All expenses to establish the Escrow Account shall be the complete responsibility of the CLIENT and the CLIENT will receive all interest earnings from the Escrow Account. SIEMENS will submit periodic invoices to the CLIENT based on the Payment Schedule in Table B.1 below. The CLIENT shall be responsible for submitting the necessary documents to the Escrow Agent to allow for timely disbursements from the Escrow Account. The funding of the Escrow Account in an amount equal to or greater than the Price stated in Article 1.1 above shall be a condition precedent to SIEMENS obligation to perform or to continue the performance of the Work. If the Escrow Account is not funded within 15 days of the execution of this Agreement, this Agreement shall be null and void. This 15 day funding period may be extended as mutually agreed in writing by the Parties. In the event that the Agreement becomes null and void as described in this paragraph and CLIENT has previously authorized SIEMENS to proceed with the Work, the CLIENT shall be obligated to reimburse SIEMENS either: (i) for the Work performed to date; or (ii) for the Work specifically authorized by the CLIENT.
- 1.3 **Timely Payments:** The CLIENT agrees to pay SIEMENS per Table B.1 below. CLIENT agrees to pay all invoices submitted by SIEMENS per Article 4 of the Agreement.

**Table B.1 – FIM Work Payment Schedule**

Project Phase	Payments (\$)	Payments (%)	Schedule
Mobilization	\$628,838	30.0%	30 Days after Contract Signature
Substantial Completion	\$1,362,481	65.0%	Monthly Progress Billing
Final Completion	\$104,806	5%	
<b>PROJECT TOTAL:</b>	<b>\$2,096,125</b>	<b>100.0%</b>	

Article 1 of Exhibit B is attached to and made a part of the Agreement between SIEMENS and the CLIENT.

<b>CLIENT:</b>	<b>Regional Housing Authority of Sutter and Nevada Counties (RHASNC)</b>	<b>SIEMENS:</b>	<b>Siemens Industry, Inc.</b>
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____	Printed Name: _____	Printed Name: _____
Title: _____	Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____	Date: _____

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Exhibit D – Utility Data & Savings Calculations Methodology  
 Regional Housing Authority of Sutter and Nevada Counties

The following Articles and Tables are hereby included and made part of this Exhibit C:

**Article 1: Summary of Articles**

- Article 1 Summary of Articles
- Article 2 Kingwood Solar Production Methodology
- Article 3 Richland Solar Production Methodology
- Article 4 Lighting Upgrades Savings Calculation Methodology
- Article 5 Water Conservation Savings Calculation Methodology
- Article 6 Rate Schedule Summary

**Table 1.1 – Total Estimated Savings (Units)**

Measure	Electric Energy Saved (kWh)	Natural Gas Saved (Therms)	Water Savings (CF)	Estimated \$ Savings
Kingwood Solar	78,592			\$15,702
Richland Solar	701,392			\$140,131
Lighting Upgrades	11,958			\$2,389
Water Conservation		2,282	88,604	\$4,444
<b>Total</b>	<b>791,942</b>	<b>2,282</b>	<b>88,604</b>	<b>\$162,666</b>

This Agreement does not include a savings guarantee. The savings set forth in Table 1.1 are estimates only. The assumptions used for these calculations are set forth below.

This Exhibit comprising 4 pages is attached to and made a part of the Agreement between SIEMENS and the CLIENT.

**CLIENT:** Regional Housing Authority  
 of Sutter and Nevada  
 Counties (RHASNC)

**SIEMENS:** Siemens Industry, Inc.

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **Article 2: Kingwood Solar Production Methodology**

2.1 Solar production is estimated using PVsyst V6.52 software.

2.2 Key assumptions used in model

- Azimuth for Arrays 1 and 2 = 0°
- No shading assumed
- Trees trimmed by CLIENT
- Azimuth for Array 3 = 90°
- Tilt for all arrays = 30°
- Yearly soiling loss factor = 3%
- Annual Production degradation = 0.07%
- Annual electric rate escalation = 3%
- Meteo Data based on Sacramento Metropolitan AP
- PV Panels = Renesola JC320M-24/Abs
- PV Inverters = Fronius Symo 15

A copy of the simulation results is included at the end of this Exhibit as Appendix 1.

## **Article 3: Richland Solar Production Methodology**

3.1 Solar production is estimated using PVsyst V6.52 software.

3.2 Key assumptions used in model

- Azimuth for Array = -20°
- No shading assumed
- Tilt for all arrays = 10°
- Yearly soiling loss factor = 3%
- Annual Production degradation = 0.07%
- Annual electric rate escalation = 3%
- Meteo Data based on Sacramento Metropolitan AP
- PV Panels = Renesola JC320M-24/Abs
- PV Inverters = Huawei Technologies SUN2000\_36KTL

A copy of the simulation results is included at the end of this Exhibit as Appendix 2.

#### Article 4: Lighting Upgrades Savings Calculation Methodology

4.1 Lighting savings were calculated using following steps and assumptions:

- Energy audit for the exterior lighting and laundry room lighting was performed, and a lighting survey was created as shown in Appendix 3 – Lighting Calculations.
- The lighting fixture wattage of existing and proposed fixtures is used in the energy savings calculations. The wattage for the existing lighting fixtures is taken from PG&E Appendix B: Table of Standard Fixture Wattages. The proposed fixture wattage is taken from the manufacturer's specification sheets.
- The lighting burn hours used for exterior parking lot lighting is taken as standard hours of operation from dusk to dawn (4100 hrs/yr).
- Since the laundry room fixtures are manually operated by switches and accessible to the residents throughout the day, the operating hours for laundry room lighting is estimated to be 12 hours/day, 365 days/year.
- The utility rate is taken from PG&E's E-1 rate schedule baseline tier as \$0.19979/kWh
- The following calculations determined the amount of annual electrical consumption savings.

#### Calculations

Existing Lighting Power Consumption:

$$\text{kWh}_{\text{EX}} = (\# \text{ Fixtures})_{\text{EX}} \times (\text{Watts/Fixture})_{\text{EX}} \times (\text{Annual Burn Hours}) / 1000 \text{ (W/kWh)}$$

Proposed Lighting Power Consumption:

$$\text{kWh}_{\text{PR}} = (\# \text{ Fixtures})_{\text{PR}} \times (\text{Watts/Fixture})_{\text{PR}} \times (\text{Annual Burn Hours}) / 1000 \text{ (W/kWh)}$$

Annual Lighting Power Consumption Savings:

$$[\text{kWh}_{\text{LGHT}}] = \text{kWh}_{\text{EX}} - \text{kWh}_{\text{PR}}$$

Annual Cost Savings:

$$\text{\$ Savings} = \text{kWh}_{\text{LGHT}} * \text{Blended Electrical Energy Rate}$$

**Article 5: Water Conservation Calculation Methodology**

5.1 Water management savings were calculated using the following steps and assumptions:

- Existing flow rates for various fixtures listed were sampled during the energy audit and the detailed list of flow rates for all the fixtures was obtained from the customer.
- Water savings for this measure equal the difference between existing and proposed water usage.
- The population for Kingwood is taken as 168 as provided by the customer.
- It is estimated that a frequency of restroom usage per person is once in every 2.5 hours, and the average hours a person is awake is 14 hours/day. The restroom sink faucet ON time per restroom usage is estimated to be 12 seconds.
- Average water consumption per shower and per sink is estimated to be 10 minutes per day respectively.
- The water utility rate is taken as \$1.43/ccf and the sewer rate as \$1.597/ccf as shown in the website of City of Yuba City - water meter rates. ([http://www.yubacity.net/UserFiles/Servers/Server\\_239174/File/Public%20Works/Utilities/Water/RatesandFees.pdf](http://www.yubacity.net/UserFiles/Servers/Server_239174/File/Public%20Works/Utilities/Water/RatesandFees.pdf) )
- Domestic water savings depend on the fixture flow rates (gallons per flush for toilets, gallons per minute for sinks), the number of people using the bathrooms, and their frequency of use, which are listed in the tables below.

**Calculations**

See Appendix 4, Water/Energy Conservation Analysis.

Water Savings (cf/yr)	= Usage per day x (Existing – Proposed Flow Rate) (gpm or gpf per fixture) x 365 days per year x toilets/sinks being retrofitted x 100 ccf / 748 gal
Hot Water Savings (Therms/yr)	= Annual water savings (gal) x 8.34 x (Average hot water temp- tap water temp) x 10 /Domestic water heater efficiency

**Article 6: Rate Schedule Summary**

Table 6.1 below shows the utility rate for electricity.

**Table 6.1: Utility Rates**

Site	Electric Utility Rate	Gas Utility Rate (\$/therm)	Water Rate (\$/ccf)	Sewer Rate (\$/ccf)
Kingwood	\$0.19979	\$1.2897	\$1.43	\$1.597
Richland	\$0.19979	N/A	N/A	N/A

- The electric rates for housing are based on current published PG&E residential rate (E-1) as of March 1, 2017.



### Grid-Connected System: Simulation parameters

**Project :** Kingwood

**Geographical Site** Sacramento Metropolitan Ap **Country** United States

**Situation** Latitude 38.70° N Longitude 121.58° W  
 Time defined as Legal Time Time zone UT-8 Altitude 7 m  
 Albedo 0.20

**Meteo data:** Sacramento Metropolitan Ap

**Simulation variant :** Kingwood Array 1 and 2  
 Simulation date 18/04/17 15h30

**Simulation parameters**

**Collector Plane Orientation** Tilt 30° Azimuth 0°

**Models used** Transposition Perez Diffuse Imported

**Horizon** Free Horizon

**Near Shadings** No Shadings

**PV Arrays Characteristics (2 kinds of array defined)**

<b>PV module</b>	Si-poly	Model	<b>JC320M-24/Abs</b>	
Custom parameters definition		Manufacturer	Renesola	
<b>Sub-array "Sub-array #1"</b>				
Number of PV modules	In series	11 modules	In parallel	4 strings
Total number of PV modules	Nb. modules	44	Unit Nom. Power	320 Wp
Array global power	Nominal (STC)	<b>14.08 kWp</b>	At operating cond.	12.65 kWp (50°C)
Array operating characteristics (50°C)	U mpp	370 V	I mpp	34 A
<b>Sub-array "Sub-array #2"</b>				
Number of PV modules	In series	12 modules	In parallel	3 strings
Total number of PV modules	Nb. modules	36	Unit Nom. Power	320 Wp
Array global power	Nominal (STC)	<b>11.52 kWp</b>	At operating cond.	10.35 kWp (50°C)
Array operating characteristics (50°C)	U mpp	403 V	I mpp	26 A
<b>Total</b> Arrays global power	Nominal (STC)	<b>26 kWp</b>	Total	80 modules
	Module area	<b>155 m<sup>2</sup></b>		

<b>Inverter</b>	Model	<b>Symo 15.0-3 / 208</b>		
Original PVsyst database	Manufacturer	Fronius USA		
Characteristics	Operating Voltage	325-850 V	Unit Nom. Power	15.0 kWac
<b>Sub-array "Sub-array #1"</b>	Nb. of inverters	1 units	Total Power	15.0 kWac
<b>Sub-array "Sub-array #2"</b>	Nb. of inverters	1 units	Total Power	15.0 kWac
<b>Total</b>	Nb. of inverters	2	Total Power	30 kWac

**PV Array loss factors**

Array Soiling Losses		Loss Fraction	3.0 %
Thermal Loss factor	Uc (const) 20.0 W/m <sup>2</sup> K	Uv (wind)	0.0 W/m <sup>2</sup> K / m/s
Wiring Ohmic Loss	Array#1 181 mOhm	Loss Fraction	1.5 % at STC
	Array#2 263 mOhm	Loss Fraction	1.5 % at STC
	Global	Loss Fraction	1.5 % at STC

## Grid-Connected System: Simulation parameters (continued)

Module Quality Loss		Loss Fraction	-0.5 %
Module Mismatch Losses		Loss Fraction	1.0 % at MPP
Incidence effect, ASHRAE parametrization	IAM = $1 - b_0 (1/\cos i - 1)$	$b_0$ Param.	0.05

**User's needs :** Unlimited load (grid)

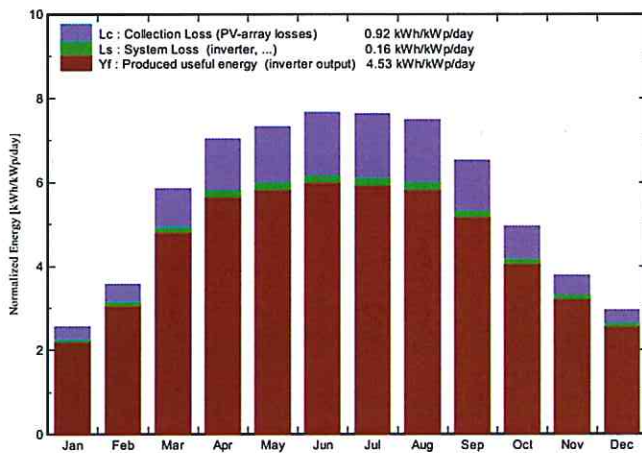
### Grid-Connected System: Main results

**Project :** Kingwood  
**Simulation variant :** Kingwood Array 1 and 2

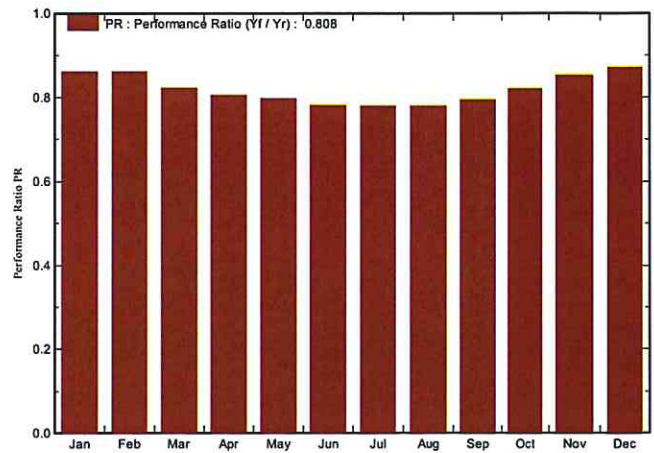
<b>Main system parameters</b>		System type	<b>Grid-Connected</b>		
PV Field Orientation		tilt	30°	azimuth	0°
PV modules		Model	JC320M-24/Abs	Pnom	320 Wp
PV Array		Nb. of modules	80	Pnom total	<b>25.60 kWp</b>
Inverter		Model	Symo 15.0-3 / 208	Pnom	14.99 kW ac
Inverter pack		Nb. of units	2.0	Pnom total	<b>29.98 kW ac</b>
User's needs		Unlimited load (grid)			

**Main simulation results**  
 System Production **Produced Energy 42308 kWh/year** Specific prod. 1653 kWh/kWp/year  
 Performance Ratio PR **80.76 %**

Normalized productions (per installed kWp): Nominal power 25.60 kWp



Performance Ratio PR



#### Kingwood Array 1 and 2 Balances and main results

	GlobHor kWh/m <sup>2</sup>	T Amb °C	GlobInc kWh/m <sup>2</sup>	GlobEff kWh/m <sup>2</sup>	EArray kWh	E_Grid kWh	EffArrR %	EffSysR %
January	53.8	7.65	79.1	74.8	1814	1744	14.78	14.21
February	73.8	8.54	99.6	94.2	2280	2197	14.75	14.21
March	146.7	13.78	181.0	171.9	3940	3808	14.02	13.56
April	191.8	16.30	210.3	199.2	4482	4333	13.73	13.27
May	227.7	18.23	226.5	214.6	4778	4621	13.59	13.14
June	242.8	22.99	229.5	217.3	4745	4589	13.32	12.88
July	244.0	23.75	236.0	223.6	4863	4703	13.28	12.84
August	218.5	23.10	231.6	219.6	4777	4623	13.29	12.86
September	162.5	21.08	195.4	185.6	4104	3969	13.53	13.09
October	113.2	15.82	153.2	145.5	3330	3219	14.00	13.54
November	75.4	11.42	113.3	107.4	2559	2470	14.56	14.05
December	58.3	7.71	91.1	86.2	2109	2032	14.92	14.38
<b>Year</b>	<b>1808.4</b>	<b>15.90</b>	<b>2046.4</b>	<b>1939.8</b>	<b>43779</b>	<b>42308</b>	<b>13.78</b>	<b>13.32</b>

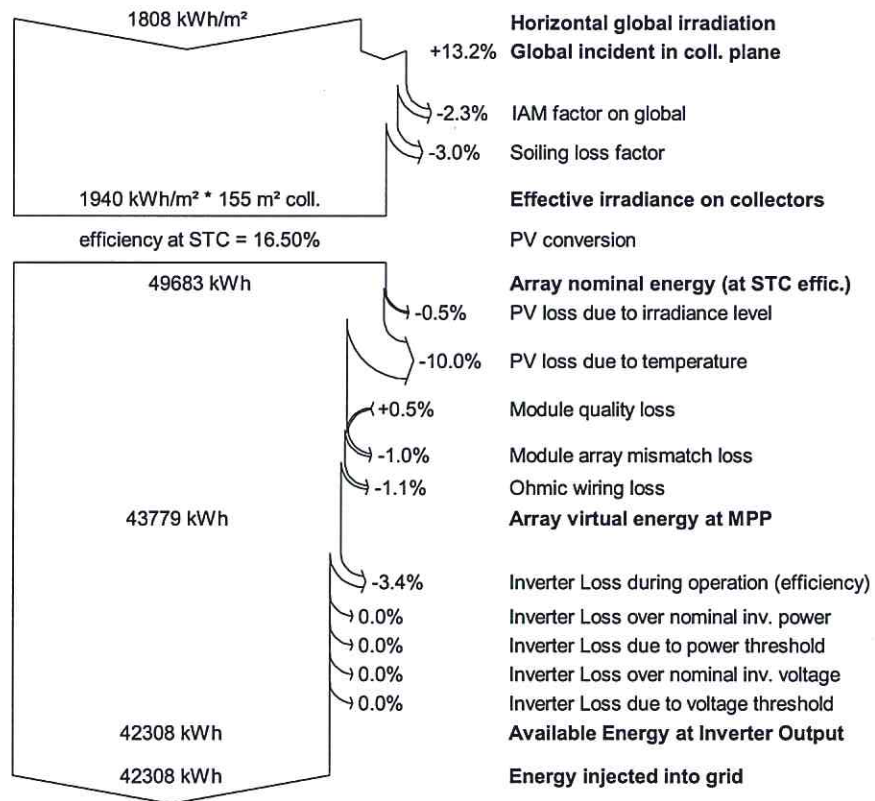
Legends: GlobHor Horizontal global irradiation  
 T Amb Ambient Temperature  
 GlobInc Global incident in coll. plane  
 GlobEff Effective Global, corr. for IAM and shadings  
 EArray Effective energy at the output of the array  
 E\_Grid Energy injected into grid  
 EffArrR Effic. Eout array / rough area  
 EffSysR Effic. Eout system / rough area

### Grid-Connected System: Loss diagram

**Project :** Kingwood  
**Simulation variant :** Kingwood Array 1 and 2

<b>Main system parameters</b>	System type	<b>Grid-Connected</b>		
PV Field Orientation	tilt	30°	azimuth	0°
PV modules	Model	JC320M-24/Abs	Pnom	320 Wp
PV Array	Nb. of modules	80	Pnom total	<b>25.60 kWp</b>
Inverter	Model	Symo 15.0-3 / 208	Pnom	14.99 kW ac
Inverter pack	Nb. of units	2.0	Pnom total	<b>29.98 kW ac</b>
User's needs	Unlimited load (grid)			

#### Loss diagram over the whole year



## Grid-Connected System: Simulation parameters

**Project :** Kingwood

**Geographical Site** Sacramento Metropolitan Ap **Country** United States

**Situation** Latitude 38.70° N Longitude 121.58° W  
 Time defined as Legal Time Time zone UT-8 Altitude 7 m  
 Albedo 0.20

**Meteo data:** Sacramento Metropolitan Ap

**Simulation variant :** Kingwood Array 3  
 Simulation date 18/04/17 10h56

**Simulation parameters**

**Collector Plane Orientation** Tilt 30° Azimuth 90°

**Models used** Transposition Perez Diffuse Imported

**Horizon** Free Horizon

**Near Shadings** No Shadings

**PV Array Characteristics**

**PV module** Si-poly Model **JC320M-24/Abs**

Custom parameters definition Manufacturer Renesola

Number of PV modules In series 14 modules In parallel 6 strings

Total number of PV modules Nb. modules 84 Unit Nom. Power 320 Wp

Array global power Nominal (STC) **26.88 kWp** At operating cond. 24.15 kWp (50°C)

Array operating characteristics (50°C) U mpp 470 V I mpp 51 A

Total area Module area **163 m<sup>2</sup>**

**Inverter**

Original PVsyst database Model **Symo 15.0-3 / 208**

Characteristics Manufacturer Fronius USA

Operating Voltage 325-850 V Unit Nom. Power 15.0 kWac

Inverter pack Nb. of inverters 2 units Total Power 30 kWac

**PV Array loss factors**

Array Soiling Losses Loss Fraction 3.0 %

Thermal Loss factor U<sub>c</sub> (const) 20.0 W/m<sup>2</sup>K U<sub>v</sub> (wind) 0.0 W/m<sup>2</sup>K / m/s

Wiring Ohmic Loss Global array res. 153 mOhm Loss Fraction 1.5 % at STC

Module Quality Loss Loss Fraction -0.5 %

Module Mismatch Losses Loss Fraction 1.0 % at MPP

Incidence effect, ASHRAE parametrization IAM = 1 - bo (1/cos i - 1) bo Param. 0.05

**User's needs :** Unlimited load (grid)

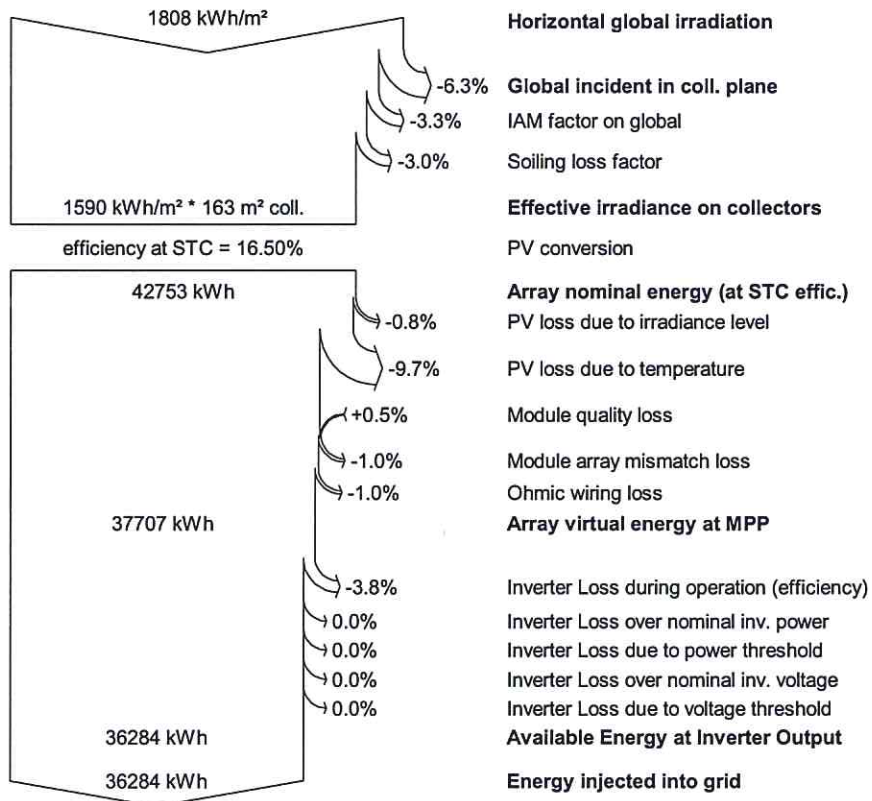


### Grid-Connected System: Loss diagram

**Project :** Kingwood  
**Simulation variant :** Kingwood Array 3

<b>Main system parameters</b>	System type	<b>Grid-Connected</b>		
PV Field Orientation	tilt	30°	azimuth	90°
PV modules	Model	JC320M-24/Abs	Pnom	320 Wp
PV Array	Nb. of modules	84	Pnom total	<b>26.88 kWp</b>
Inverter	Model	Symo 15.0-3 / 208	Pnom	14.99 kW ac
Inverter pack	Nb. of units	2.0	Pnom total	<b>29.98 kW ac</b>
User's needs	Unlimited load (grid)			

#### Loss diagram over the whole year



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### Grid-Connected System: Simulation parameters

**Project :** **Richland Housing**

**Geographical Site** **Sacramento Metropolitan Ap** **Country** **United States**

**Situation** **Latitude** 38.70° N **Longitude** 121.58° W  
 Time defined as **Legal Time** Time zone UT-8 **Altitude** 7 m  
**Albedo** 0.20

**Meteo data:** **Sacramento Metropolitan Ap**

**Simulation variant :** **2nd Draft**

Simulation date 10/04/17 16h53

**Simulation parameters**

**Collector Plane Orientation** **Tilt** 10° **Azimuth** -20°

**Models used** **Transposition** Perez **Diffuse** Imported

**Horizon** Free Horizon

**Near Shadings** No Shadings

**PV Array Characteristics**

**PV module** **Si-poly** **Model** **JC310M-24/Az**

Original PVsyst database **Manufacturer** Renesola

**Number of PV modules** **In series** 19 modules **In parallel** 73 strings

**Total number of PV modules** **Nb. modules** 1387 **Unit Nom. Power** 310 Wp

**Array global power** **Nominal (STC)** **430 kWp** **At operating cond.** 387 kWp (50°C)

**Array operating characteristics (50°C)** **U mpp** 633 V **I mpp** 611 A

**Total area** **Module area** **2691 m²** **Cell area** 2430 m²

**Inverter**

Original PVsyst database **Model** **SUN2000\_36KTL**

**Characteristics** **Manufacturer** Huawei Technologies

**Operating Voltage** 480-850 V **Unit Nom. Power** 36.0 kWac

**Inverter pack** **Nb. of inverters** 39 \* MPPT 25 % **Total Power** 351 kWac

**PV Array loss factors**

**Array Soiling Losses** **Loss Fraction** 3.0 %

**Thermal Loss factor** **Uc (const)** 29.0 W/m²K **Uv (wind)** 0.0 W/m²K / m/s

**Wiring Ohmic Loss** **Global array res.** 17 mOhm **Loss Fraction** 1.5 % at STC

**Module Quality Loss** **Loss Fraction** -0.5 %

**Module Mismatch Losses** **Loss Fraction** 1.0 % at MPP

**Incidence effect, ASHRAE parametrization** **IAM =** 1 - bo (1/cos i - 1) **bo Param.** 0.05

**User's needs :** Unlimited load (grid)



### Grid-Connected System: Main results

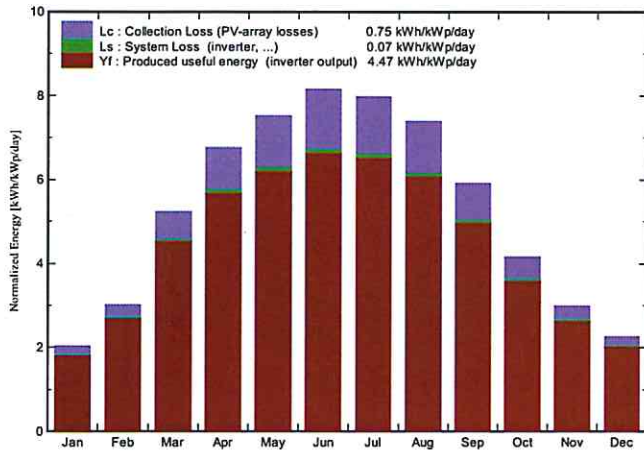
**Project :** Richland Housing

**Simulation variant :** 2nd Draft

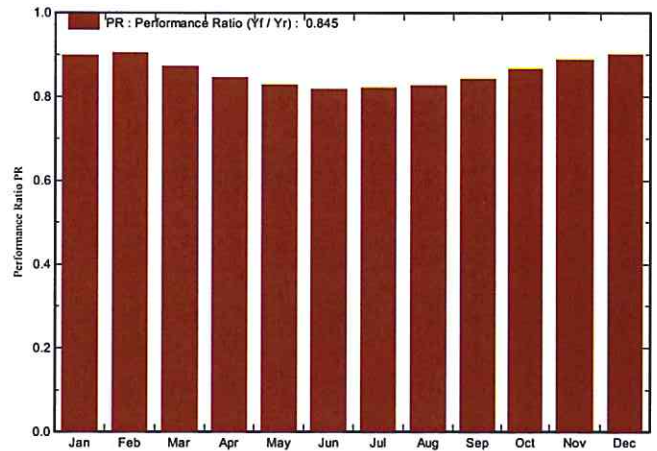
<b>Main system parameters</b>		<b>System type</b>	<b>Grid-Connected</b>	
PV Field Orientation		tilt	10°	azimuth -20°
PV modules		Model	JC310M-24/Az	Pnom 310 Wp
PV Array		Nb. of modules	1387	Pnom total <b>430 kWp</b>
Inverter		Model	SUN2000_36KTL	Pnom 36.0 kW ac
Inverter pack		Nb. of units	9.8	Pnom total <b>351 kW ac</b>
User's needs		Unlimited load (grid)		

**Main simulation results**  
 System Production **Produced Energy 701391 kWh/year** Specific prod. 1631 kWh/kWp/year  
 Performance Ratio PR **84.54 %**

**Normalized productions (per installed kWp): Nominal power 430 kWp**



**Performance Ratio PR**



**2nd Draft  
Balances and main results**

	GlobHor kWh/m <sup>2</sup>	T Amb °C	GlobInc kWh/m <sup>2</sup>	GlobEff kWh/m <sup>2</sup>	EArray kWh	E_Grid kWh	EffArrR %	EffSysR %
January	53.8	7.65	62.6	57.8	24542	24158	14.57	14.35
February	73.8	8.54	83.8	77.9	33058	32555	14.65	14.43
March	146.7	13.78	161.7	151.8	61479	60545	14.13	13.91
April	191.8	16.30	202.6	190.5	74718	73575	13.70	13.49
May	227.7	18.23	233.1	219.9	84232	82928	13.43	13.22
June	242.8	22.99	244.3	230.5	87202	85852	13.26	13.06
July	244.0	23.75	247.2	233.3	88512	87135	13.31	13.10
August	218.5	23.10	228.7	215.7	82512	81236	13.41	13.20
September	162.5	21.08	177.4	166.7	65253	64263	13.67	13.46
October	113.2	15.82	128.8	120.3	48650	47926	14.03	13.82
November	75.4	11.42	89.5	83.0	34683	34161	14.41	14.19
December	58.3	7.71	69.8	64.3	27468	27057	14.62	14.40
Year	1808.4	15.90	1929.6	1811.6	712309	701391	13.72	13.51

Legends: GlobHor Horizontal global irradiation EArray Effective energy at the output of the array  
 T Amb Ambient Temperature E\_Grid Energy injected into grid  
 GlobInc Global incident in coll. plane EffArrR Effic. Eout array / rough area  
 GlobEff Effective Global, corr. for IAM and shadings EffSysR Effic. Eout system / rough area

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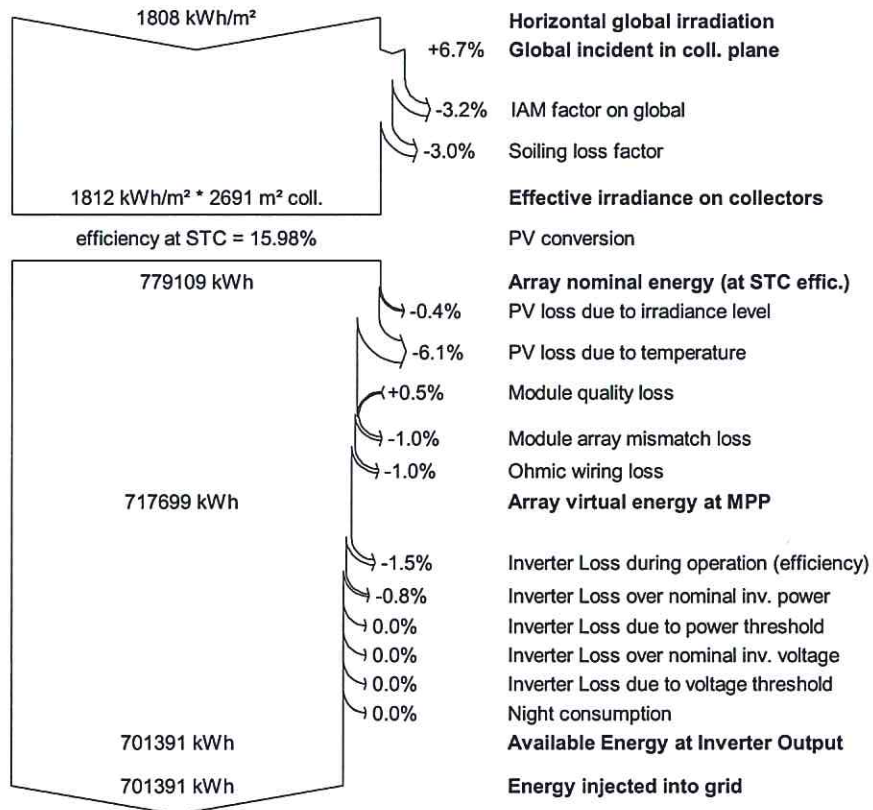
### Grid-Connected System: Loss diagram

**Project :** Richland Housing

**Simulation variant :** 2nd Draft

<b>Main system parameters</b>	System type	<b>Grid-Connected</b>	
PV Field Orientation	tilt	10°	azimuth -20°
PV modules	Model	JC310M-24/Az	Pnom 310 Wp
PV Array	Nb. of modules	1387	Pnom total <b>430 kWp</b>
Inverter	Model	SUN2000_36KTL	Pnom 36.0 kW ac
Inverter pack	Nb. of units	9.8	Pnom total <b>351 kW ac</b>
User's needs	Unlimited load (grid)		

#### Loss diagram over the whole year



**Lighting Calculations:**

Energy Rate (\$/kWh) \$ 0.20

Line	Location	Existing fixtures	Existing Qty	Existing Fixture Watts	Existing Operating Hours	Existing kWh/yr	Existing Annual Operating Cost	Proposed Description	Proposed Qty	Proposed Fixture Watts	Proposed Operating Hours	Proposed kWh/yr	Proposed Annual Operating Cost	Energy Savings (kWh/yr)	Cost Savings
1	Kingwood Parking lot Lighting- exterior	ESB400MH-120/277-24'-SQ-BZ-POLE-ARM 6'-PC	10	456	4100	18,696.0	\$3,735.27	Existing HID to be retrofit using LED fixture with LED drivers	10	155	4100	6,355.0	\$1,269.67	12,341.0	\$2,465.61
2	Kingwood Laundry Room Interior	8' 2 Lamp Fluorescent T12	3	123	4380	1,616.2	\$322.90	Eight foot fluorescent fixtures will be retrofit with Direct Wire LED lamps	3	51	4380	670.1	\$133.89	946.1	\$189.02
	<b>TOTAL</b>		<b>13</b>			<b>20,312.2</b>	<b>\$4,058.18</b>		<b>13</b>			<b>7025.14</b>	<b>\$1,403.55</b>	<b>13,287.1</b>	<b>\$2,654.63</b>

## Water/Energy Conservation Analysis

Facility & Upgrade Information	
Facility Name: KINGWOOD COMMONS	
Restroom Usage Information	
Person uses the restroom every	2.5 hours
Average faucet on time per restroom use	12.0 seconds

Utility Information		Estimated Variable water rates	
Water Cost	per kgal	\$1.07	\$1.43
Sewage Cost	per kgal	\$1.19	\$1.60
Combined Cost	per kgal	\$2.26	
Hot Water Source Te	135°F Avg Cold Water T	67°F	
Existing Water Heaters	100%	Gas	
Gas Cost (\$/therm)		\$1.2897	
Existing Efficiency Factor		62%	
New Water Heaters		Gas	
Gas Cost	per therm	\$1.2897	
New Efficiency Factor		62.0%	
Metered Water Usage (Kgal/year)		4,805	6423.65 ccf

Occupancy Analysis		Hours on Site		Restroom	
QTY	Days on Site	Site per day	Annual Total	Uses per year	
Estimated Occupancy	168	14	858,480	343,392	
			Total	343,392	

Equipment Information	Type	QTY	Retrofit Code	Usage Information		Current Equipment Consumption		Upgraded Equipment Consumption		Annual Energy MMBTU	Annual Water Kgals	Water/Sewage Savings Dollars	Energy Savings Dollars	Total Savings Dollars
				Average Water Temp °F	% of Hot Water Used	Average Water Usage Rate	Annual Water Kgals	Annual MMBTU's Energy Use	Annual MMBTU's Energy Use					
Restroom Sinks				Faucet Uses per year per faucet	Water On Minutes/Use									
Std 4 & 8 inch Hot and Cold		84	A3	4088.0	0.2									
Toilets				Flushes per year Per Toilet	% of Total Flushes									
3.0 GPF Tank Toilet		74	T2	4640.4	100%									
Showers				Min/day	Days/Year									
Standard Showers - high flow		64	S1	10.0	365									
Other				Min/day	Days/Year									
General Purpose Sinks		64	A2	10.0	365									
Miscellaneous Uses														
Misc Undefined Use														
<b>Building Total Analyzed</b>		<b>286</b>												
										<b>4,068.49</b>	<b>736.40</b>	<b>\$ 1,667.36</b>	<b>\$ 3,292.95</b>	<b>\$ 4,937.31</b>

Total Water Savings (cubic ft) 98,449.28  
Total Gas Savings (therms) 2535.49

# REGIONAL HOUSING AUTHORITY

DATE: May 17, 2017  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager

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SUBJECT: Maintenance and Operations Update

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- Total work orders for January 1, 2017 to March 31, 2017 were 1150. Break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devonsh	h2f	joann	kc	Lc-35	mh-tee	mp	nsp	oms	percy	rd	rich	tc	tp	tr-185	tt	vo	yolo	TOTAL
Emergency	8	6	17	4	10	2	32	0	3	9	4	0	3	91	70	10	1	0	0	0	6	276
Make Ready's	3	2	2	8	0	2	6	0	1	7	0	12	1	5	2	0	0	0	0	0	0	51
Routine	43	21	40	7	42	33	86	16	32	76	27	29	7	111	200	34	1		1	5	10	821
Scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Pest	5	5	3	1	3	2	9	2	2	4	0	0	1	13	19	0	0	0	0	0	1	70
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HQS	0	0	0	0	15	0	0	0	0	0	0	0	1	0	77	2	0	0	0	1	3	99
Total Property	54	29	59	19	52	37	124	16	36	92	31	41	11	209	272	44	2	0	1	5	16	1150
Pending	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Completed	54	29	59	19	52	37	124	16	36	92	31	41	11	209	272	44	2	0	1	5	16	1150

Prepared By:

  
 Tom Goodwin, Operations Manager

Submitted By:

  
 Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY  
OF SUTTER & NEVADA COUNTIES**

**STAFF REPORT**

Date: May 17, 2017

To: Board of Commissioners

From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2017) report for  
quarter ending April 30, 2017

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

**Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	February	March	April
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 82 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1480 Sutter-764 Nevada-270 Colusa-22 Yuba-405	Total-1498 Sutter-772 Nevada-273 Colusa-22 Yuba-410	Total-1501 Sutter-771 Nevada-277 Colusa-22 Yuba-410
HCV Port-In Administered	N/A	26	26	26
VASH	21 units for Nevada County 14 units for Yuba City	19	21	21

Comments:

Housing Choice Voucher Program:

Staff is focused on getting the voucher count to 1644, but with the current situation of the market, voucher holders are having a difficult time finding units. Staff have issued approximately 350 vouchers and have had 64 lease up this year. We are selecting from the waitlist and issuing vouchers weekly in hopes of meeting our goal as quickly as possible. For the VASH programs, Nevada County currently has 16 participants, and 7 vouchers issued. Sutter County currently has 7 participants and 5 vouchers issued. In April, the waitlist opened for those affected by involuntary displacement due to government action. Staff is working with both Yuba and Sutter Counties to issue vouchers to those they refer, more information on outcomes will be presented in future updates.

Prepared by:   
Alisha Parker/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: May 17, 2017  
 To: Board of Commissioners  
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2017) report for quarter ending March 31, 2017

RECOMMENDATION: Update Only

FISCAL IMPACT: Budget based allocations per funding sources

**Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	January	February	March
Public Housing (Yuba City, Live Oak)	173	169	171	172

**United States Department of Agriculture (USDA)/Rural Development:**

Development	Units Available	January	February	March
USDA/Farm Labor (Yuba City)	190 (154)	147	146	149
Centennial Arms (Live Oak)	21	19	20	21
Butte View (Live Oak)	32	32	30	31

**Office of Migrant (OMS) Services**

Development	Units Available	January	February	March
Migrant Center (Yuba City)	75	0	0	0

**Local Camp 35 (LC35):**

Development	Units Available	January	February	March
Transitional Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	8	8	8	8

**RHASNC Owned and/or Managed Affordable Housing Properties:**

Development	Units Available	January	February	March
Kingwood Commons (Yuba City)	64	59	60	63
Devonshire (Colusa)	30	29	27	24
Percy Avenue (Yuba City)	8	7	7	8

1150



Homes2Families (Yuba City)	15	15	15	15
MH-Teesdale-SRO's (Yuba City)	6	6	5	5
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	9	9	9
Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12

**Sutter Community Affordable Housing/Non-Profit**

Development	Units Available	January	February	March
Town Center (Yuba City)	28	28	28	28
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	44	42	42	41
Kristen Court (Live Oak)	56	56	56	55

**Commercial Space**

	Units	January	February	March
Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

**Building Better Partnerships**

Development	Units Available	January	February	March
MH-814 F-SRO's (Marysville)	10	10	10	10
Maple Park II (Live Oak)	34	34	34	34

Comments:

**Office of Migrant Services (OMS):**

The OMS site opened May 1, 2017 to an amazing start. We have a total of 69 families residing at OMS as of today. We have 2 units that have minor issues being fixed and will be coming back online in the next couple of weeks.

Prepared by:   
 Pattra Runge/Occupancy Manager

Submitted by:   
 Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 17, 2017  
To: Board of Commissioners  
From: Beckie Flores, Planning & Community Development Manager

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SUBJECT: Planning & Community Development (PCD) Department Update  
RECOMMENDATION: None.  
FISCAL IMPACT: Not applicable.

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**Departmental Updates:**

**Housing Rehabilitation Program** – The PCD Department is currently administering owner-occupied housing rehabilitation programs for the following jurisdictions: City of Colusa, City of Williams, City of Yuba City, Butte County, Sutter County, City of Marysville. We have also recently been awarded a contract to administer the housing rehabilitation program for Lake County. Program activities are expected to begin this Summer.

The following is a summary of housing rehabilitation projects approved last quarter:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Butte County	4
Sutter County	1

**First Time Homebuyer** – The PCD Department is currently administering first time homebuyer programs for the cities of Yuba City, Williams, Gridley and Colusa. We have also recently been awarded a contract to administer the first time homebuyer program for Lake County. Program activities are expected to begin this Summer.

The following is a summary of first time homebuyer projects approved last quarter:

<u>Jurisdiction</u>	<u># Projects Approved</u>
City of Gridley	1
City of Yuba City	1

**Devonshire Apartments (Colusa)** – On October 5, 2016 the Board of Commissioners approved the bid award for the renovation of the Devonshire Apartments. The project is approximately 80% complete and is expected to wrap up by the end of June, 2017. The project consists of 30 units and improvements include roof replacement for all three buildings, repair/replace balconies and porches, siding replacement for three buildings, exterior paint, window replacement in all units and replacement of the existing boiler system with a more efficient water heating system.

**476 Garden Highway (Yuba City)** – On February 1, 2017 the Board of Commissioners approved a bid award for the roof replacement at 476 Garden Highway. The project is 70% complete and is expected to wrap up by the end of May, 2017. The project consists of 14 senior housing units.

**Richland Rural Development (Yuba City)** – Staff is waiting on receipt of the lead-based paint report before going out to bid on the renovation of 56 units of Richland Rural Development housing. All other approvals prior to going out to bid are in place. The project includes extensive rehabilitation of the interiors and exteriors of the units, specifically the following:

Interior

- Redesign roof to eliminate service wells
- Add porches over doors
- Provide an exterior storage closet
- Replace existing siding and relocate HVAC equipment
- Install dual-glazed windows and new insulated fiberglass exterior doors
- Paint the complete exterior of the units/buildings
- Install fences around the existing patios.

Exterior

- Replace interior doors and lower cabinets and vanities
- Install new bathtub/shower combination and water efficient toilets
- Install new, more durable floor coverings
- Install more energy-efficient lighting, water heaters and whole house fans
- Paint the complete interiors

**Kristen Court (Live Oak)** – Construction of the Kristen Court Apartments was completed in December, 2016 and the 56-unit complex is fully occupied. Staff is working with our co-development partner, Pacific West Communities (PWC), to convert the construction financing to permanent financing. In addition, PWC has already prepared a HOME application for funding of the Kristen Court Phase 2 project which will consist of 24 additional affordable housing units. HOME expects to announce awards later this month.

**Stony Creek 2 (Williams)** – After months of rain delays, the contractor has finally been able to start construction of the Stony Creek 2 Senior Apartments. The project will provide 32 units of senior housing and is expected to be completed by January, 2018.

**Truckee Artist Lofts (Truckee)** – Staff recently met with CFY Development (CFY) regarding the Truckee Artist Lofts project: a mixed-income, mixed-use development that would provide 77 apartments and 4,000 square feet of retail space. CFY applied for tax credits in March, 2017 but was unsuccessful. They would like to use project-based Housing Choice Vouchers as it would greatly improve the project's tax credit tie breaker score. Staff expects to issue a Request for Proposals for the project-based vouchers in May, with awards announced in June. Regional Housing Authority will also act as co-developer in the project.

**Yuba County** – Staff is in discussion with the Yuba County Community Development and Services Agency (CDSA) regarding the development of affordable housing on a County-owned parcel of land located in Linda. The Housing Authority is interested in co-developing the project and is currently working with a developer to analyze the site's competitiveness for tax credit financing. Project size and target population are yet to be undetermined.

Prepared by:



Beckie Flores  
Planning & Community Development Manager

Submitted by:



Gustavo Becerra  
Executive Director