



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

February 13, 2019

TO: Chairperson Dan Miller
Commissioner Kent Boes
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner J.R. Thiara
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Randy Fletcher
Commissioner David Waite
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
Darin Gale, City of Yuba City
Judy Sanchez, City of Yuba City
The Union
Rob Choate, County of Nevada

NOTICE OF REGULAR MEETING

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

Gustavo Becerra
Executive Director



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
February 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:
 - 1. Family Self-Sufficiency Graduate Erin Bonds
Alisha Parker, Occupancy Manager
 - 2. Family Self-Sufficiency Graduate Heather Bennethum
Alisha Parker, Occupancy Manager
- E. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
 - 3. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
Conference with Labor Negotiator Agency Negotiator: Patrick Clark
 - 4. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Performance Evaluation: Executive Director
- 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.
 - 5. Approval of Minutes – December 19, 2018

6. Resolution 19-1595, Family Self-Sufficiency Graduate Erin Bonds pg. 4
7. Approval of Changes in Per Diem/Meal Reimbursement pg. 5
8. Resolution 19-1596, Approval of Amended Joint Powers Agreement pg. 8
Creating the California Housing Workers' Compensation Authority (CHWCA)
9. Resolution 19-1597 – Family Self-Sufficiency Graduate Heather pg. 21
Bennethum
10. Ratification of Amended Memorandum of Understanding (MOU) pg. 22
Between Nevada County Health and Humans Services, Hospitality
House and the Regional Housing Authority
11. Resolution 19-1598 - Public Housing Collection Loss Write-Off pg. 38
12. Resolution 19-1599 – Devonshire Collection Loss Write-Off pg. 40

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

13. Recommend Approval of Budgets FYE 2020 pg. 42
Gail Allen, Chief Financial Officer
14. Resolution 19-1600, Approval of Public Housing Budget for FYE 2020 pg. 50
Gail Allen, Chief Financial Officer
15. Recommend Approval to Award Bid for Roofing Project at Kingwood pg. 51
Commons to CNW Construction
Larry Tinker, Senior Development and Rehab
Specialist
16. Recommend Approval to Award Proposal for Metal Office Building pg. 53
Installation Project at Maintenance Department
Larry Tinker, Senior Development and Rehab
Specialist
17. Appointment of Commissioner to the Sutter Community Affordable
Housing Board of Directors
Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

18. Housing Choice Voucher Occupancy/Eligibility Update pg. 55
Alisha Parker, Occupancy Manager
19. RHA Owned Properties Occupancy/Eligibility Update pg. 56
Pattra Runge, Occupancy Manager
20. Planning and Community Development Update pg. 58
Beckie Flores, Planning and Community
Development Manager
21. Maintenance Update pg. 61
Tom Goodwin, Operations Manager
22. Finance Update pg. 62
Gail Allen, Chief Financial Officer
23. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: March 6, 2019

L. ADJOURNMENT:

Ag02202019

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
December 19, 2018

ITEM NO. A - CALL TO ORDER:

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:

Chairperson Dan Miller, Vice-Chairperson Manny Cardoza, Commissioners Ron Sullenger, Toni Benson, Kent Boes, John Loudon, Doug Lofton, Jeramy Chapdelaine, Luis Uribe, Brian Foss and Suzanne Gallaty were present. Commissioners Diane Hodges, David Waite and Andy Vasquez were absent. Legal Counsel Nicole Rosser was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Lofton led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – FAMILY SELF-SUFFICIENCY GRADUATE TIFFANY LONG:

Occupancy Manager Alisha Parker introduced Tiffany Long. Ms. Long has been a participant of the Family Self-Sufficiency program since 2014. Ms. Long was running her own business and raising ten (10) children at the time of her enrollment. Ms. Long has full-time employment and is working on her bachelor's degree. Ms. Long is graduating from the program with an escrow check in the amount of \$9,358.30.

Ms. Long stated she is very thankful for the program and it's support and tells others about the program and its benefits. Mrs. Parker mentioned she will be asking Ms. Long to come and speak with other participants about the benefits of the program.

ITEM NO. D.2. – UPDATES ON SMOKE-FREE POLICY PROGRESS:

Brian Cowen, Sutter County Public Health, gave a brief update on how the smoke-free policy has been going in the three public housing complexes. He thanked the staff for their partnership and communication. Mr. Cowen gave some recommendations on how to make the policy stronger including making the complexes 100% smoke-free instead of the current no smoking inside of the unit or within 25 feet of a building.

Executive Director Gustavo Becerra mentioned there are four complexes with the policy in place, Richland Public Housing, River City Manor, Date Street Senior Village and the Office of Migrant Services. She shared staff is working on getting approval from USDA for the Richland Rural Development complex, Centennial Arms and Butte View Estates.

ITEM NO. E.2. – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR, AGENCY NEGOTIATOR: PATRICK CLARK:

Legal Counsel Rosser said there was no reportable action.

ITEM NO. F.3. through F.11. - CONSENT CALENDAR:

Vice-Chairperson Cardoza made a motion to approve the Consent Calendar as submitted. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.12. – RECOMMEND APPROVAL OF BANKING REQUEST FOR PROPOSAL:

Chief Financial Officer Gail Allen stated staff put out a banking request for proposal. She said she sent to all banks in the area and only two banks replied. Ms. Allen mentioned TriCounties Bank has agreed to waive all fees for the term of the contract.

Vice-Chairperson Cardoza made a motion to approve the selection of TriCounties Bank as the Housing Authority banking financial institution for the next three years, with potentially two one-year extensions. Commissioner Uribe made the second. All were in favor by voice vote.

ITEM NO. I.13. – FINANCE UPDATE:

Ms. Allen shared the reports will now be given quarterly. She stated there is a new format. Ms. Allen explained the negative net income for the Housing Choice Voucher program was covered by Administrative Fees. She mentioned the reserves for Public Housing is fully funded.

Mr. Becerra shared when he became Executive Director he sat down with Ms. Allen and they made a goal to get the Public Housing reserves out of a deficit which they believed would take 7-10 years. He shared they have accomplished that goal and were able to get it done in less than four (4) years. Mr. Becerra said this was accomplished due to the team effort from all departments. He thanked Ms. Allen for all her efforts.

ITEM NO. I.14. – ADMINISTRATIVE UPDATE:

Mr. Becerra shared the solar panels at the main office are up and running. He mentioned the Housing Authority recently got Cyber Security insurance to protect the confidential data we have as a proactive approach with the increase in hacking. Mr. Becerra stated 15 Project Based Vouchers were approved to be used at Kingwood Commons for the 3-bedroom units effective February 1, 2019. The ability to use these vouchers at these units offers the opportunity to raise the rents to fair market value and set aside some reserve funds.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Vice-Chairperson Cardoza wished everyone Happy Holiday.

Commissioner Benson stated the ribbon cutting for the new boat launch in Colusa, CA will be held on December 20, 2018.

ITEM NO. K – NEXT MEETING: January 16, 2019

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:15 PM.



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RESOLUTION 19-1595

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Erin Bonds

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

WHEREAS, Erin Bonds started in this program on November 1, 2016 and set goals for herself to complete schooling, obtain full-time employment in the field of her degree, and to purchase a home.

WHEREAS, Erin Bonds met her goals by January 1, 2019 and received sufficient earned income to generate an escrow account in the amount of \$5,078.72; and

WHEREAS, Erin Bonds has now “graduated” from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority congratulates Erin Bonds 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 20th day of February 2019.

AYES:

NAYS:

ABSTAINED:

ABSENT:

Chairperson, Dan Miller

**REGIONAL HOUSING AUTHORITY
CONSENT CALENDAR**

Date: February 20, 2019
To: Board of Commissioners
From: Gail Allen, Chief Financial Officer

SUBJECT: CHANGES IN PER DIEM/MEAL REIMBURSEMENT
RECOMMENDATION: \$2 per day increase for meals
FISCAL IMPACT: Minimal increase based on travel

CHANGES IN PER DIEM/MEAL REIMBURSEMENT

Pursuant to the Travel Policy which states:

Reimbursement of Meals – Rates shall be reviewed annually by the Chief Financial Officer and adjusted the first working day of the month after the adoption of the Final Budget to reflect the meal allowance. Optional meal rates shall only be increased by the direction of the Board of Commissioners.

The Chief Financial Officer has reviewed the 2019 United State General Services Administration (GSA) per diem rates in Las Vegas (\$61), Los Angeles and Sacramento (\$66), San Diego (\$71) and Monterey and San Francisco (\$76) and is recommending the following \$2 increase effective January 1, 2019 (see attachment):

2018 Reimbursement Without Receipts	Breakfast - \$17.00, Lunch - \$22.00, Dinner - \$35 = \$74
2019 Reimbursement Without Receipts	Breakfast - \$17.50, Lunch - \$22.50, Dinner - \$36 = \$76
2018 Reimbursement With Receipts	Breakfast - \$19.00, Lunch - \$24.00, Dinner - \$41 = \$84
2019 Reimbursement With Receipts	Breakfast - \$19.50, Lunch - \$24.50, Dinner - \$42 = \$86

Automatic GSA mileage reimbursement increase from \$0.545 to \$0.58 per mile.

Recommendation:

It is recommended that the Board of Commissioners approve, effective January 1, 2019, a \$2 per day increase in per diem/actual cost.

Prepared by:



Gail L. Allen
Chief Financial Officer

Submitted by:



Gustavo Becerra
Executive Director

FY2016 Domestic Per Diem Rates					
State	Primary Destination	County	Lodging Rate	M&IE Rate	TOTAL
CA	Los Angeles	Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica	\$180	\$66	\$246
CA	Monterey	Monterey	\$154	\$76	\$230
CA	Sacramento	Sacramento	\$135	\$66	\$201
CA	San Diego	San Diego	\$160	\$71	\$231
CA	San Francisco	San Francisco	\$299	\$76	\$375
NV	Las Vegas	Clark	\$108	\$61	\$169

Privately Owned Vehicle Reimbursement Rates

Modes of Transportation	Effective/Applicability Date	Rate per mile
If use of privately-owned automobile is authorized or if no Government-owned automobile is available.	January 1, 2019	\$0.58

REGIONAL HOUSING AUTHORITY
Travel and Business Expense Accounting

Name: _____

Date	Meals						Miles	Other Expenses	Total
	Breakfast		Lunch		Dinner				
	Per diem \$17.50	Receipts \$19.50	Per diem \$22.50	Receipts \$24.50	Per diem \$36.00	Receipts \$42.00			
							\$0.58		\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
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									\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	
Meals									\$0.00
Miles x Current Rate							\$0.58		\$0.00
Other Expenses									\$0.00
Travel Advance									\$0.00
TOTAL OWING EMPLOYEE									\$0.00

Destination, time of departure and return, reason for travel, remarks and/or details (when receipts are required by Travel and Business Expense Policy, attach to back of form)

I hereby certify that the above is a true and accurate report of expenses incurred, or to be incurred, while on official business for the Regional Housing Authority in conformance with the Travel and Business Expense Policy in effect for the period indicated above.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____



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RESOLUTION 19-1596

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING AMENDED JOINT POWERS AGREEMENT CREATING THE CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY (CHWCA)

WHEREAS, the Regional Housing Authority is a member of the California Housing Workers' Compensation Authority (CHWCA), a joint powers authority created pursuant to California Government Code Section 6500 et seq. for the purposes of providing workers compensation insurance for its members through joint pooling of self-insured claims or losses as permitted pursuant to California Government Code Section 990.4 and 990.8;

WHEREAS, pursuant to Article 16 of the Joint Powers Agreement (Agreement), the Agreement may be amended by a vote of two-thirds of the Members, acting through their governing bodies;

WHEREAS, at a regular meeting of the CHWCA Executive Committee on November 15, 2019, the Executive Committee approved the circulation to the CHWCA members of certain clarifying revisions to the Agreement;

WHEREAS, if two thirds of the CHWCA members, through their governing bodies approve the Amended Agreement, the CHWCA Board will confirm approval of the Amended Agreement at its annual meeting held in May 2019; and

WHEREAS, the Executive Director has reviewed the proposed Amended Joint Powers Agreement and confirms that the revisions are appropriate;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND DECLARED by the Board of Commissioners, as follows:

The Regional Housing Authority Board of Commissioners hereby approves the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA), attached hereto as Exhibit "A."

PASSED, ADOPTED AND APPROVED this 20th day of February 2019 by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

Dan Miller, Chairperson

ATTEST:

Gustavo Becerra, Executive Director

**CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
EXECUTIVE COMMITTEE MEETING**

November 15, 2018

Agenda Item 9.A.

JPA ADMINISTRATION

SUBJECT: Review of the CHWCA JPA Agreement – Ric Burwell, Executive Director

ISSUE:

At its August 2018 meeting, the Executive Committee approved updated Underwriting Guidelines. While this action was initiated largely to meet a requirement for triennial *Accreditation with Excellence* by California Association of Joint Powers Authorities (CAJPA), the Committee agreed with staff's suggested undertaking of a more comprehensive review of the JPA's governing documents. Accordingly, staff and counsel reviewed CHWCA's Joint Powers Agreement, Bylaws, Financial Stability Plan and Underwriting Guidelines and jointly bring forward proposed updates at this time.

Since the governing body's approval process varies throughout the documents, they are being brought forward as separate action items in this agenda.

EXECUTIVE DIRECTOR'S COMMENTS AND OBSERVATIONS:

A thorough review of an agency's governing documents is not a glamorous job, but I strongly believe in its importance. Documents can become stale and sometimes even noncompliant with current laws and regulations. More commonly, amendments or updates to one document do not automatically get replicated in its companions.

Occasionally, the tone and temperament of the agency itself can change over time. Its governing documents, while seeking to preserve its core values, should also reflect the evolution of those values.

With that in mind, below are the objectives staff sought to achieve in this review:

The documents should define, shape and uphold over time the core values and strategic goals of the organization. Simultaneously, they should allow for institutional changes to come about in a reasonable and intentional manner.

The documents should allow and encourage effective, timely and responsive operations of the organization's business, in CHWCA's case, by clear and broad delegation to its Executive Committee.

The documents should be kept congruent with one another.

Language should be clear, concise and direct. Language should be contemporary, inclusive and gender-neutral. As much as possible, language should be unburdened by jargon or overly bureaucratic usage.

**CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
EXECUTIVE COMMITTEE MEETING**

November 15, 2018

**Agenda Item 9.A.
Page 2**

In particular, language should reflect that CHWCA is not an insurer, but rather a shared-risk pooling of resources and efforts. CHWCA's member agencies are just that: members. They are not just customers; they are also owners and are jointly responsible and accountable to one another. In that sense, the member agencies do not pay *premiums* to a for-profit company; they make *contributions* to their own mutual protection and welfare. This specific distinction in usage – which generated many of the proposed edits – is practical as well as philosophical or symbolic. Many risk-sharing pools seek to remove terminology that closely mirrors insurance, favoring instead language based on the JPA's legal status as a government agency. Under many circumstances, it is more favorable to the JPA that its Memoranda of Coverage and other key documents be interpreted as contracts among equals, not as insurance policies.

I am pleased to report back to the EC that I found CHWCA's governing documents to be robust, well-crafted and closely aligned to the objectives outlined above.

BACKGROUND AND HISTORY:

CHWCA's Joint Powers Agreement was most recently updated in 2005.

The proposed changes to the Agreement are shown in redline format. One proposed change is a revision of the requirement to maintain a quorum throughout the course of a meeting. The other substantive change is to update replace "premium(s)" with "contributions(s)" throughout the document.

Amendment of the JPA Agreement requires a two-thirds approval by the member agencies, acting through their governing bodies.

STAFF RECOMMENDATION:

Staff recommends the Executive Committee recommend to the Board approval of attached updates to the Joint Powers Authority Agreement.

REFERENCE MATERIALS ATTACHED:

- A. Draft JPA Agreement Draft (In redline)

**JOINT POWERS AGREEMENT CREATING THE
CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
(CHWCA)**

This Agreement is executed in the State of California by and among those public housing authorities, housing authorities and redevelopment agencies, or housing commissions, organized and existing under the Constitution of the State of California, which are parties signatory to this Agreement. All such agencies hereinafter called Members, shall be listed in Exhibit A, which shall be attached hereto and made a part hereof.

RECITALS

WHEREAS, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (§ 6500 et seq.) permits two or more public agencies by Agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, Article 16, § 6 of the California Constitution provides that insurance pooling arrangements under joint exercise of power agreements shall not be considered the giving or lending of credit as prohibited therein; and

WHEREAS, California Government Code § 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a broker, or any combination of these; and

—WHEREAS, pursuant to California Government Code § 990.6, the cost of insurance provided by a local public entity is a proper charge against the local public entity; and

WHEREAS, California Government Code § 990.8 provides that two or more local entities may, by a joint powers Agreement, provide insurance for any purpose by any one or more of the methods specified in Government Code § 990.4 and such joint pooling of self-insured claims or losses is not considered insurance nor subject to regulation under the Insurance Code; and

WHEREAS, the Member executing this Agreement desires to join with other Members for the purpose of jointly funding a program of workers' compensation coverage;

NOW THEREFORE, the parties agree as follows:

ARTICLE I
PURPOSES

This Agreement is entered into by the Members in order that they may jointly develop and fund a self-insurance program for workers' compensation and employers' liability, which provides for the pooling of self-insured claims or losses among the members. Such program may include, but shall not be limited to: the creation of a joint self-insurance fund, the purchase of reinsurance, and/or excess insurance coverage, and the provision of necessary administrative services. Such administrative services may include, but shall not be limited to: risk management consulting, loss prevention and control, centralized loss reporting, actuarial consulting, claims adjusting, and legal defense services.

ARTICLE 2
PARTIES TO AGREEMENT

A. Each Member as a party to this Agreement, certifies that it intends to and does contract with all other Members as parties to this Agreement and with such other public housing authorities as may later be added as parties to this Agreement pursuant to provisions in the Bylaws. Each Member also certifies that the removal of any party from this Agreement pursuant to Section P of the Bylaws shall not affect this Agreement or the Member's obligations hereunder.

B. A Member may contract on behalf of and provide coverage to any additional entity from the time that the Member provides the Authority written notice of the named inclusion of such entity and the additional entity is approved by a majority of the Executive Committee. Such additional entities shall not be considered a separate party to this Agreement, shall not affect the Member's representation on the Board of Directors, and shall be part of and represented by the Member for all purposes under this Agreement.

ARTICLE 3
TERM

This Agreement shall become effective when executed and returned to this Authority by at least three Members. The Authority shall promptly notify all Members in writing of such effective date. This Agreement shall continue in effect until terminated as provided herein and in the Bylaws.

ARTICLE 4
CREATION OF THE AUTHORITY

Pursuant to the joint powers law, there is hereby created a public entity separate and apart from the parties hereto, to be known as the California Housing Workers' Compensation Authority, with such powers as are hereinafter set forth.

ARTICLE 5
POWERS OF THE AUTHORITY

The Authority shall have all of the powers common to public housing authorities in California and all additional powers set forth in the joint powers law, and is hereby authorized to do all acts necessary for the exercise of said powers. Such powers include, but are not limited to, the following:

- (a) To make and enter into contracts.
- (b) To incur debts, liabilities, and obligations.
- (c) To acquire, hold, or dispose of property, contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and government entities.
- (d) To sue and be sued in its own name, and to settle any claim against it.
- (e) To receive and use contributions and advances from Members as provided in Government Code § 6504, including contributions or advances of personnel, equipment, or property.
- (f) To invest any money in its treasury that is not required for its immediate necessities, pursuant to Government Code § 6509.5
- (g) To carry out all provisions of this Agreement.

Said powers shall be exercised pursuant to the terms hereof and in the manner provided by law.

ARTICLE 6
BOARD OF DIRECTORS

The Authority shall be governed by the Board of Directors, composed of one representative from each Member. The Board representative shall be the Executive Director or his or her designee. Each Member Executive Director shall also appoint an alternate representative who shall have the authority to attend, participate in, and vote at any meeting of the Board when the representative is absent. The representative and alternate shall be an official or staff person of the Member, and upon termination of

office or employment with the Member, shall automatically terminate membership or alternate membership on the Board.

Any vacancy in a representative or alternate representative position shall be filled by the appointing Member's Executive Director, subject to the provisions of this Section.

A majority of the membership of the Board shall constitute a quorum for the transaction of business. Each member of the Board shall have one vote. Except as otherwise provided in the Bylaws or any other duly executed agreement of the Members, action of the Board shall require the affirmative vote of a majority of the Members present and voting.

At any meeting at which a quorum no longer present, the Board may not continue to transact business take action on any item of business, notwithstanding the withdrawal of enough Members to leave less than a quorum, provided that each action is approved by at least a majority of the number required to constitute a quorum.

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ARTICLE 7 POWERS OF BOARD OF DIRECTORS

The Board of Directors shall have the following powers and functions:

1. The Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons unless otherwise prohibited by these Bylaws, or any other duly executed agreement of the Members or by law.
2. The Board shall elect an Executive Committee, as provided in Section D of the Bylaws. The Board may delegate to the Executive Committee and the Executive Committee may discharge any powers or duties of the Board.
3. The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

ARTICLE 8 MINIMUM PARTICIPATION PERIOD

The Member shall participate in the Authority's coverage program for a minimum period of three years. During the initial three year period, this Agreement may be terminated only by the Authority in accordance with the provisions of Section Q of the Bylaws. The minimum three year period shall begin the first date of coverage and expire at the end of three consecutive years.

ARTICLE 9

PREMIUM CONTRIBUTION ASSESSMENTS

If aggregate premium contributions are insufficient to pay losses and administrative expenses for a fiscal year, the Executive Committee may assess and collect premium contribution assessments, in addition to premium contributions, pursuant to Bylaw sections ~~I.2.e (1) and/or (2)~~ J. 2. c and in accordance with ~~Resolution 2003-03—the~~ Financial Stability Plan.

The Member's share of any premium contribution assessment shall bear the same relation to the total premium contribution assessments charged all members as the Member's premium contribution bears to the aggregate premium contributions collected from all Members during that fiscal year.

Any premium contribution assessment shall be due and payable at such time and in such manner as the Executive Committee determines.

The voluntary withdrawal or involuntary expulsion of the Member from the Authority shall not discharge or affect the Member's obligation to pay premium contribution assessments for all coverage periods in which the Member participated.

ARTICLE 10

BYLAWS

A. The Authority shall be governed pursuant to the Bylaws, a copy of which is attached hereto as Exhibit B, and incorporated herein by reference, and by such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in Exhibit B, as may be amended. Each party to this agreement agrees to comply with and be bound by the provisions of said Bylaws and further agrees that the Authority shall be operated pursuant to the Agreement and said Bylaws.

B. The Bylaws may be amended by two-thirds (2/3) vote of the members of the Executive Committee.

ARTICLE 11

DISPOSITION OF PROPERTY AND FUNDS

A. In the event of the dissolution of the Authority, the complete recession, or other final termination of this Agreement by all public housing authorities then parties hereto, any property interest or surplus that is remaining in the Authority following a discharge of all obligations shall be disposed of as provided for by the Bylaws.

B. "Obligations", as referred to herein, shall include, but are not limited to, all payments required by law, together with all reserves established for the purpose of paying workers' compensation claims and related claim costs, together with any other legal obligations incurred by the Authority pursuant to this Agreement.

C. In the event a Member withdraws from or terminates membership in this Agreement, that Members' interest in the property and funds of the Authority shall be determined as set forth in the Bylaws.

ARTICLE 12 SEVERABILITY

Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any laws of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

ARTICLE 13 LIABILITY AND INDEMNIFICATION

A. Pursuant to the provisions of Section 895, et seq. of the California Government Code, each member (the indemnitor) hereto agrees to defend, indemnify, and hold harmless each other member (the indemnitees) from any liability, claim, or judgment for injury or damages caused by a negligent or wrongful act or omission of an agent, officer and/or employee of a member the indemnitor which occurs or arises out of performance of this Agreement, provided that, pursuant to Government Code Section 6512.2, Section 895.2 is specifically not applicable to the Members for purposes of this Agreement.

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B. The tort liability of the Authority, all members of the Board of Directors or Executive Committee appointed thereby, and all officers and employees of the Authority, shall be controlled by the provisions of Division 3.6 of Title I of the California Government Code.

Comment section.
Format

C. The Authority may insure itself to the extent deemed necessary by the Board of Directors against loss, liability, and claims arising out of or connected with this Agreement.

D. The debts, liabilities, and obligations of the Authority do not constitute the debts, liabilities, and/or obligations of any Member.

ARTICLE 14 ENFORCEMENT

The Authority is hereby given the power to enforce this Agreement. In the event suit is brought under this Agreement, the prevailing party shall pay all costs incurred in bringing such action, including reasonable attorney's fees as fixed by the court.

ARTICLE 15

NOTICES

The Authority shall address notices, billings, and other communications to a Member as directed by the Member. Each Member shall provide the Authority with the address to which communications are to be sent. Members shall address notices and other communications to the Authority to the Program Administrator of the Authority at the office address of the Authority as set forth in the Bylaws.

ARTICLE 16

AMENDMENT

This Agreement may be amended at any time by vote of two-thirds of the Members, acting through their governing bodies.

ARTICLE 17

EFFECTIVE DATE OF AMENDMENTS

Any amendment of this Agreement shall become effective upon the Authority receiving notice of the approval of any Amended Agreement by the governing bodies of two-thirds of the Members.

ARTICLE 18

PROHIBITION AGAINST ASSIGNMENT

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee, or third party beneficiary of any public housing authorities shall have any right, claim or title to any part, share, interest, fund, ~~premium~~ contribution, or asset of the Authority.

ARTICLE 19

FILING WITH SECRETARY OF STATE

The Program Administrator of the Authority shall file a notice of this Agreement with the office of California Secretary of State within 30 days of its effective date, as required by Government Code § 6503.5 and within 70 days of its effective date as required as required by Government Code § ~~54051~~ 53051.

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Comme
reference

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IN WITNESS WHEREOF, the undersigned party hereto has executed this Agreement on the date indicated below:

Dated:

PUBLIC HOUSING AUTHORITY

By:

(Type Name)

(Housing Authority)

EXHIBIT A

CHWCA MEMBERS

ALAMEDA CITY HOUSING AUTHORITY
ALAMEDA COUNTY HOUSING AUTHORITY
BENICIA CITY HOUSING AUTHORITY
BUTTE COUNTY HOUSING AUTHORITY
CONTRA COSTA COUNTY HOUSING AUTHORITY
EUREKA CITY/HUMBOLDT COUNTY HOUSING AUTHORITY
FRESNO HOUSING AUTHORITY
KERN COUNTY HOUSING AUTHORITY
KINGS COUNTY HOUSING AUTHORITY
MADERA CITY HOUSING AUTHORITY
MARIN COUNTY HOUSING AUTHORITY
MENDOCINO COUNTY COMMUNITY DEVELOPMENT COMMISSION
MERCED COUNTY HOUSING AUTHORITY
MONTEREY COUNTY HOUSING AUTHORITY
PASO ROBLES CITY HOUSING AUTHORITY
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
RIVERBANK CITY HOUSING AUTHORITY
RIVERSIDE COUNTY HOUSING AUTHORITY
SACRAMENTO HOUSING & REDEVELOPMENT AGENCY
SAN BERNARDINO COUNTY HOUSING AUTHORITY
SAN DIEGO HOUSING COMMISSION
SAN JOAQUIN COUNTY HOUSING AUTHORITY
SAN LUIS OBISPO CITY HOUSING AUTHORITY
SAN MATEO COUNTY HOUSING AUTHORITY
SANTA BARBARA CITY HOUSING AUTHORITY
SANTA CLARA COUNTY HOUSING AUTHORITY
STANISLAUS COUNTY HOUSING AUTHORITY
SUTTER COUNTY HOUSING AUTHORITY
TULARE COUNTY HOUSING AUTHORITY
UPLAND CITY HOUSING AUTHORITY
VENTURA AREA HOUSING AUTHORITY
WASCO CITY HOUSING AUTHORITY
YOLO COUNTY HOUSING AUTHORITY



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

RESOLUTION 19-1597

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Heather Bennethum

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

WHEREAS, Heather Bennethum started in this program on December 4, 2014 and set goals for herself to find and obtain suitable full-time employment, and to be free of cash assistance during the final 12 months of her FSS contract.

WHEREAS, Heather Bennethum met her goals by February 1, 2019 and received sufficient earned income to generate an escrow account in the amount of \$18,269.70; and

WHEREAS, Heather Bennethum has now “graduated” from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority congratulates Heather Bennethum 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 20th day of February 2019.

AYES:

NAYS:

ABSTAINED:

ABSENT:

Chairperson, Dan Miller

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: February 20, 2019
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Memorandum of Understanding (MOU) between the County of Nevada Health and Human Services Agency, Foothill House of Hospitality DBA Hospitality House, and the Regional Housing Authority Related to Completion of the No Place Like Home (NPLH) and Other Applications for Funding Necessary to Complete the NPLH Project

RECOMMENDATION: Ratification of the Amended MOU

FISCAL IMPACT: None

Background:

On December 19, 2019, the Board of Commissioners approved a Memorandum of Understanding (MOU) between the County of Nevada Health and Human Services Agency, Foothill House of Hospitality DBA Hospitality House and the Regional Housing Authority to work cooperatively on a No Place Like Home Program (NPLH) project funding application, and other applications for funding necessary to address affordable housing needs in Nevada County, specifically Grass Valley, CA. After approval by the Board of Commissioners, there were a few changes needed to clarify certain understandings of the parties with respect to site control over the property for purposes of applying for NPLH funding with the State Department of Housing and Community Development.

An amendment to the MOU became effective on January 22, 2019 with all parties executing the amendment on January 23, 2019.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority ratify the approval of the amended Memorandum of Understanding (MOU) between the County of Nevada Health and Human Services Agency, Foothill House of Hospitality DBA Hospitality House and the Regional Housing Authority related to completion of the No Place Like Home (NPLH) and other applications for funding necessary to finance a 41-unit permanent supportive housing project in Grass Valley, CA.

Prepared and submitted by:



Gustavo Becerra
Executive Director

RECEIVED

JAN 16 2019

RHA



RESOLUTION NO. 19-023

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION AUTHORIZING EXECUTION OF THE MEMORANDUM OF UNDERSTANDING (MOU) WITH FOOTHILL HOUSE OF HOSPITALITY DBA HOSPITALITY HOUSE AND THE REGIONAL HOUSING AUTHORITY RELATED TO COMPLETION OF THE NO PLACE LIKE HOME (NPLH) AND OTHER APPLICATIONS FOR FUNDING NECESSARY TO COMPLETE THE NPLH PROJECT

WHEREAS, the State of California passed a number of Housing related bills collectively referenced as the 2017 Housing Package, creating multiple new funding streams for the development of affordable housing and housing for the chronically homeless and signaling statewide commitment to addressing housing and homelessness; and

WHEREAS, the voters of the state of California voted for Proposition 1 approving 4 billion in bonds to develop affordable housing and Proposition 2 authorizing the NPLH program, which provides funds for the development of permanent supportive housing for a specifically defined population of homeless mental health consumers in California; and

WHEREAS, NPLH is a program administered by the California Department of Housing and Community Development (HCD) and other federal and state funding programs are administered by HCD; and

WHEREAS, the housing provided under the NPLH program must be for permanent supportive housing, which means that NPLH residents will be offered supportive services. The County will make mental health supportive services available to each project's NPLH tenants for at least twenty (20) years, and will coordinate the provision of or referral to other services in accordance with the relevant supportive services plan. This housing will be available to adults who are seriously mentally ill and children with severe emotional disorders and their families. In order to qualify, a household must be homeless or at risk of becoming homeless, as defined by the Mental Health Services Act (MHSA) regulations; and

WHEREAS, additional funding sources may be available to serve low-income communities including public facilities and transitional supportive housing to address homelessness, and the proposed project includes qualifying activities for which these funds can be used; and

WHEREAS, Nevada County has been allocated \$500,000 in non-competitive NPLH funds and \$75,000 in NPLH Technical Assistance funds; and

WHEREAS, Nevada County has completed a Request for Proposal process that has identified Hospitality House as a "development sponsor" under NPLH guidelines allowing for the County and the development sponsor to apply for all NPLH allocated and competitive funds; and

WHEREAS, Regional Housing Authority is identified as the "developer" of the project and further agrees to prepare funding applications to various funding sources for acquisition, construction, bridge and permanent financing necessary for the development and construction of the affordable housing project described in the MOU; and

WHEREAS, the Hospitality House proposed NPLH development may also qualify for other funds; and

WHEREAS, this MOU is an agreement delineating the responsibilities of each party in regard to completing the application for the Non-competitive NPLH, Competitive NPLH and other funding sources to be determined; and

WHEREAS, the Parties intend to collaborate and work cooperatively on a NPLH Project to address affordable housing needs in our community for persons with serious mental illness who are chronically homeless, homeless, or at risk of being chronically homeless, as well as providing transitional housing to eligible individuals, through the planning, construction, and operation of affordable housing, transitional housing, and Navigation Center programs on property located at 936 Old Tunnel Road, Grass Valley, CA 95945; and

WHEREAS, this MOU shall be effective as of October 1, 2018 and remain in effect for a period of five (5) years, unless terminated earlier pursuant to the terms of the MOU.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that certain Memorandum of Understanding between the Nevada County Health and Human Services Agency, Foothill House of Hospitality dba Hospitality House, and the Regional Housing Authority related to completion of the NPLH and other applicable funding applications, as to be determined, is hereby approved in substantially the form attached hereto, and that the Chair of the Board hereby authorizes the Director of Nevada County Health and Human Services Agency to execute said Memorandum of Understanding with Hospitality House and the Regional Housing Authority.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 8th day of Januray, 2019, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Richard Anderson

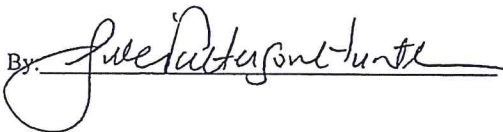
Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 



Richard Anderson, Chair

1/08/19 cc: CSS*
AC* (Hold)

1/15/19 cc: CSS*
AC* (Release)
FHOH
RHA

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF NEVADA HEALTH AND HUMAN SERVICES
AGENCY, FOOTHILL HOUSE OF HOSPITALITY D/B/A HOSPITALITY HOUSE,
AND THE REGIONAL HOUSING AUTHORITY**

THIS MEMORANDUM OF UNDERSTANDING, hereinafter referred to as "MOU," is made and entered into this 1st day of October 2018 ("Effective Date") by and between Nevada County through the Health and Human Services Agency, hereinafter referred to as "COUNTY," the Foothill House of Hospitality d/b/a Hospitality House, hereinafter referred to as "PROJECT SPONSOR," and the Regional Housing Authority, hereinafter referred to as "DEVELOPER," collectively, the "Parties."

WHEREAS, the Parties intend to collaborate and work cooperatively on a *No Place Like Home Program* (NPLH) Project to address affordable housing needs in our community for persons with serious mental illness who are chronically homeless, homeless, or at risk of being chronically homeless, as well as providing transitional housing to eligible individuals, through the planning, construction, and operation of affordable housing, transitional housing, and Navigation Center programs on property located at 936 Old Tunnel Road, Grass Valley, CA 95945; and,

WHEREAS, COUNTY has a reserved allocated amount of \$500,000 in funding from the California State Department of Housing and Community Development (HCD) which will be released 60-days after certification of occupancy of a completed *No Place Like Home Program* (NPLH) housing project; and,

WHEREAS, COUNTY has a maximum of \$75,000 in allocated NPLH technical assistance funds, of which \$50,000 has been allocated to PROJECT SPONSOR to assist in qualified activities related to project pre-development and technical assistance activities; and,

WHEREAS, attaining additional funds for the completion of this project will require coordination and cooperation between the Parties to this MOU; and,

WHEREAS, should there be any funding deficits for the project, the Parties will work collaboratively to attempt to locate additional funding sources to bridge the gap; and,

WHEREAS, DEVELOPER has identified an experienced development firm with necessary and required affordable housing financing and project development experience to assist DEVELOPER in the furtherance of its responsibilities set forth in this MOU; and,

WHEREAS, COUNTY, through the Behavioral Health Department, provides mental health services for individuals with mental illness and/or serious emotional disorders who are the target population of NPLH ; and,

WHEREAS, the Parties desire to work collaboratively to pursue and provide permanent supportive affordable housing to homeless people with mental illness and/or serious emotional disorders in accordance with the California Mental Health Services Act (MHSA); and,

WHEREAS, the proposed project meets the qualifying criteria, laid out in the NPLH guidelines, to receive funding for this project.

NOW, THEREFORE, the Parties agree as follows:

I. PURPOSE

This MOU delineates the understandings of the Parties with regard to the submission of applications to HCD for the NPLH funds and any other funds that are eligible to be used for the development and construction of permanent supportive affordable housing and a Day Services Center for people with mental illness and/or serious emotional disorders. It is understood by and between the Parties that this MOU is specific to the understandings related to acquisition of funding for, and pre-development activities related to, the construction of affordable housing and Day Services Center on behalf of eligible individuals. It is anticipated that upon fulfillment of the understandings set forth herein, the Parties will enter into an amendment to this MOU to address the construction and ongoing operation of the affordable housing, transitional housing, and Day Services Center programs.

II. TERMS AND DEFINITIONS

Throughout this MOU, the following terms have the following definitions:

- Assisted Units shall refer to all rental housing, shared housing or other units within the proposed project set aside for homeless or people with mental illness and/or serious emotional disorders if the acquisition, rehabilitation, capitalized operating costs, and/or construction is financed in part or whole with NPLH funding and/or other available federal or state funding sources.
- Tenant shall mean homeless families and individuals or others with mental illness and/or serious emotional disorders that are NPLH eligible clients under NPLH guidelines as determined by Nevada County Behavior Health or a contracted Service Provider or as determined by other federal or state funding sources which provided project development funding.
- Project Owner shall mean the County of Nevada, individual firm, corporation, partnership, or similar entity that holds title to the housing project units and site funded through NPLH or other funding sources.
- Project shall mean a *No Place Like Home Program* (NPLH) "Project" to address affordable housing needs in our community for persons with serious mental illness who are chronically homeless, homeless, or at risk of being chronically homeless, as well as providing

transitional housing to eligible individuals, through the planning, construction, and operation of affordable housing, transitional housing, and Day Services Center programs on property located at 936 Old Tunnel Road, Grass Valley, CA 95945.

- Day Services Center refers to the structure located on site that provides a service location for NPLH tenants, transitional housing participants, office spaces for service providers and for overall day resource access for individuals and families experiencing homelessness in Nevada County.
- Development Team shall mean the assembled COUNTY, PROJECT SPONSOR, DEVELOPER, and contracted consultants responsible for completing funding applications and managing pre-development Project activities.

III. TERM

The term of this MOU shall commence as of the Effective Date stated above and shall continue for five (5) years, unless this MOU is terminated sooner according to the Termination clause herein, or the term is extended by mutual agreement of the parties.

IV. RESPONSIBILITIES

A. COUNTY shall:

1. Upon the release of the \$500,000 in funding from HCD, the COUNTY intends to make the funds available to the DEVELOPER through a subsequent agreement with the DEVELOPER for permanent financing toward Project construction as a 55-year deferred interest loan that can be used to repay other project financing sources.
2. Coordinate and facilitate project development team meetings and activities pertaining to the NPLH and other funding sources application process, including but not limited to establishing reoccurring meetings, distribution of meeting notes and other meeting materials, and creating and maintaining documents and tools related to project planning and timelines.
3. Maintain a contractual relationship with the Coordinated Entry System's (CES) provider to ensure the tenant selection process for the proposed assisted units meets NPLH funding requirements as set forth in NPLH guidelines.
4. Participate in project planning, technical assistance and/or public meetings related to the application process and the development process, including but not limited to developing written background materials on NPLH and other funding sources requirements, as determined, providing background and information pertaining to Community Development Agency and Health and Human Services Agency programs, policies and procedures and making them available to decision making entities and stakeholders throughout the process.

5. Cooperate and coordinate with the PROJECT SPONSOR in assembling the applications for NPLH and any other identified funds wherein the proposed Project complies with funding requirements and/or eligible activities.
6. In coordination with its Behavioral Health Department, assume responsibility for completion of the Supportive Services plan elements of the application.
7. In coordination with its Department of Social Services, commit to the planning and provision of on-site eligibility outreach services for clients of the Day Services Center, as deemed reasonable and available by COUNTY.
8. Designate appropriate staff to participate in collaborative decision-making regarding NPLH and any other identified funding applications, planning and implementation.
9. Fulfill NPLH and other funding source requirements related to the adoption by the Board of Supervisors of resolutions, including but not limited to: the Ten Year Strategic Plan to Address Homelessness (RES 18-608), the provision of mental health services for NPLH tenants, and the authorizations allowing for PROJECT SPONSOR to apply for and accept NPLH Noncompetitive and Competitive funds to be directed to the identified development Project. COUNTY staff will ensure these items are completed prior to funding submission deadlines.
10. Work with PROJECT SPONSOR and DEVELOPER in furtherance of Project compliance with all threshold requirements under NPLH guidelines, and all other requirements specified in other potential funding sources including but not limited to: MHSA, Homeless Emergency Assistance Program (HEAP), and California Emergency Solutions and Housing (CESH). COUNTY will work with PROJECT SPONSOR and DEVELOPER to promote mutual understanding of NPLH and any other identified funds regulations and guidelines.

B. PROJECT SPONSOR shall:

1. Prepare and provide information and documentation of application materials necessary for the completion of the NPLH project Universal Application and the Supplemental Application in accordance with the established Project timeline.
2. Work with COUNTY staff to provide all information and documentation required for completion of any other identified funds applications.
3. Designate appropriate staff to participate in collaborative decision making regarding NPLH, and other potential funding sources. For the purpose of this MOU, staff shall include retained consultants.
4. Secure and maintain contracted consultants with the minimum experience required under NPLH guidelines.

5. Oversee and coordinate the work of client staff in relation to the preparation of the proposal documents, support COUNTY in its timely submission of the proposal, and the inclusion of all required documents, attachments, assurances, and certifications.
6. Work with consultants and COUNTY staff in developing and completing grant application components, including but not limited to required demographics and description of the target population and Project description narratives per State specifications. Review and provide input as needed on the development of a Supportive Services Plan.
7. Work with the City of Grass Valley and COUNTY staff to develop documents acceptable to the State for establishing site control as defined by the State.
8. Prepare for and appear before the HCD Loan and Grant Committee with COUNTY staff; providing responses to committee members regarding the application and project overall.
9. If NPLH funding is awarded, assist COUNTY with review of the loan contract, and work with the State to provide any required additional documentation or assurances, facilitating the timely execution of the deferred loan contract.
10. Work with COUNTY in pre-development planning of the affordable housing, transitional housing, and Day Services Center programs, including the identification of funding sources, service needs, service providers, and operations of the aforementioned programs.

C. **DEVELOPER** shall:

1. Prepare funding applications to various funding sources that may include, but are not limited to HUD, California Tax Credit Allocation Committee, local governments and private lenders for acquisition, construction, bridge and permanent financing necessary for the development and construction of the affordable housing project described in this MOU.
2. Conduct negotiations and communications with lenders, including construction, permanent, and bridge lenders, investors, and government loan programs.
3. Manage all loan closings through payoff of all construction loans and final payment of all equity payments from investors, if any ("Construction Completion"); provide all due diligence information to lenders; coordinate all lenders documents and requirements; submit development proformas as needed; prepare and submit all lender reports and coordinate with all lender monitoring.
4. Development accounting and bookkeeping; working with auditor to prepare audited financial statements, tax returns, development cost certifications, and K-1's; supervise the accounting firm's performance through development closeout;
5. Provide lenders and investors with guarantees and net worth requirements through construction completion.

6. Oversee preparation of architect's and engineers' plans and specifications; ensure compatibility with adjacent developments and design and development standards of the DEVELOPER, lenders, investors and City departments.
7. Obtain Soils Report and all other environmental clearances, as required, to develop the property; consultant must be approved by lenders and investors; scope of work must include specified requirements from lenders and investors.
9. Obtain lender-approved appraisal(s) as needed.
10. Provide technical assistance, as required, related to grant and other funding applications and approvals, related to pre-approval and pre-development activities.
11. Oversee local government review and approval process; and attend meetings with planning/building department officials, community members, as well as other public meetings and processes, as may be required, in furtherance of the Project.
12. Coordinate, apply for, and secure all required land use approvals, permits, and California Environmental Quality Act (CEQA) reports required to develop the Project, as well as any environmental impact reports and/or studies, appraisals, design services and any other reports or documents required for inclusion in the proposal and/or required under the City of Grass Valley Planning Department and/or City and County Code and Planning Departments.
13. Present information to the Board of Supervisors, Planning Commission/City Council and other partners, lenders, etc. as appropriate.
14. Provide course of construction Liability and Builder's Risk Insurance.
15. Assemble team of co-developer and contractor(s), construction lender, permanent lender, and tax-credit investor as needed.
16. Commit Project Based Section 8 rental assistance for the permanent supportive affordable housing development, approximately 35-40 units, prepare all necessary HUD submissions, and approvals.

D. Collectively, the Parties Shall:

1. Work cooperatively in the planning and development of the Project. All plans related to the development of the property must be reviewed and approved in advance by all Parties.
2. Develop and implement a joint marketing campaign and commit to joint messaging and public outreach related to addressing community and neighborhood concerns of the proposed NPLH Project. Parties will work collaboratively to draft talking points, coordinate media messaging and develop materials to disseminate to the public, which shall be mutually agreed upon in advance.

3. No less than quarterly, the directors of each Party to this MOU or their designees will meet to identify new potential funding sources, review the work and project milestones accomplished under this MOU, evaluate the efficacy of this MOU, assess the quality of the working relationship between the Parties, and determine the status of work products.

V. FUNDING

1. The Parties shall work cooperatively to identify and access sufficient funding to defray the cost of the housing development described in this MOU. This may be done through seeking grants from foundations, applying for additional State funding, the Neighborhood Stabilization Program and/or other sources.

2. COUNTY intends to provide the supportive services to the target population who will reside on the housing Project identified in this MOU, including the continuation of these supportive services to each project's NPLH tenants in accordance with timelines required under NPLH, including the provision of or referral to other services in accordance with the relevant supportive services plan.

3. Where necessary, and where possible, the Parties will work together to apply for funds related to ongoing expenses outlined in the Supportive Service Plan.

VI. TERMINATION

Any party may terminate this MOU for any reason, or without cause, by giving 60 days' notice to the other, which shall be served in conformity with the notice provisions contained in this MOU. The Parties desire to maintain effective working relationships and agree to meet in good faith to first attempt to resolve any disputes or other issues that may result in either party terminating this MOU early.

VII. AMENDMENTS

Any material changes to any of the clauses above must be mutually agreed upon by all Parties, and shall only become effective when in writing and fully executed by duly authorized officials of the Parties hereto.

VIII. PARTIES AS INDEPENDENT

In agreeing to the obligations and understandings set forth herein, each Party acknowledges that it shall act in an independent capacity, and not as the employees, agents, or officials of the other. Each Party agrees that neither its agents nor employees have any rights, entitlement or claim against the other for any type of employment benefits or workers' compensation. Each Party shall hold the other harmless and indemnify against any such claim by its agents or employees.

IX. INDEMNIFICATION

Each Party to this MOU will indemnify, defend, and hold harmless the other Parties and their officers, officials, employees, agents, and volunteers from and against any and all liabilities, claims, demands, damages, losses and expenses (including without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of the indemnifying Party, its officers, agents, employees, or volunteers, related to the performance of this MOU.

X. NOTICES

All notices to be provided under this MOU shall be in writing and serviced by first-class mail, and shall be deemed received by the Parties below on the fifth (5th) day following the date of mailing, or the earlier date of personal service, as the case may be.

Health and Human Services Agency
Attn. HHSA Director
950 Maidu Ave., Suite 120
Nevada City, CA 95959

Foothill House of Hospitality
Attn. Executive Director
1262 Sutton Way,
Grass Valley, CA 95945

Regional Housing Authority
Attn. Executive Director
1455 Butte House Rd.
Yuba City, CA 95993

XI. INSURANCE

It is agreed that the Parties to this MOU shall each maintain at all times during the term of this MOU insurance coverage in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of its operations. Specifically, but not limited to, not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile liability, One Million Dollars (\$1,000,000) workers' compensation, and One Million Dollars (\$1,000,000) professional liability (E&O).

XII. AUTHORIZED SIGNATURE

The Parties to this MOU represent that the undersigned individuals executing this MOU are fully authorized to execute and deliver this MOU on behalf of their respective party.

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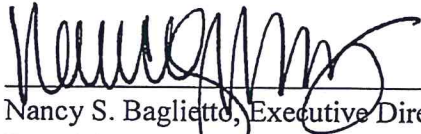
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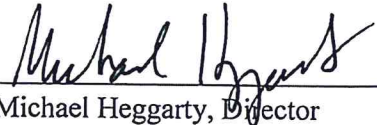
XIII. ENTIRE UNDERSTANDING

This MOU represents the entire understanding of the Parties, and no representations have been made or relied upon except as set forth herein.



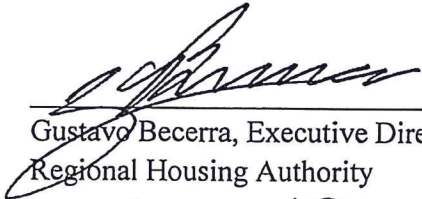
Nancy S. Baglietto, Executive Director
Foothill House of Hospitality

01/08/2019
Dated:



Michael Heggarty, Director
Health and Human Services Agency

1/8/19
Dated:



Gustavo Becerra, Executive Director
Regional Housing Authority

1-2-19
Dated:



RESOLUTION NO. 19-044

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT NO. 1 TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH FOOTHILL HOUSE OF HOSPITALITY DBA HOSPITALITY HOUSE AND THE REGIONAL HOUSING AUTHORITY RELATED TO COMPLETION OF THE NO PLACE LIKE HOME (NPLH) AND OTHER APPLICATIONS FOR FUNDING NECESSARY TO COMPLETE THE NPLH PROJECT (RES 19-023)

WHEREAS, the State of California passed a number of Housing related bills collectively referenced as the 2017 Housing Package, creating multiple new funding streams for the development of affordable housing and housing for the chronically homeless and signaling statewide commitment to addressing housing and homelessness; and

WHEREAS, the voters of the state of California voted for Proposition 1 approving 4 billion in bonds to develop affordable housing and Proposition 2 authorizing the NPLH program, which provides funds for the development of permanent supportive housing for a specifically defined population of homeless mental health consumers in California; and

WHEREAS, on January 8, 2019, per Resolution 19-023, the Board of Supervised approved the Memorandum of Understanding (MOU) between the County through the Health and Human Services Agency, the Foothill Hospitality House of Hospitality d/b/a Hospitality House, as the "Project Sponsor," and the Regional Housing Authority, as the "Developer," pertaining to completion of the No Place Like Home (NPLH) and other applications for funding necessary to complete a proposed low income housing project and related day center ("Project"); and

WHEREAS, in furtherance of the NPLH Project, the County is purchasing a 5 acre parcel of land located at 936 Old Tunnel Road, Grass Valley, California (APN 35-400-54-000) ("Property"), and intends to close escrow on the Property prior to submitting the NPLH funding application; and

WHEREAS, the parties desire to amend the MOU to clarify certain understandings of the Parties with respect to site control over the Property for purposes of applying for NPLH funding; and

WHEREAS, pursuant to this Amendment No. 1 to the MOU, the County will give the exclusive right to negotiate with the Regional Housing Authority, as Developer, for acquisition of the Property for the purpose of constructing the NPLH Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that Amendment No. 1 to the Memorandum of Understanding between the Nevada County Health and Human Services Agency, Foothill House of Hospitality dba Hospitality House, as "Project Sponsor," and the Regional Housing Authority, as "Developer," related to completion of the NPLH and other applicable funding applications, as to be determined, is hereby approved in substantially the form attached hereto, and that the Chair of the Board hereby authorizes the Director of Nevada County Health and Human Services Agency to execute said Amendment No. 1 to the Memorandum of Understanding with Hospitality House and the Regional Housing Authority.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 22nd day of January, 2019, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller,
Susan K. Hoek and Richard Anderson

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By:



Richard Anderson, Chair

1/22/19 cc: CSS*
AC*

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE
COUNTY OF NEVADA HEALTH AND HUMAN SERVICES, FOOTHILL
HOUSE OF HOSPITALITY D/B/A HOSPITALITY HOUSE, AND THE
REGIONAL HOUSING AUTHORITY**

THIS AMENDMENT is executed this twenty-second day of January, 2019, by and between Nevada County through the Health and Human Services Agency, hereinafter referred to as "COUNTY," the Foothill House of Hospitality d/b/a Hospitality House, hereinafter referred to as "PROJECT SPONSOR," and the Regional Housing Authority, hereinafter referred to as "DEVELOPER," collectively, the "Parties."

WHEREAS, on January 8, 2019, the Nevada County Board of Supervisors, pursuant to Resolution 19-023, approved ta Memorandum of Understanding between the Parties ("MOU") pertaining to completion of the No Place Like Home (NPLH) and other applications for funding necessary to complete a proposed low income housing project and related day center ("Project"); and

WHEREAS, the County has entered into a purchase agreement to acquire 936 Old Tunnel Road, Grass Valley, California (the "Property") for the purpose of securing a suitable site for the proposed Project; and

WHEREAS, the Parties now desire to amend their Memorandum of Understanding to clarify certain understandings of the Parties with respect to site control over the Property for purposes of applying for NPLH funding.

NOW, THEREFORE, the Parties agree to amend the Memorandum of Understanding as follows:

1. Section IV.D.4 is hereby added to read:

D. Collectively, the Parties Shall:

* * *

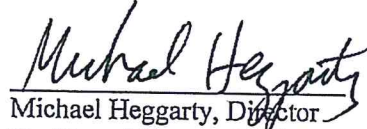
4. The County is purchasing a 5 acre parcel of land located at 936 Old Tunnel Road, Grass Valley, California (APN 35-400-54-000) ("Property"), and intends to close escrow on the Property prior to submitting the NPLH funding application. The County will give the exclusive right to negotiate with Developer (Regional Housing Authority) for acquisition of the site for the purpose of constructing the NPLH Project.
2. This Amendment shall be effective as of January 22, 2019.

3. That in all other respects the Memorandum of Understanding of the Parties shall remain in full force and effect except as amended herein.



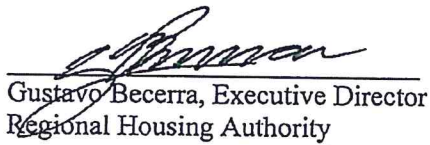
Nancy S. Baglietto, Executive Director
Foothill House of Hospitality

1/23/2019
Dated:



Michael Heggarty, Director
Health and Human Services Agency

1/24/2019
Dated:



Gustavo Becerra, Executive Director
Regional Housing Authority

1-23-19
Dated:



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

RESOLUTION 19-1598

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$424.17

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 February 28, 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 \$424.17.

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 February 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

**Public Housing
Collection Loss Write Off**
Period: February 2019

Tenant	Property	Address	Move In Date	Move Out Date	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0002244 T0002912*	PH-Rich PH-Date	352 Samuel, Yuba City 2750 Date St, #15, L.O.	09/14/16	11/29/18	\$ - \$ 429.00	\$ - \$ -	\$ - \$ -	\$ 154.88 \$ 269.29	\$ - \$ -	\$ - \$ -	\$ 154.88 \$ 269.29	No No
					\$ -	\$ -	\$ -	\$ 424.17	\$ -	\$ -	\$ 424.17	Total Write Off

2/11/19

39

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

Deceased *

Exhibit A



REGIONAL HOUSING AUTHORITY

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www.RegionalHA.org

RESOLUTION 19-1599

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,333.65

WHEREAS, the Regional Housing Authority operates affordable housing projects such as Devonshire Apartments; 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 February 28, 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 \$3,333.65.

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 February 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

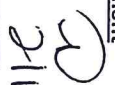
ATTEST:

Dan Miller, Chairperson

(SEAL)

Devonshire
Collection Loss Write Off
Period: February 2019

Tenant	Address	Date		Monthly Rent	Rent Owed	Late Fees	Damages	Utilities	Legal Fees	Total Owed	Payback Agreement
		Move In	Move Out								
T0014090	1435 Wescott Road #2	10/16/17	11/14/18	\$ 104.00	\$ 47.00	\$ -	\$ 725.06	\$ -	\$ -	\$ 772.06	No
T0014723	1433 Wescott Road #2	04/12/18	12/13/18	\$ 235.00	\$ 334.00	\$ -	\$ 956.59	\$ 626.00	\$ 645.00	\$ 2,561.59	No
				\$ 381.00	\$ -	\$ -	\$ 1,681.65	\$ 626.00	\$ 645.00	\$ 3,333.65	Total Write Off


 2/12/19

F

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
STAFF REPORT**

Date: January 16, 2019
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer

SUBJECT: Fiscal Year Ending 2020 Operating Budgets
RECOMMENDATION: Approval as Submitted

Background:

The Regional Housing Authority (RHA) receives revenue from several sources; HUD (Federal), USDA (Federal), HCD (State), Cities and Counties (local) and tenant rent. Since most of this revenue is designated as project specific, there is little that may be used for projects outside their funding source.

Challenges:

HUD:

- The Housing Choice Voucher (Section 8) program is prorating Administration Fees to 80.021% and Housing Assistance Payments (HAP's) to 99.5%. This requires RHA to even more closely monitor monthly HAP assistance to ensure all existing participants receive continued housing subsidy, while determining if vacating voucher holders may be replaced. Unfortunately, as voucher utilization decreases to maintain parity with prorated subsidy, Administrative Fees also decrease, resulting in a potential shortfall of operating capital.
- The Public Housing program is prorating Operating Subsidy to 90%, however, because RHA is considered a small housing Authority (<250 units), Capital Funds may be fully utilized for administrative costs, when/if needed. This scenario is not ideal though, as it may create deferred capital improvements.

Although the Office of Migrant Services (OMS) annual budget is currently in status review by State HCD, the projected budget will provide less funding than required to maintain the property while meeting daily operational expenses. However, OMS did provide additional 2018-2019 funding for many of the deferred capital improvement projects.

Attempting to maintain a source of unrestricted revenue must continue well into the future. RHA currently has several contracts with local Cities and Counties to administer, for a Fee, their Owner Occupied Rehab Programs. RHA will continue to pursue these opportunities, along with creating partnerships with affordable housing developers to create additional housing and earn Developer Fees.

With GASB regulations requiring both future health care and retirement liabilities be posted to the Financial Statement, our FYE 2018 liability increased to \$2.1 million. RHA, however, made our \$100,144 FYE 2019 mandatory annual unfunded liability contribution in one payment, saving \$3,626.84 over paying in twelve months. RHA will continue to make small monthly contributions to a RHA "unfunded liability" savings account in FYE 2020.

Anticipated, as well as, Actual Successes:

- USDA Richland Housing (grant) -- Additional \$3 million from USDA for continued rehabilitation of interiors and exteriors, as well as playground equipment, parking lot improvements and community garden space. Anticipated completion: April 2019.

- Butte House Office (allocation spread across multiple properties) – Solar panel installation. Completion: November 2018.
- Asphalt Sealing (allocation spread across multiple properties). Completion: November 2018.
- Public Housing Joann Way (PH reserves and Capital Funds) –
 - Exterior rehab of 4 of 6 buildings. Anticipated completion: December 2018.
 - Exterior rehab of remaining two buildings. Anticipated completion: 2019.
- OMS (HCD grant) –
 - Balcony, siding, stairs and concrete repair. Anticipated completion: Prior to May 2019.
 - Electrical system. Anticipated completion: Prior to May 2019.
- Kingwood Commons (Yuba City CDBG and RHA unrestricted reserves) – Roof replacement of 2 buildings. Anticipated completion: 2019.
- Yuba City New Haven Court Permanent Supportive Housing (9% Tax Credits, NPLH/MHSA funding and 39 RHA HCV PBV's) – In conjunction with a co-developer, create a 40-unit complex for homeless and mentally disabled. Anticipated completion: 2020, if tax credits are awarded in June 2019.
- Kristen Court Apartments, Phase 2 (HOME funds and 4% Tax Credits) – Due to funding gaps, a 24-unit Live Oak family complex has been delayed by the co-developer until 2019.
- Truckee Artist Lofts (4% Tax Credits, tax exempt Bonds, CalHFA Funding and 25 RHA HCV project based vouchers) – A mixed income/use complex encompassing 90-units and 4,000' retail space. Anticipated completion: April 2020.
- Lone Oak Senior Housing, Penn Valley (9% Tax Credits, 30 RHA HCV project based vouchers and Nevada County inclusionary housing funds) -- In partnership with a co-developer, create a 31-unit senior housing complex. Anticipated completion: December 2020, if Tax Credits are awarded in June 2019.
- Cedar Lane Affordable Housing -- In partnership with a co-developer and Yuba County. Anticipated completion: In pro forma and site plan development stage.

Kingwood Commons produced negative Net Income in FYE 2018, due to roofing, a new com-cable in two buildings, HVAC replacement, plumbing repairs and asphalt maintenance. It is anticipated that with RHA HCV project based vouchers for the 3-bedroom units, tenant revenue will increase, allowing this project to not only address many deferred capital improvements, but begin to repay other unrestricted programs that have, since KC's purchase, covered their negative receipts.

Although Devonshire's debt was refinanced with River Valley Community Bank, the property continued to show negative Net Income through FYE 2018 and is anticipated to have negative receipts through FYE 2020. This deficit is covered by RHA's extremely limited Unrestricted Property income. Recently, RHA partnered with a co-developer regarding this property and it is anticipated a limited partnership will assume title if Tax Credits are awarded for much needed capital improvements. The sale will remove Devonshire from RHA's portfolio, while providing a developer fee to recoup negative cash flows resulting from the initial purchase.

All programs (except Devonshire and Kingwood Commons) are meeting their monthly reserve mandates and maintaining positive receipts.

What is included in this Report?

- Net Residual Receipt Summary
- Budget comparison between FYE 2019 and FYE 2020 (attached spreadsheets)
- Rent increases, effective at varying times throughout FYE 2020.

What factors do you use when preparing a budget?

- Income Annualized average or maximum revenue minus varying vacancy rates
- Expenses Annualized average, prior year budget and/or actual anticipated needs
- Adjustments Managers recommendations based on anticipated needs and Net Income from prior year reserves for Capital Needs Assessments (CNA)

What are some of the specifics included in each budget?

- 5% step increases for eligible staff.
- Where available, Capital Needs Assessments (CNA) for future property/building improvements.
- Levee improvement bonds, along with special assessments.
- Revised utility budgets to reflect actual costs.

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

- Administration Wages/benefits, legal, training/travel, outside consultants (Yardi database, IT, Human Resources, commissioners), dues/subscriptions/publications, advertising, supplies, computer replacement, telephone/Internet/cell phones, postage, Yardi software license fee, equipment leases, answering service, printing.
- Tenant Services On-sight manager wages/benefits, tenant functions.
- Utilities Water, sewer, gas, electric, trash removal.
- Maintenance Wages/benefits, uniform allowance, travel/training, supplies, outside services (alarm, flooring, unit cleaning, landscape maintenance, pest control, janitorial, fleet costs, painting).
- General Insurance, PILOT's, levee taxes/special assessments, security, major repairs, tenant bad debt.

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

- Housing Choice Voucher – restricted 1,661 vouchers (includes 52 VASH)
- Other – restricted
 - Devonshire (Colusa) 30 units
 - Heather Glenn/Teesdale (MHSA) Marysville & Yuba City; 16-units
 - Homes2Families 12 units (managed for Yuba City)
 - Migrant Services (OMS) 79 units (May-November)
 - Neighborhood Stabilization-1 9 units
 - Neighborhood Stabilization-3 12 units
- Public Housing – restricted
 - Date Street (Live Oak) 50 senior units
 - Joann Way (Yuba City) 24 senior units
 - Richland Housing (Yuba City) 99 family & senior units
- Other (Affordable-Yuba City) – unrestricted
 - Kingwood Commons 64 family units
 - LC-35 Miles Market & School
 - Planning/ Community Develop Interagency administered programs, development projects, RHA maintenance contracts
 - Percy Avenue 8 family units
 - Trailer 1 family unit
 - Trailer Park 8 family units (tenant leased spaces)
 - TRIO 5 tenant option-to-purchase homes
 - Management Fees RHA fee to manage SCAH, City & County programs
- USDA – restricted
 - Butte View Estates (Live Oak) 32 senior units
 - Centennial Arms (Live Oak) 21 + 1 ADA family units
 - Richland Housing (Yuba City) 180 + 10 ADA family units

What factors may/will affect this budget?

- Federal prorrations -- HUD properties
 - Housing Choice Voucher Administrative Fee 80.0%
 - Housing Choice Voucher Housing Payments 0.5%

- Higher vacancy
- Tenant income decrease
- Major building repairs due to unforeseen conditions

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

Where does revenue come from?

Revenue is derived from tenant rents, Housing Assistance Payments/Operating Subsidy/Capital Funds (HUD), Rental Assistance (USDA), Management Fees (H2F and SCAH), expense reimbursement (OMS) and other miscellaneous sources. Below is income received from government sources for Housing Choice Voucher, Public Housing, Mental Health Services and USDA. LC-35 is included to show income sources from our "private industries" and reimbursements.

Housing Choice Voucher -- Admin Fee (Attachment B)

\$1,113,482 (with proration & 97% utilization) -- 1,661 vouchers x published rate
 Column A <7,200 - \$60.15 with 80% proration; \$75.19 without proration
 Column B >7,200 - \$56.14 with 80% proration; \$70.18 without proration

Public Housing (Attachment A)

\$316,503 Operating Subsidy (90% proration)
\$488,497 Capital Funds
 \$805,000

Mental Health Services – Heather Glenn (Attachment B)

\$12,650 To cover approved expenses, not covered by tenant revenue

Unrestricted LC-35 (Attachment C)

\$ 34,536 Miles Market
 \$ 12,936 Yuba City Unified School District
 \$ 1,680 Del Norte Clinic – Rent increased to \$140 December 1, 2017
 \$ 53,710 Solar Farm
 \$ 56,868 PILOT
\$ 71,970 Office debt service (reimbursed by projects)
 \$231,700

Unrestricted Planning & Community Development (Attachment C)

\$304,399 Various Cities and Counties

USDA – Rental Assistance (Attachment A)

\$ 172,266 Butte View Estates (HUD)
 \$ 145,289 Centennial Arms (USDA)
\$1,676,620 Richland Housing (USDA)
 \$1,994,175

Net Residual Receipt Summary

	Revenue	Expenses	Net Income
Housing Choice Voucher (Attachment B)			
Administrative Fee	\$1,116,663	\$1,040,337	\$76,326
FSS Coordinator	\$9,346	\$9,346	\$0
Housing Assistance Payments	Manage to Available Budget		
Total	\$1,126,009	\$1,049,683	476,325
Mental Health (Attachment B)			
Heather Glenn	\$50,648	\$50,600	\$48
Teesdale	\$32,022	\$31,753	\$269
Total	\$82,670	\$82,353	\$317
Public Housing (Attachment A)			
Date Street	\$339,031	\$335,863	\$3,168
Joann Way	\$145,143	\$143,556	\$1,587
Richland Housing	\$1,058,107	\$1,011,927	\$46,180
Total	\$1,542,281	\$1,491,346	\$50,935
Unrestricted Properties (Attachment C)			
Devonshire	\$253,408	\$266,408	\$-13,000
Kingwood Commons	\$537,257	\$528,971	\$8,286
LC-35	\$232,239	\$112,930	\$119,309
Planning/Community Development – Contract	\$150,767	\$141,769	\$8,998
Planning/Community Development – Subrecipient	\$186,549	\$186,549	\$0
Percy Avenue	\$56,166	\$52,366	\$3,800
Trailer	\$8,906	\$8,251	\$655
Trailer Park	\$51,780	\$44,430	\$7,350
Total	\$1,477,072	\$1,341,674	\$135,398
USDA (Attachment A)			
Butte View Estates	\$306,055	\$305,355	\$700
Centennials Arms	\$230,664	\$230,106	\$558
Richland Housing	\$2,288,887	\$2,288,565	\$322
Total	\$2,825,606	\$2,824,026	\$1,580

RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the above/attached fiscal year ending 2020 operating budgets.

Prepared by:

Submitted by:


Gail L. Allen, Chief Financial Officer


Gustavo Becerra, Executive Director

A

Regional Housing Authority Annual Budget -- Fiscal Year Ending 2020

USDA

	Butte View Estates		Centennial Arms		Richland Housing		Total	
	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current
3000-00-000 INCOME								
3199-00-000 Tenant	133,548.72	126,183.50	85,314.02	76,538.70	610,987.59	815,648.82	829,850.33	1,018,371.02
3111-05-000 Rental Assistance	172,265.91	192,866.00	145,289.00	148,555.74	1,676,619.74	1,237,822.29	1,994,174.65	1,579,244.03
3699-00-000 Miscellaneous	240.53	119.30	60.84	41.34	1,279.87	0.00	1,581.24	160.64
3999-00-000 TOTAL INCOME	306,055.16	319,168.80	230,663.86	225,135.78	2,288,887.20	2,053,471.11	2,825,606.22	2,597,775.69
4000-00-000 EXPENSES								
4199-00-000 Administrative	74,742.25	65,516.30	59,706.17	42,530.70	414,498.95	471,463.41	548,947.37	579,510.41
4299-00-000 Tenant Services	15,979.45	15,515.86	7,302.85	10,011.62	21,623.05	21,623.05	44,905.35	47,150.53
4399-00-000 Utility	41,287.49	42,675.02	30,024.74	28,986.34	286,331.53	270,948.30	357,643.76	342,609.66
4499-00-000 Maintenance	71,503.83	88,623.11	48,831.50	59,128.19	991,262.34	724,951.59	1,111,597.67	872,702.89
4599-00-000 General	7,883.10	9,328.98	7,072.85	7,014.20	103,683.40	92,054.68	118,639.35	108,397.86
4799-00-000 Housing Assistance Payments	0.00	0.00	430.00	430.00	1,886.00	1,886.00	2,316.00	2,316.00
4899-00-000 Financing	66,997.32	66,997.48	56,853.72	56,853.72	238,579.44	238,579.44	362,430.48	362,430.64
5999-00-000 Reserves	26,962.00	26,962.00	19,884.00	19,884.00	230,700.00	230,700.00	277,546.00	277,546.00
8000-00-000 TOTAL EXPENSES	305,355.44	315,618.75	230,105.83	224,838.77	2,288,564.71	2,052,206.47	2,824,025.98	2,592,663.99
9000-00-000 NET INCOME	699.72	3,550.05	558.03	297.01	322.49	1,264.64	1,580.24	5,111.70

Public Housing

	Date Street		Joann Way		Richland Housing		Total	
	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current
3000-00-000 INCOME								
3199-00-000 Tenant	168,585.40	154,871.10	67,947.98	69,313.04	500,242.30	475,868.98	736,775.68	710,053.12
3499-00-000 Grant	170,319.36	189,536.16	77,125.79	114,199.52	557,555.05	418,051.32	805,000.20	721,787.00
3699-00-000 Miscellaneous	126.60	67.52	68.71	13.60	310.13	16.83	505.44	97.95
3999-00-000 TOTAL INCOME	339,031.36	354,474.78	145,142.48	183,526.16	1,058,107.48	893,937.13	1,542,281.32	1,431,938.07
4000-00-000 EXPENSES								
4199-00-000 Administrative	108,495.90	106,968.82	79,834.37	79,005.39	370,892.99	363,407.26	559,223.26	549,381.47
4299-00-000 Tenant Services	12,718.60	12,718.60	9,957.63	8,714.63	17,681.72	17,681.72	40,357.95	39,114.95
4399-00-000 Utility	67,901.53	70,915.72	30,156.59	28,536.70	141,549.97	131,599.37	239,608.09	231,051.79
4499-00-000 Maintenance	155,368.13	131,965.34	69,452.15	51,515.33	305,779.18	270,009.52	530,599.46	453,490.19
4599-00-000 General	31,379.25	25,768.52	14,145.68	14,145.68	70,006.58	62,917.16	115,531.51	102,831.36
4799-00-000 Housing Assistance	0.00	0.00	9.89	0.00	6,016.40	1,526.00	6,026.29	1,526.00
5999-00-000 Transfer In/Out	-40,000.00	0.00	-60,000.00	0.00	100,000.00	0.00	0.00	0.00
8000-00-000 TOTAL EXPENSES	335,863.41	348,337.00	143,556.31	181,917.73	1,011,926.84	847,141.03	1,491,346.56	1,377,395.76
9000-00-000 NET INCOME	3,167.95	6,137.78	1,586.17	1,608.43	46,180.64	46,796.10	50,934.76	54,542.31

47

B

Regional Housing Authority Annual Budget -- Fiscal Year Ending 2020

Mental Health Services Act

	Heather Glenn		Teesdale		Total	
	Proposed	Current	Proposed	Current	Proposed	Current
3000-00-000 INCOME						
3199-00-000 Tenant	37,997.00	28,580.00	32,011.11	31,993.00	70,008.11	60,573.00
3499-00-000 Grant	12,650.00	17,000.00	0.00	0.00	12,650.00	17,000.00
3699-00-000 Miscellaneous	0.67	0.00	11.09	8.88	11.76	8.88
3999-00-000 TOTAL INCOME	50,647.67	45,580.00	32,022.20	32,001.88	82,669.87	77,581.88
4000-00-000 EXPENSES						
4199-00-000 Administrative	12,915.46	12,877.35	9,809.50	10,598.40	22,724.96	23,475.75
4399-00-000 Utility	18,072.66	16,741.44	11,398.04	10,335.28	29,470.70	27,076.72
4499-00-000 Maintenance	16,959.96	11,852.40	9,834.03	10,385.77	26,793.99	22,238.17
4599-00-000 General	2,652.32	2,290.00	711.80	607.67	3,364.12	2,897.67
5999-00-000 Reserves	0.00	1,750.00	0.00	0.00	0.00	1,750.00
8000-00-000 TOTAL EXPENSES	50,600.40	45,511.19	31,753.37	31,927.12	82,353.77	77,438.31
9000-00-000 NET INCOME	47.27	68.81	268.83	74.76	316.10	143.57

Housing Choice Voucher - Administrative Fees

	Proposed	Current
3000-00-000 INCOME		
3499-00-000 Grant	1,113,482.21	952,936.73
3699-00-000 Miscellaneous	12,526.35	12,378.14
3999-00-000 TOTAL INCOME	1,126,008.56	965,314.87
4000-00-000 EXPENSES		
4199-00-000 Administrative	979,480.02	917,508.86
4299-00-000 FSS Coordinator	9,346.16	0.00
4399-00-000 Utility	10,295.39	10,063.32
4499-00-000 Maintenance	41,106.35	11,508.93
4599-00-000 General	9,455.56	9,455.56
8000-00-000 TOTAL EXPENSES	1,049,683.48	948,536.67
9000-00-000 NET INCOME	76,325.08	16,778.20

48

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Regional Housing Authority Annual Budget -- Fiscal Year Ending 2020

Unrestricted Properties

	Devonshire		Kingwood Commons		LC-35		Planning/Community Development - Contract		Planning/Community Development - Subrecipient	
	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current
3000-00-000 INCOME										
3199-00-000 Tenant	253,401.92	237,563.11	537,241.50	519,863.78	104,205.62	90,296.60	0.00	0.00	0.00	0.00
3499-00-000 Grant	0.00	0.00	0.00	0.00	0.00	0.00	141,020.18	46,847.01	163,378.70	200,336.16
3699-00-000 Miscellaneous	5.78	30.22	15.87	8.98	128,033.13	128,190.74	9,746.38	5,926.56	23,170.75	23,356.32
3999-00-000 TOTAL INCOME	253,407.70	237,593.33	537,257.37	519,872.76	232,238.75	218,487.34	150,766.56	52,773.57	186,549.45	223,692.48
4000-00-000 EXPENSES										
4199-00-000 Administrative	37,146.63	48,447.08	101,435.44	100,402.83	32,257.50	30,243.68	141,376.82	45,442.25	172,233.45	219,746.95
4299-00-000 Tenant Services	26,971.15	25,762.80	13,869.02	14,982.79	0.00	0.00	0.00	0.00	4,920.96	5,938.53
4399-00-000 Utility	59,560.32	58,878.48	84,995.42	78,146.82	0.00	0.00	0.00	0.00	145.30	145.30
4499-00-000 Maintenance	61,784.54	37,374.14	147,925.68	143,754.46	6,768.96	0.00	392.58	0.00	8,146.81	3,668.62
4599-00-000 General	3,826.78	3,210.10	14,255.79	20,881.22	1,933.68	256.94	0.00	0.00	1,102.91	798.72
4799-00-000 Housing Assistance Payments	1,025.88	316.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4899-00-000 Financing	75,992.62	73,779.24	166,489.82	161,640.60	71,969.40	71,969.40	0.00	0.00	0.00	0.00
8000-00-000 TOTAL EXPENSES	266,407.92	247,767.84	528,971.17	519,808.72	112,929.54	102,470.02	141,769.40	45,442.25	186,549.43	230,298.12
9000-00-000 NET INCOME	-13,000.22	-10,174.51	8,286.20	64.04	119,309.21	116,017.32	8,997.16	7,331.32	0.02	-6,605.64

	Percy Avenue		Regional Housing Authority Trailer		Trailer Park		Total	
	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current
3000-00-000 INCOME								
3199-00-000 Tenant	56,086.51	53,651.82	8,880.00	9,360.00	51,780.00	47,093.22	1,011,595.55	957,828.53
3499-00-000 Grant	0.00	0.00	0.00	0.00	0.00	0.00	304,398.88	247,183.17
3699-00-000 Miscellaneous	79.66	82.58	25.78	24.26	0.00	0.00	161,077.35	157,619.66
3999-00-000 TOTAL INCOME	56,166.17	53,734.40	8,905.78	9,384.26	51,780.00	47,093.22	1,477,071.78	1,362,631.36
4000-00-000 EXPENSES								
4199-00-000 Administrative	18,682.12	15,774.54	1,430.19	763.44	15,679.62	15,509.38	520,241.77	476,330.15
4299-00-000 Tenant Services	15.00	15.00	0.00	0.00	35.00	35.00	45,811.13	46,734.12
4399-00-000 Utility	9,103.28	8,596.82	967.35	887.76	13,461.88	10,399.08	168,333.55	157,054.26
4499-00-000 Maintenance	23,282.85	20,321.87	5,692.72	5,214.89	14,786.91	11,139.61	268,781.05	221,473.59
4599-00-000 General	1,282.51	1,282.51	161.10	156.08	466.35	466.35	23,029.12	27,051.92
4799-00-000 Housing Assistance Payments	0.00	0.00	0.00	0.00	0.00	0.00	1,025.88	316.00
4899-00-000 Financing	0.00	0.00	0.00	0.00	0.00	0.00	314,451.84	307,389.24
8000-00-000 TOTAL EXPENSES	52,365.76	45,990.74	8,251.36	7,022.17	44,429.76	37,549.42	1,341,674.34	1,236,349.28
9000-00-000 NET INCOME	3,800.41	7,743.66	654.42	2,362.09	7,350.24	9,543.80	135,397.44	126,282.08

49

PHA Board Resolution
Approving Operating Budget

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

OMB No. 2577-0026
(exp. 07/31/2019)

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

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

PHA Name: Regional Housing Authority

PHA Code: CA048

PHA Fiscal Year Beginning: April 1, 2019

Board Resolution Number: 19-1600

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

DATE

- Operating Budget approved by Board resolution on: 02/20/2019
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

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

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

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

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

Print Board Chairperson's Name: Daniel C. Miller	Signature:	Date: 02/20/2019
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REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: February 20, 2019
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Roofing Project – Kingwood Commons Apartments – Yuba City, CA 95991

RECOMMENDATION: Award contract to CNW Construction Inc., as General Contractor, for the roofing replacement project to be performed at 14 units (2 buildings) at Kingwood Commons Apartments located on 1340 Gray Ave., Yuba City, CA 95991.

FISCAL IMPACT: \$117,000.00:
\$25,000.00 00 in Community Development Block Grant (CDBG) funds from the City of Yuba City; and
\$92,000.00 in unrestricted portfolio reserve funds.

Background

Kingwood Commons Apartments is a 64-unit multi-family affordable housing development purchased by the Regional Housing Authority in 2003. It is located at 1340 Gray Avenue, Yuba City, CA 95991.

The apartment complex has a total of nine buildings, of which five of these buildings have new roofs, within the last 4-5 years. Upon completion of this project, seven of the buildings at Kingwood Commons will have new roofs.

The financing for the roofing project is coming from unrestricted portfolio reserve funds, and from CDBG funds awarded by the City of Yuba City in July 2018.

The project scope of work will consist of roofing replacement at buildings G and H of the complex, these two buildings have fourteen (1) bedroom units. The project will also consist of replacing all telecommunication cabling that is currently mounted on the exterior of the building and new cabling will be installed in the attic space to protect the cabling from UV rays and weather elements, but also for aesthetic purposes to give the building a cleaner look. A dish mount device will also be installed to consolidate the location of television dish services onto one simple to use mount for dish vendors. This dish mount will also prevent any future roof or fascia penetrations from screws and mounts that dish vendors typically use.

Staff's in-house cost estimate for the project scope of work totaled \$112,049.98.

Two General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on December 4, 2018 with bids due to the Housing Authority on December 20, 2018. One General Contractor submitted the following bid:

Bids Submitted:

CNW Construction, Inc. (Rescue, CA)	\$117,000.00
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The above bids include the payment of the higher of State prevailing wages or Davis-Bacon federal wage rates.

Recommendation

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from CNW Construction, Inc. in the amount of \$117,000.00 for the roofing replacement project planned for buildings G and H (14 units) at Kingwood Commons Apartments located at 1340 Gray 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: February 20, 2019
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Maintenance Department new metal office building installation project – Housing Authority Maintenance Yard – 384 Miles Avenue – Yuba City, CA 95991

RECOMMENDATION: Award contract to Hilbers, Inc., as General Contractor, for the installation of new metal office building project to be performed at 384 Miles Avenue, Yuba City, CA 95991

FISCAL IMPACT: \$127,719.00 in a combination of restricted and unrestricted funds

Background:

The Regional Housing Authority Maintenance Department compound is located at 384 Miles Avenue in Yuba City. A variety of trucks, materials, and equipment is kept at this location, which has a perimeter fence around it for security purposes. This location has three buildings that are in use for storage of material and equipment, work spaces, and not a very suitable break area for department personnel. The fourth building, that was no longer serviceable and had outlived its useful life, was demolished, as approved by the Board of Commissioners on May 16, 2018.

At the site where the referenced building was demolished, is the location where the new metal office building will be constructed, if approved by the Board of Commissioners. Subsequently, the Maintenance Department office staff will relocate to this site when construction is complete. The current Maintenance Department office is located at 415 Miles Avenue. This office location is a 3-bedroom single-family home that can be used as a rental, as opposed to an office, and be added to the affordable housing portfolio of the agency for the purpose of providing additional housing for the community and increase agency revenue.

The new building, in addition to office space, will provide needed storage for equipment that currently has to be located outside exposed to the elements, bathroom facilities, and a break room for staff. The building will also be ADA accessible.

The project scope of work will consist of furnishing and installing the metal office building, along with windows, exterior doors, and a roll-up door for equipment.

Additionally, contractor will install a one-hour firewall to meet adjacent lot line building codes.

Staff's in-house cost estimate for the project scope of work totaled \$121,048.66.

Nine General Contractors and/or sub-contractors that provide metal buildings were contacted to submit proposals. The site inspection walkthrough was conducted on November 15, 2018, with proposals due to the Housing Authority on December 5, 2018. Four General Contractors submitted the following bids:

Bids Submitted:

Hilbers, Inc. (Yuba City, CA)	\$127,719.00
CNW Construction, Inc. (Rescue, CA)	\$142,000.00
A.B.S. Builders Inc. (Maxwell, CA)	\$167,350.00
Swierstok Enterprise Inc., dba Pro Builders (Orangevale, CA)	Non-responsive to clarification of proposal

The above proposals include the payment of the higher of State prevailing wages, or federal Davis-Bacon wage rates.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from Hilbers, Inc. in the amount of \$127,719.00 for the new metal office building installation project located at 384 Miles 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: February 20, 2019
To: Board of Commissioners
From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2018) report for quarter ending December 31, 2018
RECOMMENDATION: None
FISCAL IMPACT: Budget based allocations per funding sources

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

Program	Units Available	October	November	December
HCV/Section 8	Budget Based	Total-1631	Total-1622	Total-1619
HCV Port-Out Administered	N/A	23	26	26
VASH	23 units for Nevada County 29 units for Yuba City	29	30	30

Comments:

The Housing Choice Voucher (HCV) waitlist remains open, currently we do not plan on closing the list. RHA's goal is to have a two-year waitlist due to the administrative burden of opening the waitlist, which is estimated to be around 4,000 applicants, currently RHA has 3,666 applicants. RHA has 11 VASH vouchers issued and searching for housing.

Prepared by: 
Alisha Parker/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: February 20, 2019

To: Board of Commissioners

From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2018) report for quarter ending December 31, 2018

RECOMMENDATION: Update Only

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	October	November	December
Public Housing (Yuba City, Live Oak)	171	171	167	167

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

Development	Units Available	October	November	December
USDA/Farm Labor (Yuba City)	188 (156)	150	153	153
Centennial Arms (Live Oak)	21	21	21	20
Butte View (Live Oak)	31	31	30	30

Office of Migrant (OMS) Services

Development	Units Available	October	November	December
Migrant Center (Yuba City)	71	71	47	0

Local Camp 35 (LC35):

Development	Units Available	October	November	December
Regional Housing Authority Trailer (Yuba City)	1	0	0	1
Trailer Park (Yuba City)	8	8	8	8

RHA Owned and/or Managed Affordable Housing Properties:

Development	Units Available	October	November	December
Kingwood Commons (Yuba City)	63	62	60	60
Devonshire (Colusa)	29	26	26	26

Percy Avenue (Yuba City)	8	8	8	8
Homes2Families (Yuba City)	12	12	12	12
MH-Teesdale-SRO's (Yuba City)	6	5	6	6
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

Development	Units Available	October	November	December
Town Center (Yuba City)	27	26	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	53	53
Kristen Court (Live Oak)	55	52	53	53

Commercial Space

	Units	October	November	December
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	October	November	December
MH-814 F-SRO's (Marysville)	10	9	10	10
Maple Park II (Live Oak)	34	33	32	32

Comments:

At this time the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Kingwood Commons, Devonshire Apartments, Town Center Senior Manor, Percy Apartments, Maple Park I and Maple Park II, and Richland Housing (Public Housing) 4 and 5 bedrooms only.

Prepared by: 
 Patra Runge/Occupancy Manager

Submitted by: 
 Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: February 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, Sutter County and City of Marysville. The following is a summary of housing rehabilitation projects approved since November 7th:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Marysville	3
Sutter County	2

First Time Homebuyer – The PCD Department is currently administering first time homebuyer programs for the following jurisdictions: City of Yuba City, City of Williams and City of Colusa. The following is a summary of first time homebuyer projects approved since November 7th:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Yuba City	3

Richland Rural Development (Yuba City) – We are close to wrapping up the renovation of the interiors and exteriors of our farmworker housing units located at the Richland Housing complex. The punch inspection on the final two buildings is scheduled and the contractor expects to have the punch list completed and the buildings turned back over to the Housing Authority before the end of February. The new playground and the community garden are under way and will be completed in April, depending on weather. The parking lot paving will be completed later in the spring after the weather gets warmer. The project is funded with a grant from USDA Rural Development (RD).

River City Manor Exterior Rehab Project (Yuba City) – On August 15, 2018 the Board of Commissioners awarded a contract to California Window Industries for the exterior rehabilitation of River City Manor. The initial scope of the project included replacement of siding and windows on

four of the six buildings on the site. HUD has since provided additional funding for the remaining two buildings and the contractor's contract has been extended to include all six buildings. The new windows have been installed and the installation of the new siding has started. The project is expected to wrap up in April, weather depending.

Migrant Farmworker Center Balconies, Siding, Stairs and Concrete Repairs (Yuba City) – On September 19, 2018 the Board of Commissioners awarded a contract to Belz Construction for repairs to the balconies, siding, stairs and concrete at the Migrant Farmworker Center located at the Richland Housing complex. Work has started and demolition is about 60% complete on the landings and siding. The new handrails and modifications to the stairs are 75% complete. The contractor has uncovered more water damage than expected, but is still on track to complete the project before the center opens in May.

Migrant Farmworker Center Electrical Repairs (Yuba City) – On October 3, 2018 the Board of Commissioners awarded a contract to JB's High Voltage for repairs to the electrical system located at the Migrant Farmworker Center located at the Richland Housing complex. Work has started and a new electrical pole has been installed. PG&E is scheduled to disconnect power to allow the contractor to install the new switch gear on the Housing Authority poll. This will allow the Housing Authority or a contractor to disconnect power to the Migrant Center for repairs without waiting for a PG&E crew to be scheduled, thereby allowing are contractor to work at his schedule and complete the project before the center opens in May.

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. No Place Like Home (NPLH) and Mental Health Services Act (MHSA) funds have been committed to the project and staff has been working with Sutter Yuba Behavioral Health, Yuba County and Sutter County to formalize the NPLH and MHSA funding commitments. Staff is also working with the developer to submit a TCAC (tax credit) application due March 4th. TCAC awards will be announced in June, 2019 and if the application is successful, the project could start construction by December, 2019.

Kristen Court Phase II (Live Oak) – Our co-development partner, Pacific West Communities, is re-applying for 4% tax credits for the Kristen Court II project that will consist of 24 units of affordable family housing. The project has already received an award from the HOME Investment Partnerships Program. We are projecting a late summer start date of construction.

Truckee Artist Lofts (Truckee) – Truckee Artist Lofts is a mixed-income, mixed-use development that will provide 90 apartments and 4,000 square feet of retail space. Our co-development partner, CFY Development (CFY) has secured financing for the project including 4% tax credits, bonds and CalHFA funds. The Housing Authority has committed 25 project-based Housing Choice Vouchers to the development. CFY has applied for HOME funds to help fill the project's funding gap. HOME awards are expected to be announced any day. If the project does not receive a HOME award, the developer will apply for 9% tax credits in March.

Lone Oak Senior Housing (Penn Valley) – Staff is working with co-development partner Pacific West Communities (PWC) and AMG & Associates to develop 31 units of senior housing in Penn Valley, CA.

The Housing Authority has committed 30 project-based vouchers to the development. Staff is working with the developer to submit a TCAC (tax credit) application due March 4th. Nevada County has also committed funding to the project that will help increase the project's competitiveness for tax credits.

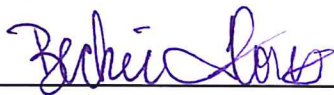
Devonshire Apartments (Colusa) – Staff is working with co-development partner Real Estate Development Services (REDS) to conduct an acquisition/rehabilitation project for the Devonshire Apartments which the Housing Authority currently owns. The 30-unit apartment complex is in need of further capital improvements and the partnership with REDS could potentially bring much needed revenue to cover the cost of these improvements. REDS is preparing a TCAC (tax credit) application as well as an Affordable Housing Partnership (AHP) application to fund the project. Both applications are due March 4th.

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. The development group recently submitted an application for “competitive” No Place Like Home funds and is gearing up to submit a tax credit (TCAC) application in July, 2019. RHA would also commit project-based vouchers to the project which could start construction as soon as January, 2020 if our TCAC application is successful.

Cedar Lane Affordable Housing (Linda) – Staff is working with co-development partner Pacific West Communities (PWC) and the County of Yuba to develop affordable housing on a site located on Cedar Lane in Linda, CA. Staff has worked out a development agreement with Yuba County and the Housing Authority will look to commit project-based Housing Choice Vouchers to the development. The developer is currently working on a project pro forma and developing a site plan.

Courtyard at Penn Valley (Penn Valley) – Staff are in discussions with Alliance Property Group for the possible commitment of project based vouchers at the Courtyard at Penn Valley apartment complex. The 42-unit apartment complex is at risk of losing its affordability requirements as the initial terms are due to expire. The commitment of project based vouchers would preserve the project's affordability status for at least another twenty years.

Prepared by:



Beckie Flores
Planning & Community Development Manager

Submitted by:



Gustavo Becerra
Executive Director

REGIONAL HOUSING AUTHORITY STAFF REPORT

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

SUBJECT: Maintenance and Operations Update

- Total work orders for October, November, December, 2018 were 1057, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devonis	h2f	joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	percy	rd	rich	tc	tp	tr-185	tt	vo	yolo	TOTAL
Emergency	7	7	13	10	3	6	23	0	0	6	9	3	0	0	0	38	60	7	2	0	0	0	1	195
Make Ready's	1	1	1	1	0	1	4	0	0	0	3	0	0	0	0	7	4	2	0	0	1	0	0	26
Routine	44	18	57	52	8	24	112	0	25	14	91	15	3	6	3	137	177	36	1	1	7	3	2	836
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	52	26	71	63	11	31	139	0	25	20	103	18	3	6	3	182	241	45	3	1	8	3	3	1057
Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed	52	26	71	63	11	31	139	0	25	20	103	18	3	6	3	182	241	45	3	1	8	3	3	1057
Pest	3	1	3	13	1	1	12	0	0	0	0	4	0	0	0	19	25	2	0	0	2	0	0	86
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	0	0	17	6	0	0	20	0	2	0	0	0	1	0	0	0	46	0	0	0	0	0	3	95

Prepared By:


 Tom Goodwin, Operations Manager

Submitted By:


 Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: February 20, 2019
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1, 2018, through December 31, 2018
Reserve Account Balances Through February 11, 2019

Housing Choice Voucher (HAP), Public Housing (Joann Way), USDA (Butte House and Richland Housing) and Unrestricted (Devonshire, Kingwood Commons, Planning and Community Development, Stony Creek and RHA's Trailer) had negative Net Income through October. However, all deficits were either covered through a draw of prior period reserves or supported by other projects in their group that had positive receipts. Property deficits are a result of capital improvement projects scheduled during this fiscal year.

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

- *Housing Assistance Payments (RNP)* -- >99% proration
\$<96,430 net income. Shortfall offset by Administrative Fees.
- *Administration Fee (UNP)* – Proration 80% (January-August)
\$69,191 net income (\$165,621 – \$96,430 HAP shortfall) deposited into mandated reserve account to be used to offset future shortfalls. Occupancy Staff continue their lease-up drive to increase voucher utilization to >97% and are expected to reach (or come very close) to that mark.

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

\$208,776 combined net income – Net Income a result of an initial \$407,630 in FYE 2018 CFP allocation and \$5,556 recent award due to other funds becoming available by HUD. Funds may be used for operations, as well as capital expenditures. It is anticipated that a majority of the \$413,186 CFP will be required for operational activities during FYE 2019. Current Operating Subsidy proration rate is 94.74%.

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

\$31,351 combined net income (includes \$208,160 deposited into mandated reserve accounts) and is a result of capital needs work, such as painting, electrical, plumbing, HVAC and hazmat removal.

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

\$28,105 combined net income includes costs for 2018 retroactive management fee increase, along with flooring, fencing and HVAC replacements in a number of units. Net Income is deposited into a mandated reserve account.

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

\$44,310 combined net income deposited into mandated reserve accounts

TRIO (3 units) -- **\$29,466 net income** due to the sale of two houses resulting in debt service reduction.

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

\$577 combined net income (<\$1,062 Heather Glenn + \$1,639 Teesdale) deposited into reserve accounts.

62

Unrestricted Properties (including restricted Devonshire) -- <\$106,213 unrestricted/restricted combined (Devonshire) 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/Fuel Fees/Developer Fees) -- **\$25,356 net income**
- **Devonshire** (30 restricted units - restricted) -- **<\$59,773 net income**. Negative receipts are a direct result of evictions and various plumbing, HVAC, flooring and painting needs.
- **Kingwood Commons** (64 units) -- **<\$104,950 net income**. Negative receipts are a result of roofing and new com-cable in two buildings, HVAC replacement, plumbing repairs and asphalt maintenance.
- **Kristen Court** -- **\$34,366 net income** from either a percentage of rental income and/or developer fees.
- **LC-35** – Miles Market, School, Solar Farm – **\$45,519 net income**
- **Miscellaneous Programs** – Development, Solar Farm 2 & 3, Maple Park reimbursable costs and BBP filing fees – **<\$4,750 net income**
- **Percy Avenue** (8 units) -- **\$9,644 net income**
- **Planning/Community Development** (First-Time Home Buyer, Owner Occupied Rehab, RHA Development/Maintenance) -- **<\$43,598 net income** is covered by \$45,373 in billings to various Cities and Counties.
- **Sutter County In Lieu Of** -- **\$18,440** to be used for future development.
- **Stony Creek** -- **<\$1,333 net income** to be covered with either a percentage of rental income and/or developer fees.
- **Trailer Park** (8 units) – **\$11,087 net income**
- **Trailer - RHA** (1 unit) -- **<\$36,221 net income**. Negative receipts are a result of capital improvements and are covered by reserves.

RESERVE ACCOUNTS:

All mandated reserve accounts are fully funded and restricted to the individual programs. The attached balances are through February 11, 2019. Accounts are considered restricted unless otherwise identified.

CALENDAR OF EVENTS:

FYE 2020 financial budget approval to Board.....	February 20, 2019
FYE 2020 HUD operating subsidy submission (delayed due to shut down)	February 2019
Fiscal year ends.....	March 31, 2019
Migrant Center opens.....	May 1, 2019
Onsite annual financial audit.....	May 13-17, 2019
FYE 2019 unaudited REAC submission (no later than May 31).....	May 31, 2019
FYE 2019 audited REAC submission (no later than December 31)	September 2019
FYE 2021 agency budget process begins (presented to Board January 2020).....	September 1, 2019
Migrant Center closes (no later than).....	November 30, 2019

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Executive Director

NET INCOME

April - December 2018

Project	Budget		Actual		Variance (Budget vs Actual)	
	Income	Expenses	Income	Expense	Income	Expense
Housing Choice Voucher						
Housing Assistance Payments (HAP's)						
Administrative Fee	\$723,986	N/A	\$903,287	\$737,666	\$179,301	N/A
Total	\$723,986	\$711,403	\$903,287	\$737,666	\$179,301	\$26,263
Public Housing						
Date Street	\$288,793	\$261,252	\$286,095	\$251,855	-\$2,698	-\$9,397
Joann Way	\$148,654	\$136,438	\$125,308	\$191,898	-\$23,346	\$55,460
Richland Housing	\$715,867	\$635,356	\$960,084	\$718,958	\$244,217	\$83,602
Total	\$1,153,314	\$1,033,046	\$1,371,487	\$1,162,711	\$218,173	\$129,665
USDA						
Centennial Arms	\$239,377	\$236,713	\$225,234	\$219,987	-\$14,143	-\$16,726
Butteview Estates	\$168,852	\$168,629	\$164,907	\$137,744	-\$3,945	-\$30,885
Richland Housing	\$1,540,103	\$1,539,155	\$1,595,802	\$1,388,702	\$55,699	-\$150,453
Total	\$1,948,332	\$1,944,497	\$1,985,943	\$1,746,433	\$37,611	-\$198,064
Homes 2 Families						
		N/A	\$101,344	\$73,239		N/A
Neighborhood Stabilization Program						
		N/A	\$167,040	\$122,729		N/A
TRIO						
		N/A	\$92,667	\$63,201		N/A
Mental Health Services Act						
Heather Glenn	\$34,185	\$34,133	\$29,999	\$31,061	-\$4,186	-\$3,072
Teesdale	\$24,001	\$23,945	\$24,019	\$22,380	\$18	-\$1,565
Total	\$58,186	\$58,078	\$54,018	\$53,441	-\$4,168	-\$4,637
Unrestricted Properties						
Cost Centers		N/A	\$206,241	\$180,885		N/A
Devonshire	\$178,195	\$185,826	207,668.73	\$267,441	\$29,474	\$81,615
Kingwood Commons	\$389,905	\$389,857	457,069.37	\$562,019	\$67,164	\$172,162
Kristen Court		N/A	\$45,194	\$10,828		N/A
LC-35	\$163,866	\$76,853	\$182,979	\$137,460	\$19,113	\$60,607
Miscellaneous (Development, Solar..)		N/A	\$54,580	\$59,330		N/A
Percy Avenue	\$40,301	\$34,493	\$41,877	\$32,234	\$1,576	-\$2,259
Planning & Community Development	\$207,350	\$206,805	\$144,519	\$188,116	-\$62,831	-\$18,689
Stony Creek		N/A	\$2,008	\$3,342		N/A
Sutter County In Lieu Of		N/A	\$18,440	\$0		N/A
Trailer Park	\$35,320	\$28,162	\$35,992	\$24,905	\$672	-\$3,257
Trailer (Housing Authority)	\$7,038	\$5,267	\$6,603	\$42,824	-\$435	\$37,557
Total	\$1,021,975	\$927,263	\$1,403,171	\$1,509,384	\$54,733	\$327,736
Total	\$4,905,793	\$4,674,287	\$5,717,906	\$5,468,804	\$485,650	\$280,963

64

Restricted Accounts
as of February 11, 2019

Account	Origination	Uses	Approval	Balance
Checking Accounts				
Checking Central Office (6035)	Program Income	Daily Operations/Payroll	Internal	\$214,267.42
Checking Sweep (8277)	Program Income	Daily Operations/Payroll	Internal	\$0.00
				<u>\$214,267.42</u>
Federal Programs				
HUD - Housing Choice Voucher				
Checking HCV (6084)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	\$36,555.14
Reserve RNP HCV (2758)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	\$103.30
Reserve UNA HCV (2454)	Monthly Subsidy	Administrative Costs/HAP's	Internal	\$521,513.36
				<u>\$558,171.80</u>
HUD - Family Self Sufficiency				
Reserve FSS Escrow HCV (7896)	HAP's	Escrow Account	Payout to Participant	\$233,586.88
Reserve FSS Escrow PH (5595)	HAP's	Escrow Account	Payout to Participant	\$7,362.86
				<u>\$240,949.74</u>
HUD - Public Housing (CFP)				
Reserve General PH (3854)	Annual Capital Fund Grant	Operations/Capital Improvements	Internal	\$564,523.16
				<u>\$564,523.16</u>
USDA				
Grant Rehab RD 2 (2090)	Federal Rehab Grant - Existing Units	Capital Improvements	USDA	\$1,283,552.50
Supervised CA (8621)	Program Income - \$1,657 per month	Capital Improvements	USDA	\$81,369.11
Supervised BVE (0469)	Program Income - \$1,447 per month	Capital Improvements	USDA	\$73,294.08
Supervised BVE (Chase)	Program Income - \$800 per month	Capital Improvements	USDA	\$54,976.41
Supervised RD (6072)	Program Income - \$19,225 per month	Capital Improvements	USDA	\$1,337,465.12
				<u>\$2,830,657.22</u>
State Programs				
Mental Health Services				
Reserve Operating HG (2387)	Escrow	Capital Improvements	Internal	\$2,440.33
Reserve Replacement HG (2399)	Program Net Income	Operations/Capital Improvements	Internal	\$8,478.55
Reserve General Teesdale (7409)	Program Net Income	Operations/Capital Improvements	Internal	\$22,323.47
				<u>\$33,242.35</u>
Migrant Services				
Reserve Care OMS (3094)	PGE CARE Discount	Capital Improvements	OMS	\$112,823.03
Reserve General OMS (3112)	Prior Unspent Budget	Capital Improvements	OMS	\$12,808.17
				<u>\$125,631.20</u>
Neighborhood Stabilization Program 1				
Reserve Operating NSP1 (8669)	Program Net Income	Operations/Capital Improvements	City of Yuba City	\$81,901.38
Reserve Replacement NSP1 (8657)	Program Income - \$1,288 per month	Capital Improvements	City of Yuba City	\$81,613.48
				<u>\$163,514.86</u>
Neighborhood Stabilization Program 3				
Reserve Operating NSP3 (2107)	Program Net Income	Operations/Capital Improvements	City of Yuba City	\$1,122.69
Reserve Replacement NSP3 (2119)	Program Income - \$3,370 per month	Capital Improvements	City of Yuba City	\$137,030.04
				<u>\$138,152.73</u>
State - Joe Serna				
Grant Rehab Serna 2 (8165)	USDA Rehab Grant	Capital Improvements	Return to State	\$7,089.57
				<u>\$7,089.57</u>

65

Account	Origination	Uses	Approval	Balance
Local Programs				
City of Yuba City - Homes2Families				
Reserve Operating H2F (6697)	Program Net Income	Operations/Capital Improvements	City of Yuba City	\$249,766.05
Reserve Replacement H2F (6430)	Program Income - \$1,200 per month	Capital Improvements	City of Yuba City	\$189,022.55
				<u>\$438,788.60</u>
TOTAL Restricted	Usage mandated by funding source			5,314,988.65
Security Deposit Accounts (Restricted)				
Security Deposits BVE (0147)	Tenant Income	Payout to Tenant	Internal	\$8,886.14
Security Deposits CA (8608)	Tenant Income	Payout to Tenant	Internal	\$12,693.57
Security Deposits Devonshire (4281)	Tenant Income	Payout to Tenant	Internal	\$11,297.44
Security Deposits H2F (8937)	Tenant Income	Payout to Tenant	Internal	\$6,300.96
Security Deposits HG (4931)	Tenant Income	Payout to Tenant	Internal	\$2,500.14
Security Deposits KC (6443)	Tenant Income	Payout to Tenant	Internal	\$22,347.83
Security Deposits NSP1 (8645)	Tenant Income	Payout to Tenant	Internal	\$4,755.17
Security Deposits NSP3 (1814)	Tenant Income	Payout to Tenant	Internal	\$6,326.04
Security Deposits OMS (5601)	Tenant Income	Payout to Tenant	Internal	\$100.08
Security Deposits Percy (9073)	Tenant Income	Payout to Tenant	Internal	\$2,892.85
Security Deposits PH (9085)	Tenant Income	Payout to Tenant	Internal	\$47,261.84
Security Deposits RD (6030)	Tenant Income	Payout to Tenant	Internal	\$19,202.28
Security Deposits Teesdale (9303)	Tenant Income	Payout to Tenant	Internal	\$1,354.34
Total Security Deposits				<u>\$145,918.68</u>
Miscellaneous Accounts (Unrestricted)				
Checking PH (6047)	Pass-through	Minimum Balance	Internal	\$101.15
Checking USDA (6011)	Pass-through	Minimum Balance	Internal	\$101.00
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 (1796)	Program Income	Minimum Balance	Internal	\$100.00
Reserve General LC (1802)	Program Income	Minimum Balance	Internal	\$100.00
Reserve General LC (4955)	Program Income	Minimum Balance	Internal	\$102.55
Reserve General LC (8949)	Program Income	Operations/Capital Improvements	Internal	\$1,884.36
Reserve General LC (9133)	Sutter County InLieu Of	Minimum Balance	Internal	\$18,541.58
Reserve General PCD (8633)	Program Income	Operations/Capital Improvements	Internal	\$183,689.67
Reserve General Percy (4943)	Program Net Income	Operations/Capital Improvements	Internal	\$49,766.89
Reserve General RHAT (4505)	Program Net Income	Operations/Capital Improvements	Internal	\$100.23
Reserve Solar Farm (4918)	Program Income	Inverter Replacement (2023)	Internal	\$562.39
Reserve Solar Farm (RVCB)	Program Income	Inverter Replacement (2023)	Internal	\$45,000.00
Reserve Unfunded Liabilities LC (6375)	Program Income	Net Pension/OPEB	Internal	\$34,526.20
Total Unrestricted Accounts				<u>\$334,776.27</u>

666

Housing Choice Voucher - HAP

Period = Apr 2018-Dec 2019

	Sutter	Colusa	Maple Park	Maple Park-1 PBV	Maple Park-2 PBV	Nevada	Stony Creek PBV	VASH	Yolo PBV	Yuba	Total
4700-00-000											
	HOUSING ASSISTANCE PAYMENTS										
4715-00-000	3,244,848.00	111,636.00	37,520.00	304,725.00	164,377.00	1,857,496.00	183,790.00	156,894.00	19,182.00	2,131,539.00	8,212,007.00
4715-01-000	25,724.00	588.00	0.00	7,987.00	549.00	8,397.00	190.00	1,790.00	0.00	17,053.00	62,278.00
4715-02-000	240,914.00	18,559.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	29,170.00	289,843.00
4715-03-000	67,345.00	0.00	0.00	0.00	0.00	236.00	0.00	0.00	0.00	13,604.89	81,185.89
4799-00-000	3,578,831.00	130,783.00	37,520.00	312,712.00	164,926.00	1,867,329.00	183,980.00	158,684.00	19,182.00	2,191,366.89	8,645,313.89
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS										

67

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Run Date
Total Vouchers - 2019	1,612	1,616											3,228	2/7/2019
Total Vouchers - 2018	1,578	1,562	1,564	1,568	1,610	1,606	1,628	1,627	1,631	1,631	1,622	1,618	19,245	
Total Vouchers - 2017	1,503	1,495	1,487	1,501	1,533	1,576	1,623	1,648	1,640	1,629	1,610	1,595	18,840	
Total Vouchers - Port-Outs	25	16											41	

