



REGIONAL HOUSING AUTHORITY

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

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

www.RegionalHA.org

November 6, 2019

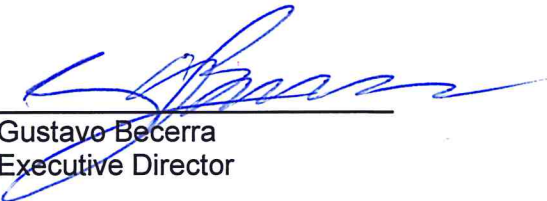
TO: Chairperson Kent Boes
Commissioner Dan Miller
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner David Waite
Commissioner Suzanne Gallaty
Commissioner Rick Millhollin
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Randy Fletcher
Commissioner Bob Woten
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, General Counsel Emeritus
PEU Local #1
Terrel Locke, City of Yuba City
Rob Choate, County of Nevada
The Union
Judy Sanchez, City of Yuba City

NOTICE OF REGULAR MEETING

November 20, 2019

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, November 20, 2019 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Executive Director



Regional 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
November 20, 2019, 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. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. 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 – October 16, 2019 pg. 1
 - 2. Resolution 19-1644, Approval of Admissions and Continued Occupancy Policy (ACOP) pg. 5
 - 3. Approval of Reclassification of Account Clerk to Accounting Assistant pg.12
 - 4. Resolution 19-1645 – Rural Development Collection Loss Write-Off pg. 14
 - 5. Resolution 19-1646 – Public Housing Collection Loss Write-Off pg. 16
 - 6. Resolution 19-1647 – Kingwood Commons Collection Loss Write-Off pg. 18
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

- | | |
|--|--------|
| 7. RHA Owned Properties Occupancy/Eligibility Update
Pattra Runge, Occupancy Manager | pg. 20 |
| 8. Housing Choice Voucher Occupancy/Eligibility Update
Alisha Parker, Occupancy Manager | pg. 22 |
| 9. Planning and Community Development Update
Beckie Flores, Planning and Community
Development Manager | pg. 23 |
| 10. Maintenance Update
Tom Goodwin, Operations Manager | pg. 25 |
| 11. Finance Update
Marco Cruz, Chief Financial Officer | pg. 26 |
| 12. Administrative Update
Gustavo Becerra, Executive Director | |

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: December 4, 2019

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
October 16, 2019

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Ron Sullenger, Rick Millhollin, John Loudon, Randy Fletcher, Manny Cardoza, Dan Miller, Suzanne Gallaty Doug Lofton, David Waite and Jeramy Chapdelaine were present. Commissioners Brian Foss, Toni Benson and Bob Woten were absent. Legal Counsel Jared Hastey was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1. THROUGH F.10 - CONSENT CALENDAR:

Commissioner Gallaty requested items F.3. and F.7. be pulled for discussion.

Commissioner Cardoza made a motion to approve items F.1., F.2., F.4, F.5., F.6., F.8 and F. 9. as submitted. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger,
Randy Fletcher, John Loudon, Manny Cardoza, Suzanne
Gallaty, Rick Millhollin, Dan Miller, Jeramy Chapdelaine,
Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

Executive Director Gustavo Becerra explained the Housing Choice Voucher Fraud Recovery (F.3.) for was a family who had unreported income causing an overpayment of assistance. Staff

was unable to recover the monies owed causing the family to be terminated from the program and leaving a balance. He mentioned the large dollar amount for Kingwood Commons (F.7.) was for a family who was evicted because of neglect of their unit causing extensive damages to the unit.

Commissioner Gallaty made a motion to approve items F.3. and F.7. as submitted. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Jeramy Chapdelaine, Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.10. – APPROVAL OF ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN PEU LOCAL #1, AFFILIATED WITH AFSCME INTERNATIONAL AND REGIONAL HOUSING AUTHORITY:

Executive Assistant/HR Coordinator Jennifer Ruiz stated during the last negotiations it was determined the salary schedule would go from 5-steps to 9-steps for new hires and those employees receiving bilingual pay would need to be retested every 5 years. She mentioned the addendum details the 9-step salary schedule and explains the process for recertification of bilingual pay.

Commissioner Fletcher made a motion to approve the Addendum to the Memorandum of Understanding between PEU Local #1, affiliated with AFSCME International and Regional Housing Authority. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Jeramy Chapdelaine, Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

ITEM NO. H.11. – APPROVAL OF EMPLOYEE HANDBOOK:

Mr. Becerra explained the Housing Authority has been working with the Union for a few years on an Employee Handbook. He shared the meet and confirm process is finished and the final

project is before the Board for their consideration.

Commissioner Fletcher made a motion to approve the Employee Handbook. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Jeremy Chapdelaine, Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

ITEM NO. H.12. – RESOLUTION 19-1643 – AUTHORITY TO AUTHORIZE THE SALE OF THE DEVONSHIRE APARTMENTS TO COLUSA DEVONSHIRE, LP:

Planning and Community Development Manager Beckie Flores explained the Devonshire Apartments project was awarded tax credits last month. She mentioned the Housing Authority must authorize the sale of the property to the limited partnership.

Commissioner Miller made a motion to approve Resolution 19-1643 – Authority to Authorize the Sale of the Devonshire Apartments to Colusa Devonshire, LP. Commissioner Fletcher made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Jeremy Chapdelaine, Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

ITEM NO. H.13. – RECOMMEND APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR ROOF REPLACEMENT AT KINGWOOD COMMONS TO CALIFORNIA WINDOW INDUSTRIES:

Senior Development and Rehab Specialist Larry Tinker said this item is for the last roof replacement at Kingwood Commons including the installation of satellite cabling.

Commissioner Fletcher made a motion to approve the bid from California Window Industries in the amount of \$61,880.00 for the roofing replacement project planned for building A (10 units) at Kingwood Commons Apartments located at 1340 Gray Avenue, Yuba City, CA and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Jeramy Chapdelaine, Doug Lofton and David Waite

Nays: None

Abstain: None

Absent: Commissioners Brian Foss, Bob Woten and Toni Benson

ITEM NO. I.14. – ADMINISTRATIVE UPDATE:

Mr. Becerra shared staff is very busy after the tax credit awards. He said there are projects underway in all jurisdictions, either in the pre-planning stage or under construction.

Commissioner Miller said the number of projects awarded to the Housing Authority is a huge accomplishment.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Loudon mentioned there were some comments on Facebook regarding the Stony Creek Apartments he would like staff to investigate.

Commissioner Cardoza suggested staff contact the fire department as part of their training and a means to save money regarding the demolition of 448 Garden Highway, Yuba City, CA. Mr. Becerra stated there is a pre-construction meeting scheduled with the City of Yuba City next week and that is an item on the agenda.

ITEM NO. K – NEXT MEETING: November 6, 2019

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:44 PM.

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 20, 2019
To: Board of Commissioners
From: Pattra Runge, Occupancy Manager

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

Background

The Regional Housing Authority (RHA) 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 RHA 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 program in a manner consistent with HUD regulations and local goals and objectives contained in RHA's Agency Plan. The ACOP is a supporting document to the Public Housing Authority (PHA) Annual Plan and is available for public review as required by CFR 24 Part 903.

RHA 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 RHA shall amend its ACOP accordingly.

HUD regulations contain a list of what must be included in the ACOP. The PHA ACOP must cover RHA 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 areas of operation.

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

The ACOP in its entirety can be found on our website at <http://www.regionalha.org/about-us/pha-plans>.

The following changes were made to the 2019 ACOP:

Chapter 2

Section 2-I.B. –

The PHA will not use any of these factors to:

- Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the public housing program
- Provide housing that is different from that provided to others
- Subject anyone to segregation or disparate treatment
- Subject anyone to sexual harassment

Chapter 3

Section 3-I.M. – Updated wording under RHA policy to:

A family's request for a live-in aide may be made either orally or in writing. RHA will verify the need for a live-in aide, if necessary, with a reliable, knowledgeable professional provided by the family, such as a doctor, social worker, or case worker. For continued approval, the family may be required to submit a new, written request—subject to RHA verification—at each annual reexamination.

Section 3-II.A. – Added the sentence regarding over income limits.

HUD also publishes over-income limits annually, but these are not used at admission. Over-income limits will be discussed in Chapter 13.

Chapter 6

Section 6-III.E. – Updated PIH Notice.

Phasing in Flat Rents [Notice PIH 2017-23; 24 CFR 960.253(b)]

Chapter 7

Replaced PIH Notice 2010-19 to 2017-12 throughout chapter.

Chapter 8

Section 8-I.B. – Updated Notice PIH to 2017-12 under PHA Policy.

Section 8-I.G. – Added Minimum Heating Standards [PIH 2018-19]

Chapter 9

Section 9-I.B. – Added the following paragraph:

Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources. If at least 90 percent of the family's income is from fixed sources, the PHA may streamline the verification of fixed income and may choose whether to verify non-fixed income amounts in years where no fixed-income review is required. If the family receives less than 90 percent of its income from fixed sources, the PHA may streamline the verification of fixed income and must verify non-fixed income annually.

Added the following to RHA Policy:

Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.

Chapter 10

Section 10-II.C. – Added the following to the first paragraph:

PHA's may not require pet owners to obtain or carry liability insurance.

PHA's may not require that cats be declawed.

Chapter 13

Section 13-III.C. – Updated Over-Income to the following:

Over-Income Families [24 CFR 960.261 and FR Notice 7/26/2018]

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family's income has

exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary for two consecutive years, the PHA must either terminate the family's tenancy within six months of the determination or charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of subsidy for the unit, including amounts from the operating capital funds, as determined by regulations.

PHA's also have the discretion, under 24 CFR 960.261, to adopt policies allowing termination of tenancy for families whose income exceeds the income limit for the program eligibility. Such policies would exempt families participating in the Family Self-Sufficiency (FSS) program or currently receiving the Earned Income Disallowance.

RHA Policy

At annual or interim reexamination, if a family's income exceeds the applicable over-income limit, RHA must document that the family exceeds the threshold and make a note in the tenant file to compare it with the family's income a year later.

If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the RHA must inform the family in writing that their income exceeded the over-income limit for one year, and that if the family continues to be over-income for the next 12 consecutive months, the family will be subject to either a higher rent or termination based on the RHA's over-income policies. If the initial over-income determination was made during an interim reexamination, the RHA must conduct a second interim income reexamination on that date one (1) year later. However, if RHA discovers through an annual or interim reexamination that a previously over-income family has income that is now below the over-income limit, the family is no longer subject to these provisions. A previously over-income family would be entitled to a new two-year grace period of the family's income once again exceeds the over-income limit.

Twelve (12) months after the second consecutive over-income finding, if the family is still over-income, the family is subject to termination or higher rental payments. Families not permitted to stay by RHA must have their tenancy terminated

If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with RHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The RHA will notify the family in writing that over-income policies no longer apply to them. If the family's income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.

Chapter 14

Removed panel and just kept hearing officer.
Added sample grievance procedure.

Chapter 15

Section 15-I.A. Updated PIH notice to 2017-12.

Chapter 16

Introduction – Updated Part VI to read elevated blood lead level.

16-II.B. – Added:

- Utilities provided by the PHA and/or landlord for (comparable units in the market study)
- The PHA must provide corresponding key explaining calculations used for determining the valuation for each factor.

PHAs must receive written HUD approval before implementing exception flat rents. PHAs with a previously approved flat rent exception request may submit a written request to extend the approved flat rents for up to two additional years, provided local market conditions remain unchanged. Detailed information on how to request exception flat rents can be found in Notice 2017-23.

PHAs are now required to apply a utility allowance to flat rents as necessary. Flat rents set at 80 percent of the FMR must be reduced by the amount of the unit's utility allowance, if any.

Review of Flat Rents

No later than 90 days after the effective date of the new annual FMRs/SAFMRs/unadjusted rent, PHAs must implement new flat rents as necessary based on the and changes to the FMR/SAFMRs/unadjusted rent or request an exception.

16-VI.A. – Updated to the following:

The PHA has certain responsibilities relative to children with elevated blood lead levels that are living in public housing.

The PHA must report the name and address of a child identified as having an elevated blood lead level (EBLL) to the public health department within five (5) business days of being so notified by any other medical health care professional. The PHA must also report each known case of a child with an EBLL to the HUD field office.

RHA Policy

RHA will provide the public health department written notice of the name and address of any child identified as having an elevated blood lead level (EBLL).

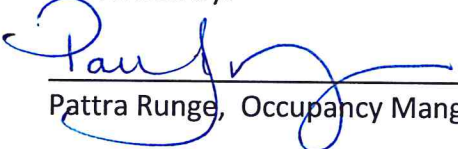
RHA will provide written notice of each known case of a child with an EBLL to the HUD field office, and to HUD's Office of Lease Hazard Control (OLHCHH), within five (5) business days of receiving the information.

Added - HUD published a Flat Rent Market Analysis tool on August 22, 2018, which includes a rent adjustment guide, a market rent comparison guide, and a rent adjustment worksheet to aide PHAs in requesting exception flat rents.

Recommendation

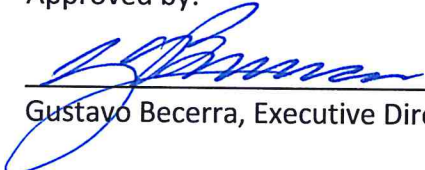
Staff recommends the approval of the Admissions and Continued Occupancy Policy (ACOP) for the Low-Income Public Housing Program.

Submitted by:



Pattra Runge, Occupancy Manger

Approved by:



Gustavo Becerra, Executive Director



REGIONAL HOUSING AUTHORITY

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RESOLUTION 19-1644

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 2019 edition of the Admissions and Continued Occupancy Policy was posted for public review and notice was posted to actively seek public comment, and 0 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.regionalha.org
3. The Admissions and Continued Occupancy Policy is hereby adopted for use by RHA and is effective November 20, 2019.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on November 20, 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: _____

Kent Boes, Chairperson



Regional Housing Authority

Staff Report

Date: November 20, 2019

To: Board of Commissioners

From: Marco Cruz, Chief Financial Officer

Subject: Reclassification

Recommendation: Approval to reclassify one Account Clerk to Accounting Assistant

Fiscal Impact: \$5,414. 50

Background:

Currently the Finance Department of the Regional Housing Authority is made up of the Chief Financial Officer, one Accounting Assistant and two Account Clerks. Accounting Assistants are expected to perform higher level functions such as payroll, capital asset accounting, and various reporting. Account Clerks perform more routine functions such accounts payable and accounts receivable.

The Finance Department has had recent success in implementing LEAN initiatives, improving efficiency and leveraging our current technology to automate routine processes. This has enabled the department to consolidate the accounts payable and accounts receivable functions freeing an Account Clerk to assist the Accounting Assistant and CFO. Reclassifying this Account Clerk position to an Accounting Assistant would enable this employee to perform various monthly reporting, banking reconciliations and related accounting, and ad hoc financial analysis.

Recommendation:

It is recommended that the Board of Commissioner of Regional Housing Authority approve the reclassification of one Account Clerk to Accounting Assistant.

Prepared by:

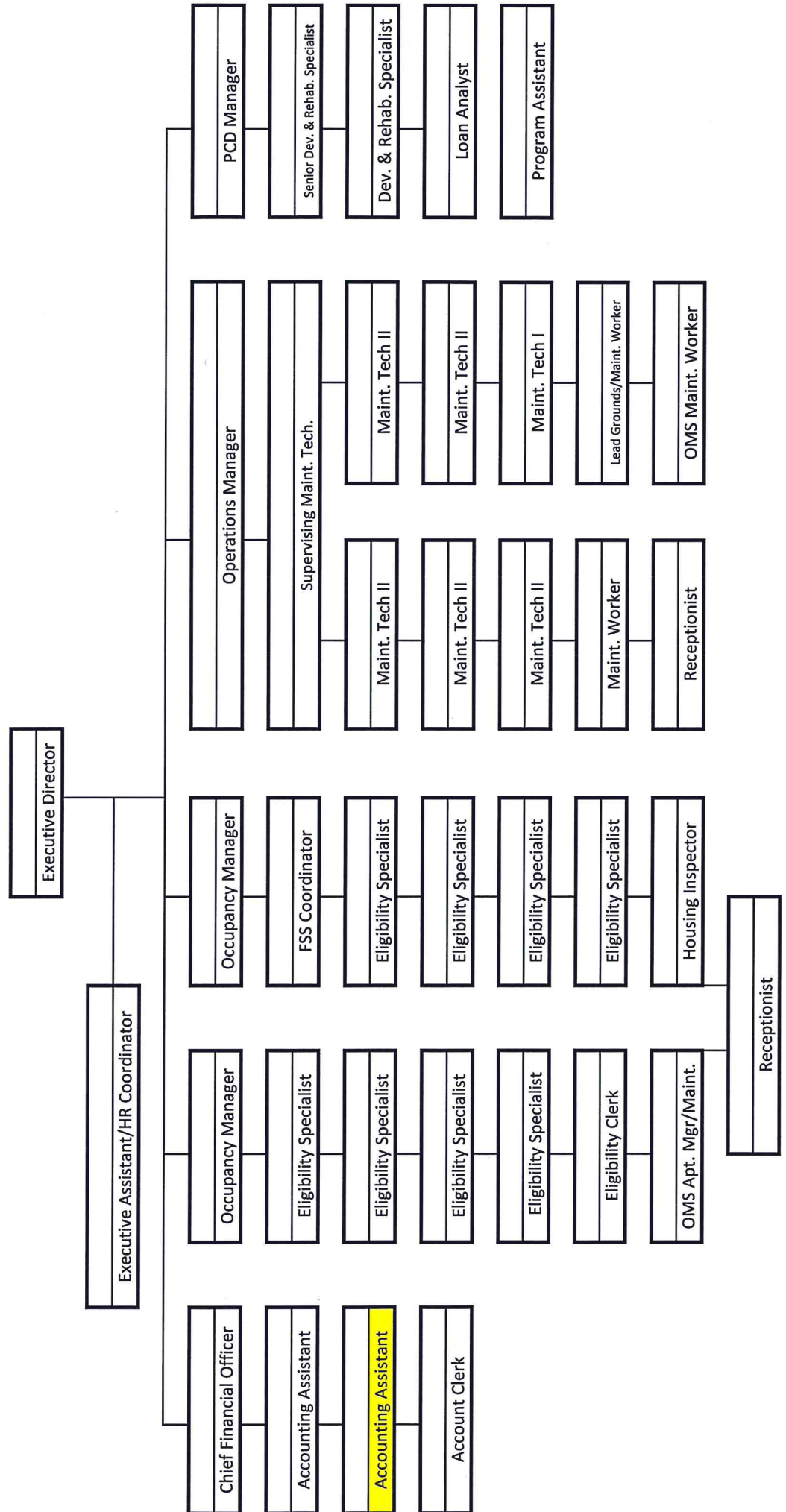
Submitted by:



Marco Cruz
Chief Financial Officer

Gustavo Becerra
Executive Director

Regional Housing Authority Organizational Chart



Adopted: 8-15-2018

Revised: 11-20-19

*Highlighted position is currently an Account Clerk, staff is requesting approval to reclassify as an Accounting Assistant

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RESOLUTION 19-1645

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$14,122.19

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

WHEREAS, operations of low-income housing include 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 November 30, 2019 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 \$14,122.19.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of November 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Kent Boes, Chairperson

(SEAL)

14

**USDA
Collection Loss Write Off
Period: November 2019**

Tenant	Property	Address	Move In	Date	Move Out	Monthly Rent	Rent Owed	Overpayment of Assistance	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0004890	RD	294 Samuel Dr., #C, Yuba City	12/17/12	09/04/19	\$	122.00	\$ 40.28	\$ 3,259.68	\$ -	\$ 1,268.80	\$ 353.92	\$ -	\$ 4,922.68	No
T0006423	RD	420 Miles Ave., #22, Yuba City	03/19/15	08/29/19	\$	446.00	\$ -	\$ -	\$ -	\$ 61.30	\$ -	\$ -	\$ 61.30	No
T0005321	RD	380 McKeehan Dr., #1, Yuba City	04/02/14	09/03/19	\$	655.00	\$ -	\$ -	\$ -	\$ 532.52	\$ -	\$ -	\$ 532.52	No
T0018803	RD	368 Bernard Dr., #B, Yuba City	02/03/19	07/15/19	\$	229.00	\$ -	\$ -	\$ -	\$ 3,070.00	\$ 69.02	\$ 885.00	\$ 4,024.02	No
T0002351	RD	420 Miles Ave., #47, Yuba City	04/07/11	03/18/19	\$	300.00	\$ -	\$ 2,280.00	\$ -	\$ 1,695.65	\$ 33.30	\$ -	\$ 4,008.95	No
T0013939	BVE	9400 Larkin Rd, #1A, Live Oak	09/21/17	09/05/19	\$	134.00	\$ -	\$ -	\$ -	\$ 572.72	\$ -	\$ -	\$ 572.72	No
							\$ 40.28	\$ 5,539.68	\$ -	\$ 7,200.99	\$ 456.24	\$ 885.00	\$ 14,122.19	Total Write Off

R
11/6/19

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

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RESOLUTION 19-1646

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$4,439.17

WHEREAS, the Regional Housing Authority operates low-income housing projects CA 48-2, CAL 48-4 and CAL 48-5 pursuant to U.S. Department of Housing and Urban Development annual contributions contract SF-211; and

WHEREAS, operations of low-income 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 November 30, 2019 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 \$4,439.19.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of November 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Kent Boes, Chairperson

(SEAL)

Public Housing
Collection Loss Write Off
Period: November 2019

Tenant	Property	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement					
			Move In	Move Out													
T0007184	PH-Rich	333 Bernard Drive, YC	02/22/16	08/29/19	\$ 435.00	\$ 435.00	\$ -	\$ 3,353.72	\$ 75.85	\$ -	\$ 3,864.57	No					
T0009051*	PH-Dale	2750 Dale St, #10, L.O.	01/11/17	09/11/19	\$ 225.00	\$ -	\$ 574.60	\$ -	\$ -	\$ -	\$ 574.60	No					
											\$435.00	\$0.00	\$3,928.32	\$75.85	\$0.00	\$ 4,439.17	Total Write Off

R
11/6/19

Deceased *

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

Exhibit A

5



REGIONAL HOUSING AUTHORITY

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

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RESOLUTION 19-1647

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,066.57

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

WHEREAS, operations of Kingwood Commons include 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 November 30, 2019 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 \$2,066.57.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of November 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Kent Boes, Chairperson

(SEAL)

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: November 2019

<u>Tenant</u>	<u>Apartment</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>	
		<u>Move In</u>	<u>Move Out</u>									
T0004819	55	10/29/12	03/13/19	\$ 580.00	\$ 221.55	\$ 25.00	\$ 1,280.13	\$ 13.40	\$ -	\$ 1,540.08	No	
T0005637	61	09/16/14	03/13/19	\$ 1,300.00	\$ 146.00	\$ 25.00	\$ 315.30	\$ 40.19	\$ -	\$ 526.49	No	
											\$ 2,066.57	Total Write Off

11/6/19

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

19

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 20, 2019
To: Board of Commissioners
From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q2-2019) report for quarter ending September 30, 2019

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	July	August	September
Public Housing (Yuba City, Live Oak)	171	169	164	165

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

Development	Units Available	July	August	September
USDA/Farm Labor (Yuba City)	188	182	182	179
Centennial Arms (Live Oak)	21	21	20	20
Butte View (Live Oak)	31	31	31	29

Office of Migrant (OMS) Services

Development	Units Available	July	August	September
Migrant Center (Yuba City)	75	75	75	75

RHA Owned and/or Managed Affordable Housing Properties:

Development	Units Available	July	August	September
Kingwood Commons (Yuba City)	63	62	63	63
Devonshire (Colusa)	29	28	29	29
Percy Avenue (Yuba City)	8	8	8	8
Homes2Families (Yuba City)	12	12	12	12
MH-Teesdale-SRO's (Yuba City)	6	6	5	6
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	9	9	9

Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12
Regional Housing Authority Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	8	8	8	8

Sutter Community Affordable Housing

Development	Units Available	July	August	September
Town Center (Yuba City)	27	27	26	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	54	54
Kristen Court (Live Oak)	55	54	54	53

Commercial Space

Development	Units	July	August	September
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 Inc.

Development	Units Available	July	August	September
MH-814 F-SRO's (Marysville)	10	9	9	9
Maple Park II (Live Oak)	34	33	34	34
Stony Creek II (Williams)	31	30	29	30

Comments:

At this time the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, and Richland Housing (Public Housing) 0, 4- and 5-bedroom sizes.

Four units at Richland Public Housing are offline for rehabilitation work which will occur on a rotation basis over the next 6-10 months.

Office of Migrant Services (OMS) has approved an extension allowing the site to be open until November 25, 2019.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 20, 2019
To: Board of Commissioners
From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q2-FY 2019) report for quarter ending September 30, 2019

RECOMMENDATION: None


FISCAL IMPACT: None, informational only

U.S. Department of Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	July	August	September
HCV/Section 8	Budget Based	Total-1,590	Total-1,594	Total-1,606
HCV Port-Out Administered	N/A	16	16	16
VASH	23 units for Nevada County 29 units for Yuba City	28	29	30

Comments: The Section 8 Housing Choice Voucher waitlist will open to residents of Colusa, Nevada, Sutter, and Yuba Counties December 9, 2019. Residents will need to supply proof of residency at the time of application in order to be placed on the waitlist. The waitlist for Courtyards at Penn Valley PBV, remains open.

Prepared by: 
Alisha Parker/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: November 20, 2019
To: Board of Commissioners
From: Beckie Flores, Planning & Community Development Manager

SUBJECT: Planning & Community Development (PCD) Department Update

RECOMMENDATION: None.

FISCAL IMPACT: Not applicable.

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 Yuba City, City of Williams, City of Live Oak. The following is a summary of housing rehabilitation projects approved since August 21st:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Gridley	2
Live Oak	1

Richland Rural Development (Yuba City) – Renovations on the Richland Rural Development buildings are nearly complete. The parking lots have been sealed and striped, and the painters are well under way with only six buildings left to paint. This should complete the Richland Rural Development project and these 190 units should be in great condition for many years to come.

Migrant Farmworker Center (Yuba City) – Belz Construction is scheduled to start the replacement of the evaporative coolers this month and expects to be finished before the complex opens in May, 2020.

Garden Highway Duplexes (Yuba City) – All five of the duplex buildings have been remodeled except for the exterior painting of one building which will be completed this month.

Kingwood Commons Roofing and Cabling (Yuba City) – A contract has been awarded to California Window Industries for the re-roofing of the last building at Kingwood Commons. Work will be started by the end of the month and should take approximately 14-21 days.

New Haven Court Permanent Supportive Housing (Yuba City) – Staff is working with co-development partner Pacific West Communities (PWC) to develop a 40-unit permanent supportive housing project that will provide housing for homeless and mentally disabled persons. Our 9% tax credit application was successful and staff is working on closing the construction financing in March, 2020. Construction will start soon thereafter.

Kristen Court Phase II (Live Oak) – Our co-development partner, Pacific West Communities, has secured 4% tax credits for the Kristen Court II project that will consist of 24 units of affordable family housing. Construction financing closed in September and the project is currently under construction.

Truckee Artist Lofts (Truckee) – Truckee Artist Lofts is a mixed-income, mixed-use development that will provide 76 apartments as well as commercial retail space. Our co-development partner, CFY Development (CFY) received 9% tax credits for the project and closed on the construction financing in October. The project is currently under construction.

Lone Oak Senior Housing (Penn Valley) – Staff is working with co-development partner Pacific West Communities (PWC) to develop 31 units of senior housing in Penn Valley, CA. Our 9% tax credit application was successful and staff is working on closing the construction financing in March, 2020. Construction will start soon thereafter.

Devonshire Apartments (Colusa) – Staff is working with co-development partner Real Estate Development Services (REDS) to conduct an acquisition/rehabilitation project for the Devonshire Apartments which the Housing Authority currently owns. Our 9% tax credit application was successful and staff is working on closing the construction financing in March, 2020. Construction will start soon thereafter.

Brunswick Commons Permanent Supportive Housing (Grass Valley) – The Brunswick Commons Permanent Supportive Housing project is a collaborative effort involving Foothill House of Hospitality (Hospitality House), Nevada County, RHA and Pacific West Communities (PWC). This 41-unit permanent supportive housing project for homeless and mentally disabled persons is a new construction project located on Old Tunnel Road in Grass Valley. “Competitive” No Place Like Home funds have been awarded to the project and RHA has committed 40 project-based vouchers to the development. The project will compete for 9% tax credits in March with awards being announced in June, 2020.

Cedar Lane Permanent Supportive Housing (Linda) – Staff is working with co-development partner Pacific West Communities (PWC) and the County of Yuba to develop a permanent supportive housing project on a site located on Cedar Lane in Linda, CA. The Housing Authority will look to commit project-based Housing Choice Vouchers to the development. Also, PWC will be applying for No Place Like Home (NPLH) funds as well as 9% tax credits in July, 2020.

Grass Valley Terrace (Grass Valley) - Staff is working with co-development partner Impact Development Group (IDG) to conduct an acquisition/rehabilitation project for the Grass Valley Terrace Apartments. The project received an allocation of 9% tax credits and staff is working on closing the construction financing in February, 2020. Construction will start soon thereafter.

Prepared by:



Beckie Flores
Planning & Community Development Manager

Submitted by:



Gustavo Becerra
Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

DATE: November 20, 2019
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for July, August, September, 2019 were 1324, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	kris-tha	lc-35	mh	mp	nsp	other	oms	percyc	rd	rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	6	6	12	7	3	6	5	0	2	3	10	7	0	1	3	51	30	14	4	0	0	0	0	170
Make Ready's	3	1	3	1	0	0	3	0	1	1	4	1	0	0	0	14	4	2	0	0	0	0	0	38
Routine	71	38	67	104	10	31	95	0	24	9	125	34	8	91	16	242	95	48	2	0	2	1	3	1116
Scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Property	80	45	82	112	13	37	103	0	27	13	139	42	8	92	19	307	129	64	6	0	2	1	3	1324
Pending	0	0	0	0	0	0	2	0	0	0	0	1	0	3	0	2	0	0	0	0	0	0	0	0
Completed	80	45	82	112	13	37	101	0	27	13	139	41	8	89	19	305	129	64	6	0	2	1	3	0
Pest	8	1	11	5	2	2	10	0	0	12	0	7	0	1	1	0	21	6	0	0	0	0	1	88
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HQS	31	17	0	31	0	0	36	0	0	0	0	0	0	15	14	0	1	0	0	0	0	0	0	145

Prepared By: Tom Goodwin
 Tom Goodwin, Operations Manager

Submitted By: Gustavo Becerra
 Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: November 20, 2019
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1, 2019, through September 30, 2019
Reserve Account Balances Through July 31, 2019

Only our Cost Centers and Kingwood Commons had negative Net Income through June (PCD negative Net Income will be made up through City and County billings for third quarter).

Housing Choice Vouchers (1,661 restricted units; 1,609 Tenant Based + 52 VASH)

- *Housing Assistance Payments (RNP)* -- >99% proration
\$268,549 net income -- deposited into mandated reserve account to be used to offset future shortfalls.
- *Administration Fee (UNP)* – Proration 80% (January-August)
\$133,120 income -- deposited into mandated reserve account to be used to offset future shortfalls.
Occupancy Staff have met their lease-up goal of >97% voucher utilization.

Public Housing (173 restricted units; 50 Date Street + 24 Joann Way + 99 Richland Housing)

\$82,463 combined net income – deposited into mandated reserve account to be used to offset future shortfalls. Current Operating Subsidy proration rate is 94.74%.

Rural Development (244 restricted units; 32 Butte View Estates + 22 Centennial Arms + 190 Richland Housing)

\$260,198 combined net income (includes \$69,386 deposited into mandated reserve accounts).

Homes2Families (12 restricted units; City of Yuba City owned, RHA managed)

\$26,699 combined net income -- deposited into a mandated reserve account.

Neighborhood Stabilization Program 1 & 3 (22 restricted units; 9 NSP1 + 13 NSP3)

\$12,487 combined net income -- deposited into mandated reserve accounts

TRIO (3 units) -- **\$1,382 net income**

Mental Health Services (16 restricted units; 6 Teesdale + 10 Heather Glenn)

\$3,670 combined net income (\$210 Heather Glenn + \$1,416 Teesdale) deposited into reserve accounts.

Unrestricted Properties (including Devonshire) -- **<\$9,932> unrestricted/restricted (Devonshire) combined Net Income** may be deposited into reserve accounts for past “borrowing” and/or future operations/rehab activities for any RHA project.

- *Cost Centers* (Management/Work Order/Vehicle Costs/Developer Fees) -- **<\$9,528> net income**
- *Devonshire* (30 restricted units - restricted) -- **\$9,167 net income.**

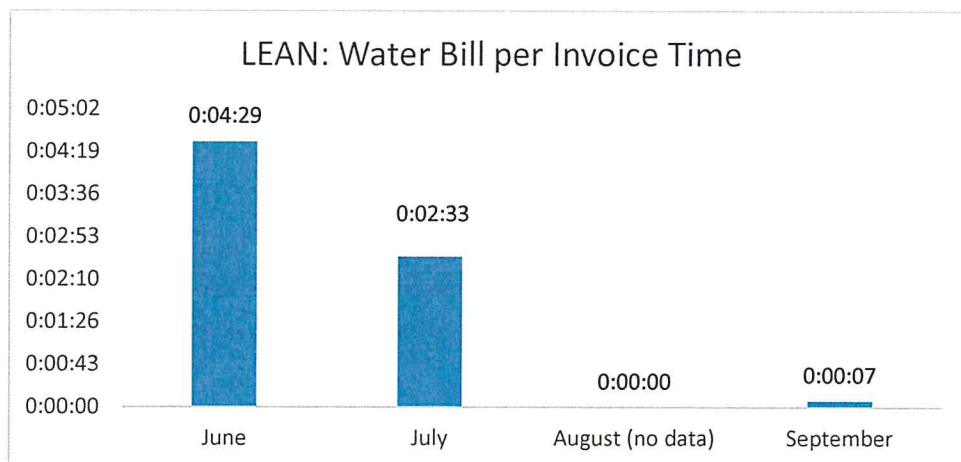
- **Kingwood Commons** (64 units) -- <\$127,439> net income. Includes \$181,000 of additional expenses for three new roofs. These were funded by unrestricted reserves and \$25,000 in City of Yuba City CDBG funds.
- **Kristen Court** -- \$24,457 net income
- **LC-35** (Miles Market, School, Solar Farm) – \$41,364 net income
- **Miscellaneous Programs** – Development, Solar Farm 2 & 3, Maple Park reimbursable costs and BBP filing fees – \$68,620 net income
- **Percy Avenue** (8 units) -- \$16,923 net income
- **Planning/Community Development** (First-Time Home Buyer, Owner Occupied Rehab, RHA Development/Maintenance) -- <\$76,792> net income – negative income to be recuperated with future billings to Cities and Counties.
- **Stony Creek** -- \$0 net income
- **Sutter County In Lieu Of** -- \$0 net income
- **Trailer Park** (8 units) – \$9,841 net income
- **Trailer - RHA** (1 unit) -- \$2,430 net income

LEAN INITIATIVE:

During the last quarter the Finance Department has begun LEAN initiatives to improve customer value and minimize waste. LEAN methodology began with Toyota’s manufacturing philosophy and has been embraced and modified by various American industries, starting with the auto industry in the 1980’s. During the last ten years LEAN has made its entrance into the service industries, including healthcare and retail.

LEAN looks carefully at a process, identifying tasks that do not add value such as overduplication and excessive inventory. It leverages existing technology and strives to reach the core issue surrounding any problem.

We applied LEAN to our 49 monthly water bills as our initial test case. Our initial goal was to reduce per invoice processing time by 30%. As you can see from the chart below, we reached a 98% reduction in processing time! We are excited to begin applying LEAN principles to other Finance processes.



RESERVE ACCOUNTS:

The attached balances are through **July 31, 2019**. We are reviewing and eliminating unnecessary bank accounts (see below). Once consolidation is complete in November, reserves will be fully funded.

BANK ACCOUNT CONSOLIDATION:

We have conducted a review of the number of bank accounts used by RHA and have identified about twelve accounts that are redundant or unnecessary. These we have marked for elimination and consolidation improving efficiency. These accounts currently have a nearly zero balance on the attached listing.

CALENDAR OF EVENTS:


FYE 2019 audited REAC submission (no later than December 31).....	November 2019
FYE 2021 agency budget process begins (presented to Board January 2020).....	November 1, 2019
Migrant Center closes (no later than)	November 30, 2019
Fiscal year ends	March 31, 2020
Migrant Center opens	May 1, 2020
Onsite annual financial audit.....	May 18-21, 2020
FYE 2019 unaudited REAC submission (no later than May 31)	May 31, 2020

Prepared by:

Submitted by:



Marco Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director

NET INCOME
FYE 2020

Project	Budget		Actual		Variance (Budget vs Actual)	
	Income	Expenses	Income	Expense	Income	Expense
Housing Choice Voucher						
Housing Assistance Payments (HAP's)						
Administrative Fee	\$563,004	N/A	\$5,260,036	\$4,991,487	-\$5,159	N/A
Total	\$563,004	\$524,842	\$5,817,881	\$5,416,212	-\$5,159	-\$100,117
Public Housing						
Date Street	\$169,516	\$167,931	\$223,606	\$176,769	\$54,090	\$8,838
Joann Way	\$72,571	\$71,778	\$155,318	\$98,196	\$82,747	\$26,418
Richland Housing	\$529,054	\$505,964	\$731,319	\$752,814	\$202,265	\$246,851
Total	\$771,141	\$745,673	\$1,110,242	\$1,027,779	\$339,101	\$282,106
USDA						
Butteview Estates	\$153,028	\$152,678	\$154,641	\$158,176	\$1,613	\$5,498
Centennial Arms	\$115,332	\$115,053	\$117,075	\$108,057	\$1,743	-\$6,996
Richland Housing	\$1,504,302	\$1,144,282	\$1,232,587	\$977,871	-\$271,716	-\$166,411
Total	\$1,772,662	\$1,412,013	\$1,504,302	\$1,244,104	-\$268,360	-\$167,909
Homes 2 Families						
		N/A	\$69,511	\$42,812		N/A
Neighborhood Stabilization Program						
		N/A	\$112,194	\$99,707		N/A
TRIO						
		N/A	\$13,491	\$12,108		N/A
Mental Health Services Act						
Heather Glenn	\$25,324	\$25,300	\$21,816	\$20,488	-\$3,508	-\$4,812
Teesdale	\$16,011	\$15,877	\$18,291	\$15,949	\$2,280	\$73
Total	\$41,335	\$41,177	\$40,107	\$36,437	-\$1,228	-\$4,739
Unrestricted Properties						
Cost Centers						
Devonshire	\$126,854	\$133,203.90	\$134,763	\$144,291		N/A
Kingwood Commons	\$268,629	\$264,485.40	\$336,071	\$463,510	\$15,930	\$413
Kristen Court		N/A	\$35,054	\$10,597	\$67,442	\$199,025
LC-35	\$116,119	\$56,464.86	\$118,817	\$77,452	\$2,697	\$20,987
Miscellaneous (Development, Solar..)			\$173,587	\$73,942		N/A
Percy Avenue	\$28,083	\$26,182.74	\$37,611	\$20,688	\$9,527	-\$5,495
Planning & Community Development	\$168,658	\$164,158	\$55,584	\$132,376	-\$113,074	-\$31,782
Stony Creek		N/A	\$0	\$0		N/A
Sutter County In Lieu Of		N/A	\$0	\$0		N/A
Trailer Park	\$25,890	\$22,215.12	\$25,905	\$16,064	\$15	-\$6,151
Trailer (Housing Authority)	\$4,453	\$4,125.78	\$7,800	\$5,370	\$3,347	\$1,244
Total	\$738,686	\$670,836	\$1,067,975	\$1,077,907	-\$14,115	\$178,241
Total	\$3,886,828	\$3,394,540	\$9,540,508	\$8,957,066	\$50,240	\$187,582

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Account	Origination	Uses	Approval	Balance
Restricted Accounts				
<i>Checking Accounts</i>				
Checking Central Office (6035)	Program Income	Daily Operations/Payroll	Internal	199,143.06
Checking Sweep (8277)	Program Income	Daily Operations/Payroll	Internal	0.00
Total Cash Accounts				199,143.06
<i>Federal Programs</i>				
HUD - Housing Choice Voucher				
Checking HCV (6084)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	209,616.94
Reserve RNP HCV (2758)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	76,382.16
Reserve UNA HCV (2454)	Monthly Subsidy	Admin Costs/HAP's	Internal	452,416.50
				738,415.60
HUD - Family Self Sufficiency				
Reserve FSS Escrow HCV (7896)	HAP's	Escrow Account	Payout to Participant	199,928.24
Reserve FSS Escrow PH (5595)	HAP's	Escrow Account	Payout to Participant	2,158.73
				202,086.97
HUD - Public Housing (CFP)				
Reserve General PH (3854)	Annual Capital Fund Grant	Capital Improvements	Internal	823,668.47
				823,668.47
USDA				
Grant Rehab RD 2 (2090)	Federal Rehab Grant - Existing Units	Capital Improvements	USDA	871,050.50
Supervised CA (8621)	Program Income - \$1,657 per month	Capital Improvements	USDA	91,339.02
Supervised BVE (0469)	Program Income - \$1,447 per month	Capital Improvements	USDA	80,554.10
Supervised BVE (Chase)	Program Income - \$800 per month	Capital Improvements	USDA	58,776.52
Supervised RD (6072)	Program Income - \$19,225 per month	Capital Improvements	USDA	1,453,381.55
				2,555,101.69
Total Federal Programs				4,319,272.73

Account	Origination	Uses	Approval	Balance
State Programs				
Mental Health Services				
Reserve Operating HG (2387)	Escrow	Capital Improvements	Internal	2,633.51
Reserve Replacement HG (2399)	Program Net Income	Capital Improvements	Internal	8,478.55
Reserve General Teesdale (7409)	Program Net Income	Capital Improvements	Internal	23,541.49
				34,653.55
Migrant Services				
Reserve Care OMS (3094)	PGE Discount	Capital Improvements	OMS	80,029.82
Reserve General OMS (3112)	Prior Unspent Budget	Capital Improvements	OMS	12,803.64
				92,833.46
Neighborhood Stabilization Program 1				
Reserve Operating NSP-1 (8669)	Program Net Income	Capital Improvements	City of Yuba City	84,137.37
Reserve Replacement NSP-1 (8657)	Program Income - \$1,288 per month	Capital Improvements	City of Yuba City	89,372.14
				173,509.51
Neighborhood Stabilization Program 3				
Reserve Operating NSP-3 (2107)	Program Net Income	Capital Improvements	City of Yuba City	2,740.01
Reserve Replacement NSP-3 (2119)	Program Income - \$3,370 per month	Capital Improvements	City of Yuba City	138,749.01
				141,489.02
Total State Programs				442,485.54
Local Programs				
City of Yuba City - Homes2Families				
Reserve Operating H2F (6697)	Program Net Income	Capital Improvements	City of Yuba City	258,626.39
Reserve Replacement H2F (6430)	Program Income - \$1,500 per month	Capital Improvements	City of Yuba City	196,301.21
				454,927.60
Total Restricted Programs	<i>Usage mandated by funding source</i>			5,415,828.93

Account	Origination	Uses	Approval	Balance
Security Deposit Accounts (Restricted)				
Security Deposits BVE (0147)	Tenant Income	Payout to Tenant	Internal	8,734.47
Security Deposits CA (8608)	Tenant Income	Payout to Tenant	11087.39 Internal	12,696.18
Security Deposits Devonshire (4281)	Tenant Income	Payout to Tenant	Internal	11,299.75
Security Deposits H2F (8937)	Tenant Income	Payout to Tenant	Internal	6,301.75
Security Deposits HG (4931)	Tenant Income	Payout to Tenant	Internal	2,500.44
Security Deposits KC (6443)	Tenant Income	Payout to Tenant	Internal	22,273.74
Security Deposits NSP-1 (8645)	Tenant Income	Payout to Tenant	Internal	4,756.15
Security Deposits NSP-3 (1814)	Tenant Income	Payout to Tenant	Internal	5,750.99
Security Deposits OMS (5601)	Tenant Income	Payout to Tenant	Internal	9,625.08
Security Deposits Percy (9073)	Tenant Income	Payout to Tenant	Internal	2,893.20
Security Deposits PH (9085)	Tenant Income	Payout to Tenant	Internal	46,394.56
Security Deposits RD (6030)	Tenant Income	Payout to Tenant	Internal	20,378.24
Security Deposits Teesdale (9303)	Tenant Income	Payout to Tenant	Internal	1,354.63
Total Security Deposits				154,959.18

Miscellaneous Accounts (Unrestricted)

Checking PH (6047)	Pass-through	Minimum Balance	Internal	102.44
Checking USDA (6011)	Pass-through	Minimum Balance	Internal	101.80
Reserve General BBP (1711)	Program Income	Minimum Balance	Internal	100.00
Reserve General HH (1723)	Program Income	Minimum Balance	Internal	100.25
Reserve General LC-35 (1796)	Program Income	Minimum Balance	Internal	119.68
Reserve General LC-35 (1802)	Program Income	Minimum Balance	Internal	100.00
Reserve General LC-35 (4955)	Program Income	Minimum Balance	Internal	100.04
Reserve General LC-35 (8165)	Program Income	Minimum Balance	Internal	100.14
Reserve General LC-35 (8949)	Program Income	Minimum Balance	Internal	100.14
Reserve General PCD (8633)	Program Income	Capital Improvements	Internal	1,884.51
Reserve General Percy (4943)	Program Income	Ongoing Agency Projects	Internal	151,799.46
Reserve General RHAT (4505)	Program Income	Capital Improvements	Internal	99.98
Reserve General SCILFF (9133)	Program Income	Capital Improvements	Internal	2,544.13
Reserve Solar Farm (4918)	Program Income	In Lieu Off	Internal	18,445.38
Reserve Solar Farm (RVCB)	Program Income	Inverter Replacement (2023)	Internal	562.44
Reserve Unfunded Liabilities LC-35 (6375)	Program Income	Inverter Replacement (2023)	Internal	47,087.02
		PEPRA/OPEB	Internal	5,100.00
Total Unrestricted Accounts				228,347.27

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