



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

May 27, 2021

TO: Chairperson Kent Boes
Vice-Chairperson Randy Fletcher
Commissioner Tony Kurlan
Commissioner Dan Miller
Commissioner Sue Hoek
Commissioner Denise Conrado
Commissioner Jeremy Chapdelaine
Commissioner Bob Woten
Commissioner Suzanne Gallaty
Commissioner Shon Harris
Commissioner Nicholas Micheli
Commissioner Doug Lofton
Commissioner John Loudon
Commissioner Manny Cardoza
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
Duane Oliveira, General Counsel Emeritus
Appeal-Democrat
PEU Local #1
Judy Sanchez, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

June 2, 2021

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, June 2, 2021 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**

June 2, 2021, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: NONE
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 1. Approval of Minutes – May 5, 2021 pg. 1
 - 2. Resolution 21-1704 – Public Housing Collection Loss Write-Off pg. 7
Collection Loss Write-Off
 - 3. Resolution 21-1705 – Kingwood Commons Collection Loss Write-Off pg. 9
Collection Loss Write-Off
 - 4. Resolution 21-1706 –Neighborhood Stabilization Program Collection pg. 11
Loss Write-Off Collection Loss Write-Off

5. Approval of Reclassification of Receptionist to Eligibility Clerk and Approval of Changes to the Organizational Chart pg. 13

6. Approval of Updated Administrative Plan pg. 15

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

7. Resolution 21-1707, Approval of Office of Migrant Services Contract 21-OMS-16172 pg. 22

Marco Cruz, Chief Financial Officer

I. ADMINISTRATIVE REPORT:

8. Administrative Update

a. Certificate of Appreciation from Sutter County for the Use of the Richland Neighborhood Center as a COVID-19 Vaccination Clinic Site pg. 25

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: June 16, 2021

L. ADJORNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
Via Zoom
May 5, 2021

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order via Zoom.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners Dan Miller, Jeramy Chapdelaine, Tony Kurlan, Bob Woten, Nicholas Micheli, John Loudon, Denise Conrado and Suzanne Gallaty were present. Commissioners Shon Harris and Sue Hoek arrived later in the meeting. Commissioner Doug Lofton was absent. Legal Counsel Brant Bordsen also was absent.

Staff present were: Executive Director Gustavo Becerra, Executive Assistant/HR Coordinator Jennifer Ruiz, Occupancy Manager Pattra Runge, Occupancy Manager Alisha Parker. Planning and Community Development Manager Beckie Flores, Operations Manager Tom Goodwin and Chief Financial Officer Marco Cruz.

ITEM NO. B. – PLEDGE OF ALLEGIANCE: DISPENSED

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

APPROVAL OF ADD EMERGENCY ITEM:

Vice-Chairperson Fletcher made a motion to authorize emergency item - Recommend Approval of Purchase and Sale Agreement Between Regional Housing Authority and Sutter Community Affordable Housing for the property located at 470 Bernard Drive, Yuba City, CA 95991 be added to the agenda. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher,
Commissioners Jeramy Chapdelaine, Bob Woten, Dan
Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon
Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton

ITEM NO. E.1. THROUGH E.3. - CONSENT CALENDAR:

Vice-Chairperson Fletcher made a motion to approve the Consent Calendar as submitted. Commissioner Loudon made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners Jeramy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton

ITEM NO. F.- OLD BUSINESS: NONE

ITEM NO. G.4- RECOMMEND APPROVAL OF AN ALLOCATION OF HCV ADMINISTRATIVE FEE RESERVES FOR NEW HAVEN COURT PROJECT-BASED COUVHER DEVELOPMENT COSTS:

Planning and Community Development Manager Beckie Flores stated this item is to authorize an allocation of \$55,000 from the Housing Choice Voucher (HCV) administrative reserve fees to Hands of Hope for the New Haven Court Project to pay for extended staffing for one year.

Vice-Chairperson Fletcher made a motion to approve an allocation of \$55,000 from Housing Choice Voucher (HCV) Administrative Fee Reserves to Hands of Hope for New Haven Court project-based voucher development costs to be used to cover supportive services staffing and oversight at the project for one year. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners Jeramy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton

ITEM NO. G.5- CONSIDERATION OF RETURNING TO IN PERSON MEETINGS:

Executive Director Gustavo Becerra stated staff's recommendation is based on the efficiencies that we have learned having the opportunity to have meetings via Zoom. He shared there are many Commissioners who must travel for the meetings, some traveling up to an hour each way. Mr. Becerra explained it is staff's recommendation to meet in person quarterly, in March, June, September and December, and hold the remaining meetings via Zoom.

Commissioner Conrado asked if the meetings are in person, would Zoom still be an option. Mr.

Becerra stated Community Center is not set up to hold virtual meetings. He mentioned staff would speak with IT to see what it would take to be able to hold virtual meetings.

Commissioner Miller said he is an in-person meeting guy and enjoys the interaction with the other Board members.

Vice-Chairperson Fletcher made a motion to accept staff's recommendation of meeting in person for meetings held in March, June, September, and December and hold meetings via ZOOM for the remaining months. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners Jeramy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton

ITEM NO. G.6- ELECTION OF OFFICERS (CHAIRPERSON AND VICE-CHAIRPERSON):

Commissioner Miller made a motion to appoint Kent Boes as Chairperson. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Randy Fletcher, Commissioners Jeramy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton and Chairperson Kent Boes

Commissioner Hoek made a motion to appoint Randy Fletcher as Vice-Chairperson. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Randy Fletcher, Commissioners Jeramy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Doug Lofton and Chairperson Kent Boes

ITEM NO. G.7- APPOINTMENT OF COMMISSIONER TO SUTTER COMMUNITY AFFORDABLE HOUSING BOARD OF DIRECTORS:

Mr. Becerra explained there are two Commissioners on the Sutter Community Affordable Housing Board of Directors. He mentioned this Board strictly does business in Sutter County.

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

Commissioner Harris made a motion to appoint Commissioner Nicholas Micheli to the Sutter Community Affordable Housing Board of Directors. Commissioner Woten made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Randy Fletcher, Commissioners Jeremy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Commissioner Doug Lofton and Chairperson Kent Boes

ITEM NO. G.8- RECOMMEND APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN REGIONAL HOUSING AUTHORITY AND SUTTER COMMUNITY AFFORDABLE HOUSING FOR THE PROPERTY LOCATED AT 470 BERNARD DRIVE, YUBA CITY, CA 95991:

Ms. Flores explained the original purchase and sale agreement was approved on December 2, 2020 when the project was going to be developed in smaller phases. She mentioned the project is now at a point it can be developed in one phase. Ms. Flores said the appraisal is updated to show the price for the full property.

Commissioner Hoek made a motion to approve the Purchase and Sale Agreement between Regional Housing Authority and Sutter Community Affordable Housing for the property located at 470 Bernard Drive, Yuba City, CA 95991. Commissioner Harris made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Randy Fletcher, Commissioners Jeremy Chapdelaine, Bob Woten, Dan Miller, Tony Kurlan, Sue Hoek, Nicholas Micheli, Shon Harris, Denise Conrado, John Loudon, and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Commissioner Doug Lofton and Chairperson Kent Boes

ITEM NO. H.9 – RHA OWNED/MANAGED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge stated the numbers remain strong. She shared the waiting lists have been updated and does not anticipate any lists opening other than those that are already open. Ms. Runge stated the Office of Migrant Services (OMS) units opened on Monday. She explained the complex is fully leased with a few families on the waiting list.

ITEM NO. H.10 – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Alisha Parker said not much has changed for this quarter. She shared the numbers for Lone Oak and Truckee Artist Lofts have been changing due to staff gearing up for the properties to lease up. Ms. Parker explained the Housing Choice Voucher waiting list will be opening in late June.

ITEM NO. H.11 – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Ms. Flores went over her report provided in the packet. She mentioned it has been very difficult to assist first-time homebuyers due to the current market. Ms. Flores said the remodel project at 476 Garden Highway continues. She explained work on the new metal building that will house the maintenance department is still going.

Ms. Flores shared construction is complete on the New Have Court project and the certificate of occupancy was issued on April 26, 2021. She stated families have begun to move in and it is expected to be fully leased soon, possibly by the end of the month. Ms. Flores said the Truckee Artist Lofts should be completed in June with lease up beginning in the summer. She said there has been a delay due to PG&E at the Lone Oak Senior Housing, but construction should be completed in late June.

Ms. Flores mentioned the Brunswick Commons project in Grass Valley is under way. She said the construction financing for the Cedar Lane Permanent Supportive Housing closed April 20, 2021 and the Cedar Lane Family Apartments construction financing should close any day. Ms. Flores shared staff received notification that the tax credits were awarded for Kristen Court Phase III. She explained the construction financing for Cashin's Field in Nevada City is expected to close around May 17, 2021 with construction starting June 1, 2021.

Ms. Flores stated staff applied for AHP funds for Richland Village and AHSC applications are due on June 8, 2021. She said staff will be submitting tax credit applications for the River Oaks Apartments in Plumas Lake and the Bear Ridge Apartments in Wheatland in September 2021. Ms. Flores explained the City of Wheatland approved a development impact fee deferral loan for the Wheatland Senior Housing project. Ms. Flores said the two acquisition/rehabilitation projects are complete and the permanent loan conversions will take place in July and October 2021.

Ms. Flores mentioned there are future projects on the horizon in Williams, Colusa, Truckee and Penn Valley.

ITEM NO. H.12 – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin mentioned the maintenance department maintains 719 units. He shared the number of work orders have not dropped due to COVID and said staff continues to conduct inspections. Mr. Goodwin said there has not been much change in the maintenance world.

ITEM NO. H.16 – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the managers covered all updates and he did not have anything to add.

ITEM NO. I - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Kurlan said he was happy to be meeting in person again.

Vice-Chairperson Fletcher encouraged all Commissioners to reach out to Mr. Becerra if they are approached in the community regarding additional affordable housing opportunities. He also asked for an update regarding any progress on the insurance issue. Chief Financial Officer Marco Cruz stated he went out for quotes and many of the brokers dropped off early stating they could not compete with HARRP's rates. He mentioned there is one broker he is still working with and will bring an update when they respond.

Commissioner Hoek said she is looking forward to the in-person meetings and appreciates the thorough reports.

ITEM NO. J – CLOSED SESSION: NONE

ITEM NO. K – NEXT MEETING: May 19, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:53 PM.



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RESOLUTION 21-1704

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$6,159.40

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 June 30, 2021 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 \$6,159.40.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 2nd day of June 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

**Public Housing
Collection Loss Write Off
Period: May/June 2021**

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0005117	ph-rich	352 John Tee Dr., Yuba City	08/06/13	03/02/20	\$ 1,422.00	\$ 6,159.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,159.40	Yes <i>R</i>
												\$ 6,159.40	
												\$ 6,159.40	

Deceased *

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

Exhibit A



REGIONAL HOUSING AUTHORITY

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RESOLUTION 21-1705

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$227.43

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

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending June 30, 2021 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 \$227.43.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 2nd day of June 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

(SEAL)

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: May/June 2021

<u>Tenant</u>	<u>Apartment</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0012004	10	05/23/18	03/15/21	\$ 735.00	\$ -	\$ -	\$ -	\$ 227.43	\$ -	\$ -	\$ 227.43	No
											\$ -	\$ -
											\$ 227.43	\$ -
											\$ 227.43	Total Write Off

2/20/21

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

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RESOLUTION 21-1706

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING NEIGHBORHOOD STABILIZATION PROGRAM (NSP) COLLECTION LOSS WRITE- OFF IN THE AMOUNT OF \$74.50

WHEREAS, the Regional Housing Authority operates affordable housing in multiple jurisdictions; and

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending June 30, 2021 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 \$74.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 2nd day of June 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

(SEAL)

NSP - Yuba City
Collection Loss Write Off
Period: May/June 2021

Name	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0004500	1803 Redhaven Ave, Y.C	08/01/13	04/12/21	\$ 936.00	\$ -	\$ -	\$ 74.50	\$ -	\$ -	\$ 74.50	No
										\$ 74.50	
										\$ 74.50	Total Write Off

[Handwritten Signature]

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

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

Deceased *

Exhibit A

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: June 2, 2021
To: Board of Commissioners
From: Pattra Runge, Occupancy Manager

SUBJECT: Reclassification and Modification of Organizational Chart
RECOMMENDATION: Approval to reclassify Receptionist position to Eligibility Clerk
FISCAL IMPACT: +\$3,424.72 annually

Background:

Currently the Receptionist handles all duties assigned through the front desk including accepting and inputting applications for various programs, as well as accepting interim and recertification paperwork from program participants. The proposed reclassification of Receptionist to Eligibility Clerk will enable the position to verify eligibility (typically age or disability status) for waitlists prior to placing the applicant on the list and the ability to deny placement due to not meeting requirements of the waitlist. Currently, due to limited duties in the Receptionist's job description, this position is not able determine eligibility causing all applicants to be placed on any waitlist they apply to, only to be removed later once reviewed by the Eligibility Specialist or Management. The proposed reclassification of Receptionist to Eligibility Clerk will enable the position to perform complete application processing and ensuring that all paperwork received by participants is complete therefore eliminating the need for follow up by the Eligibility Specialist.

Recommendation:


Staff recommends the Board of Commissioners approve the reclassification of the Receptionist position to Eligibility Clerk.

Prepared by:



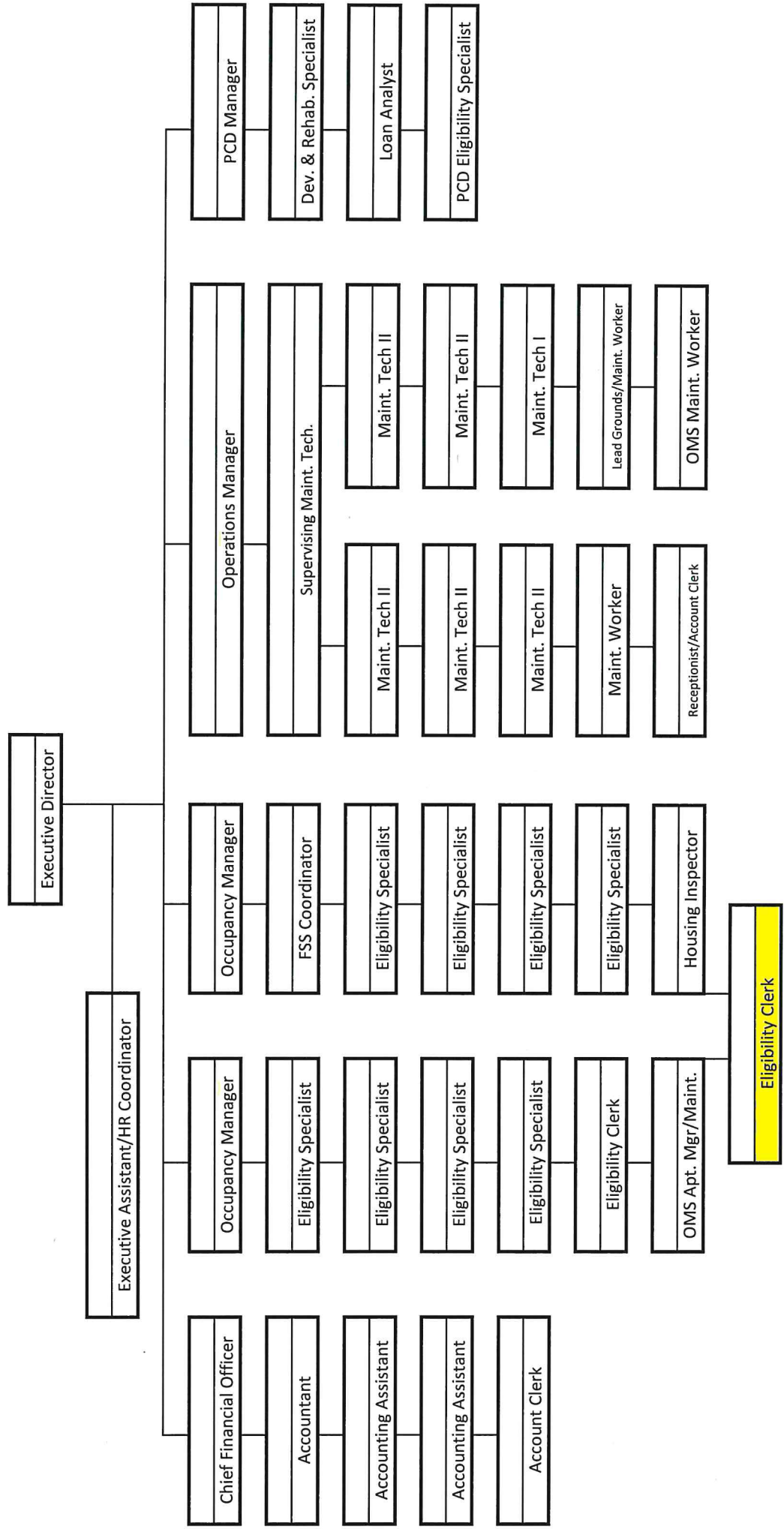
Pattra Runge
Occupancy Manager

Submitted by:



Gustavo Becerra
Executive Director

Regional Housing Authority Organizational Chart



*Yellow highlighted position is currently a Receptionist, staff is requesting approval to reclassify as an Eligibility Clerk

Revised: 06-02-2021

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: June 2, 2021
To: Board of Commissioners
From: Alisha Parker, Occupancy Manager

SUBJECT: Administrative Plan for Housing Choice Voucher (HCV) Program

RECOMMENDATION: Approve updated Administrative Plan

Background

The Regional Housing Authority (RHA) receives its funding for the Housing Choice Voucher (HCV) program from the U.S. Department of Housing and Urban Development (HUD). RHA enters into an Annual Contributions Contract with HUD to administer the program requirements on behalf of HUD.

HUD requires RHA to have an administrative plan and to update it annually. The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the RHA's Public Housing Authority (PHA) agency plan. This Administrative Plan is a supporting document to the PHA agency plan and is available for public review as required by CFR 24 Part 903.

This Administrative Plan is set forth to define the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to HCV not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices and other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated Annual Contributions Contract and all HUD-approved applications for program funding.

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

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

- Selection and admission of applicants from the PHA waiting list, including any PHA admission preferences, procedures for removing applicant names from the waiting list, and procedures for closing and reopening the PHA waiting list (Chapter 4);
- Issuing or denying vouchers, including PHA policy governing the voucher term and any extensions of the voucher term. If the PHA decides to allow extensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions, and how the PHA determines the length of any extension (Chapter 5);
- Any special rules for use of available funds when HUD provides funding to the PHA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families (Chapter 4);
- Occupancy policies, including definition of what group of persons may qualify as a 'family', definition of when a family is considered to be 'continuously assisted'; standards for denying admission or terminating assistance based on criminal activity, drug or alcohol abuse in accordance with 982.553 (Chapters 3 and 12);
- Encouraging participation by owners of suitable units located outside areas of low income or minority concentration (Chapter 13);
- Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit (Chapter 2);
- Providing information about a family to prospective owners (Chapters 3 and 9);
- Disapproval of owners (Chapter 13);
- Subsidy standards (Chapter 5);
- Family absence from the dwelling unit (Chapter 12);
- How to determine who remains in the program if a family breaks up (Chapter 3);
- Informal review procedures for applicants (Chapter 16);
- Informal hearing procedures for participants (Chapter 16);
- The process for establishing and revising voucher payment standards, including policies on administering decreases in the payment standard during the HAP contract term (Chapter 16);
- The method of determining that rent to owner is a reasonable rent (initially and during the term of a HAP contract) (Chapter 8);
- Special policies concerning special housing types in the program (e.g., use of shared housing) (Chapter 15);
- Policies concerning payment by a family to the PHA of amounts the family owes the PHA (Chapter 16);
- Interim redeterminations of family income and composition (Chapter 11);
- Restrictions, if any, on the number of moves by a participant family (Chapter 10);
- Approval by the board of commissioners or other authorized officials to charge the administrative fee reserve (Chapter 16);

- Procedural guidelines and performance standards for conducting required housing quality standards inspections (Chapter 8); and
- PHA screening of applicants for family behavior or suitability for tenancy (Chapter 3).

The plan is organized to provide information to users in particular areas of operation.

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

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

The following changes were made to the 2021 Administrative Plan:

Chapter 4- Applications

The PHA will use the following local preferences:

- | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 point | Elderly/Disabled Preference

Elderly families or a family whose head or spouse is receiving income based on their permanent disability. One form of third-party verification required for disability preference. |
| 1 point | Veteran

Member of the household is a service person or a veteran. One form of third-party verification is required: DD214, VA Letter, Military ID Card. |
| 1 point | Victim of Domestic Violence

Must have occurred within the previous 6 months. One form of third-party verification required: court paperwork, police report, or Marsy’s Card. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. |
| 1 point | Homeless

Applicants in RHA’s jurisdiction who are homeless, participants in transitional housing programs, shelter programs, or for applicants that are fleeing a domestic violence situation. The homeless preference must be verified by a professional or social service agency. |
| 2 points | Involuntary Displacement

Displaced by Government Action – A family displaced by a natural disaster, including disasters recognized by a Federal Government, which |

extensively damaged or destroyed their dwelling or is dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family. Dwelling must have been declared unfit for habitation by a government agency. The Family must present a letter from said government agency. The Family is part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of Violence against the family.

- 100 points Insufficient Funding
Family that was terminated from an RHA HCV program due to insufficient program funding
- 50 points VAWA Transfer from other PHA owned or managed unit/program
The points will be given once VAWA status has been confirmed through the program's Specialist and given to HCV staff. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.
- 50 points Mainstream Program Vouchers
RHA's Mainstream Program is an award of HUD funding that is targeted specifically for households with at least one non-elderly household member with a disability.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others. However, the PHA will not open to local residents within its jurisdiction only.

Chapter 5- Briefings

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The voucher term will be 90 calendar days

The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period.

Chapter 6- Income

Minimum Rent [24 CFR 5.630]

PHA Policy

The minimum rent for this locality is \$50.

Chapter 11- Reexaminations

Required Reporting

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

PHA Policy

Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.

Chapter 17- PBVs

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

Yolo PBV Program

- 2 pts Live/Work/Elderly/Disabled in the City of Yuba City
- 1 pt Live/Work/Elderly/Disabled in Sutter County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Maple Park Phase 1 PBV Program

- 2 pts Live/Work/Elderly/Disabled in the City of Live Oak
- 1 pt Live/Work/Elderly/Disabled in Sutter County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Maple Park Phase II PBV Program

- 2 pts Live/Work/Elderly/Disabled in the City of Live Oak
- 1 pt Live/Work/Elderly/Disabled in Sutter County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Stony Creek Senior Apartments Phase II

- 2 pts Live/Work/Elderly/Disabled in the City of Williams
- 1 pt Live/Work/Elderly/Disabled in Colusa County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Kingwood Commons

- 2 pts Live/Work/Elderly/Disabled in the City of Yuba City
- 1 pt Live/Work/Elderly/Disabled in Sutter County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Percy Avenue Apartments

- 2 pts Live/Work/Elderly/Disabled in the City of Yuba City
- 1 pt Live/Work/Elderly/Disabled in Sutter County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Teesdale Apartments

Placement requires referral from Yuba/Sutter Behavioral Health

New Haven Court

Placement requires referral from Yuba/Sutter's Continuum of Care's Coordinated Entry System or Yuba/Sutter Behavioral Health

Brunswick Commons

Placement requires referral from Nevada County Behavioral Health Department or Hospitality House

Courtyard at Penn Valley

- 2 pt Live/Work/Elderly/Disabled in Nevada County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Truckee Artist Loft

- 5 pts Artist (this preference will require completion of a questionnaire and verification prior to lease up by third party review, if status is denied, applicant will be placed back on the waitlist without the preference points)
- 2 pts Live/Work/Elderly/Disabled in the Town of Truckee
- 1 pt Veteran
- 1 pt Live/Work/Elderly/Disabled in Nevada County
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Grass Valley Terrace

- 2 pts Live/Work/Elderly/Disabled in the City of Grass Valley
- 1 pt Live/Work/Elderly/Disabled in Nevada County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Lone Oak Senior Apartments

- 2 pt Live/Work/Elderly/Disabled in Nevada County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Devonshire

- 2 pts Live/Work/Elderly/Disabled in the City of Colusa
- 1 pt Live/Work/Elderly/Disabled in Colusa County
- 1 pt Veteran
- 1 pt Homeless in Regional Housing Authority's jurisdiction

Recommendation

Staff recommends the approval of the Administrative Plan for the Housing Choice Voucher Program.

Submitted by:



Alisha Parker, Occupancy Manger

Approved by:



Gustavo Becerra, Executive Director



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 NO. 21-1707

RESOLUTION APPROVING THE 2021-2023 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE REGIONAL HOUSING AUTHORITY

CONTRACT # 21-OMS-16172

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract, also known as a Standard Agreement, for the 2021-2023 Fiscal Year for the Yuba City Migrant Center; and

WHEREAS, the Regional Housing Authority, acting through its Board of Commissioners, having the authority to enter into this contract, desires to approve this Operation and Maintenance Contract for the 2021-2023 operation of the Yuba City Migrant Center.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Regional Housing Authority hereby approves the Operation and Maintenance Contract #21-OMS-16172 in an amount not to exceed \$1,907,005.00 and authorizes the Executive Director to execute said contract, and any amendments to said contract, on behalf of the Regional Housing Authority.

PASSED AND ADOPTED this day of June 2, 2021 by the following votes:

AYES: Commissioners:

NOES: Commissioners:

ABSTAINED: Commissioners:

ABSENT: Commissioners:

Kent Boes, Chairperson
Board of Commissioners



**STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES**

**OPERATING BUDGET REQUEST
Fiscal Year 2021-22**

Due to OMS by:

Migrant Center:
 Anticipated Occupancy Rate (Regular Season): 100%
 Anticipated Occupancy Rate (Extension Period): 80%

To: Housing and Community Development
 Office of Migrant Services
 P.O. Box 952054
 Sacramento, CA 94252-2054
 OMSProgram@hcd.ca.gov

From:

COST CATEGORY	FY 2020-21 Approved Operating	FY 2020-21 Approved Reserves	FY 2021-22 Requested Operating	FY 2021-22 Approved Operating	FY 2021-22 Approved Reserves
A. CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 79,950.00	\$ -	\$ 117,009.00	\$ 117,009.00	\$ -
102 Temporary Salaries/Wages	\$ -	\$ -	\$ -	\$ -	\$ -
103 Personnel Benefits	\$ 43,766.00	\$ -	\$ 68,500.00	\$ 68,500.00	\$ -
SUBTOTAL	\$ 123,716.00	\$ -	\$ 185,509.00	\$ 185,509.00	\$ -
B. OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ -
202 Household Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
203 Communications	\$ 2,500.00	\$ -	\$ 3,120.00	\$ 3,120.00	\$ -
204 Travel	\$ 500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
205 Auto Repair/Maintenance	\$ 600.00	\$ -	\$ 550.00	\$ 550.00	\$ -
206 Gas/Oil	\$ 500.00	\$ -	\$ 200.00	\$ 200.00	\$ -
207 Minor Equipment Repair/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
208 Purchases Under \$150	\$ -	\$ -	\$ -	\$ -	\$ -
209 Major Equipment Repair/Maintenance	\$ -	\$ -	\$ 685,500.00	\$ 21,500.00	\$ -
211 Equipment Rental	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -
212 Electricity and Gas	\$ 52,100.00	\$ -	\$ 66,576.00	\$ 66,576.00	\$ -
213 Garbage, Trash	\$ 11,250.00	\$ -	\$ 14,436.00	\$ 14,436.00	\$ -
214 Sewer, Water	\$ 55,000.00	\$ -	\$ 61,692.00	\$ 61,692.00	\$ -
215 Other Costs	\$ 12,200.00	\$ -	\$ 26,000.00	\$ 13,500.00	\$ -
216 Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
217 Property and Liability Insurance	\$ 13,187.00	\$ -	\$ 17,043.00	\$ 17,043.00	\$ -
218 Other Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
219 Advertising	\$ 336.00	\$ -	\$ 336.00	\$ 336.00	\$ -
SUBTOTAL	\$ 148,773.00	\$ -	\$ 878,553.00	\$ 202,053.00	\$ -
C. MAINTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 20,000.00	\$ -	\$ 28,125.00	\$ 20,000.00	\$ -
302 Lumber and Materials	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
303 Grounds Maintenance	\$ 21,789.00	\$ -	\$ 23,339.00	\$ 23,339.00	\$ -
304 Minor Rehabilitation/Repairs	\$ -	\$ -	\$ 74,980.00	\$ 12,680.00	\$ -
SUBTOTAL	\$ 42,789.00	\$ -	\$ 127,444.00	\$ 57,019.00	\$ -
D. CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 33,438.00	\$ -	\$ 47,796.00	\$ 44,709.00	\$ -
402 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
403 Audit	\$ 2,603.00	\$ -	\$ 2,508.00	\$ 2,508.00	\$ -
SUBTOTAL	\$ 36,041.00	\$ -	\$ 50,304.00	\$ 47,217.00	\$ -
E. DEBT SERVICE AND REPLACEMENT - 500					
501 Replacement Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
502 Debt Service Payments	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 351,319.00	\$ -	\$ 1,241,810.00	\$ 491,798.00	\$ -

Submitted by: Chief Financial Officer
 Name Title Date

Approved by: Chief Financial Officer
 Name Title Date

**STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF MIGRANT SERVICES**

**OPERATING BUDGET REQUEST
Fiscal Year 2022-23**

Due to OMS by:

Migrant Center:
 Anticipated Occupancy Rate (Regular Season): 100%
 Anticipated Occupancy Rate (Extension Period): 80%

To: Housing and Community Development
 Office of Migrant Services
 P.O. Box 952054
 Sacramento, CA 94252-2054
 OMSProgram@hcd.ca.gov

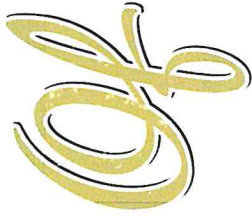
From: Regional Housing Authority
 1455 Butte House RD
 Yuba City CA 95993

COST CATEGORY	FY 2020-21 Approved Operating	FY 2020-21 Approved Reserves	FY 2022-23 Requested Operating	FY 2022-23 Approved Operating	FY 2022-23 Approved Reserves
A. CENTER PERSONNEL - 100					
101 Permanent Salaries/Wages	\$ 79,950.00	\$ -	\$ 122,859.00	\$ 122,859.00	\$ -
102 Temporary Salaries/Wages	\$ -	\$ -	\$ -	\$ -	\$ -
103 Personnel Benefits	\$ 43,766.00	\$ -	\$ 71,925.00	\$ 71,925.00	\$ -
SUBTOTAL	\$ 123,716.00	\$ -	\$ 194,784.00	\$ 194,784.00	\$ -
B. OPERATING EXPENSES - 200					
201 Center Office Supplies	\$ 400.00	\$ -	\$ 412.00	\$ 412.00	\$ -
202 Household Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
203 Communications	\$ 2,500.00	\$ -	\$ 3,214.00	\$ 3,214.00	\$ -
204 Travel	\$ 500.00	\$ -	\$ 2,575.00	\$ 2,575.00	\$ -
205 Auto Repair/Maintenance	\$ 600.00	\$ -	\$ 567.00	\$ 567.00	\$ -
206 Gas/Oil	\$ 500.00	\$ -	\$ 206.00	\$ 200.00	\$ -
207 Minor Equipment Repair/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
208 Purchases Under \$150	\$ -	\$ -	\$ -	\$ -	\$ -
209 Major Equipment Repair/Maintenance	\$ -	\$ -	\$ 50,000.00	\$ 21,500.00	\$ -
211 Equipment Rental	\$ 200.00	\$ -	\$ 206.00	\$ 206.00	\$ -
212 Electricity and Gas	\$ 52,100.00	\$ -	\$ 69,905.00	\$ 69,905.00	\$ -
213 Garbage, Trash	\$ 11,250.00	\$ -	\$ 14,869.00	\$ 14,869.00	\$ -
214 Sewer, Water	\$ 55,000.00	\$ -	\$ 63,543.00	\$ 63,543.00	\$ -
215 Other Costs	\$ 12,200.00	\$ -	\$ 26,500.00	\$ 13,500.00	\$ -
216 Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
217 Property and Liability Insurance	\$ 13,187.00	\$ -	\$ 20,452.00	\$ 20,452.00	\$ -
218 Other Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
219 Advertising	\$ 336.00	\$ -	\$ 346.00	\$ 346.00	\$ -
SUBTOTAL	\$ 148,773.00	\$ -	\$ 252,795.00	\$ 211,289.00	\$ -
C. MAINTENANCE EXPENSES - 300					
301 Electrical/Plumbing/Paint/Solar Supplies	\$ 20,000.00	\$ -	\$ 28,968.00	\$ 20,000.00	\$ -
302 Lumber and Materials	\$ 1,000.00	\$ -	\$ 1,030.00	\$ 1,030.00	\$ -
303 Grounds Maintenance	\$ 21,789.00	\$ -	\$ 24,039.00	\$ 24,039.00	\$ -
304 Minor Rehabilitation/Repairs	\$ -	\$ -	\$ 20,000.00	\$ 12,680.00	\$ -
SUBTOTAL	\$ 42,789.00	\$ -	\$ 74,037.00	\$ 57,749.00	\$ -
D. CONTRACTOR ADMINISTRATION - 400					
401 Administrative Support Services	\$ 33,438.00	\$ -	\$ 50,185.00	\$ 46,641.00	\$ -
402 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
403 Audit	\$ 2,603.00	\$ -	\$ 2,583.00	\$ 2,583.00	\$ -
SUBTOTAL	\$ 36,041.00	\$ -	\$ 52,768.00	\$ 49,224.00	\$ -
E. DEBT SERVICE AND REPLACEMENT - 500					
501 Replacement Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
502 Debt Service Payments	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 351,319.00	\$ -	\$ 574,384.00	\$ 513,046.00	\$ -

Submitted by: Chief Financial Officer
 Name Title Date

Approved by: Chief Financial Officer
 Name Title Date

CERTIFICATE



APPRECIATION

Richland Neighborhood Center

For your dedication and commitment to our community by hosting a COVID-19 vaccination clinic during the

COVID-19 PANDEMIC



Presented by:

Dr. Luu, Bi-County Health Officer

Dated:

MAY 17 2021