



Regional Housing Authority of Sutter and Nevada Counties

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March 12, 2015

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Stanley Cleveland, Jr.
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Jim Whiteaker

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Melody Lane
Yuba City Senior Center
Rob Choate, County of Nevada
David Nightingale, Nevada County Resident

**NOTICE OF REGULAR MEETING
March 18, 2015**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, March 18, 2015 at River City Manor, 655 Joann Way, Yuba City, CA 95993.**



Gustavo Becerra
Interim Executive Director

AGENDA
REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
River City Manor, 655 Joann Way, Yuba City, CA 95993
March 18, 2015, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- C. AWARDS AND PRESENTATIONS: NONE
- D. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
1. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: 1170 Market Street, Yuba City, CA 95991
Agency Negotiator: Gustavo Becerra and Bill Meagher
Under negotiation: Possible Acquisition of Property (includes instructions to negotiator regarding price and terms of payment)
 2. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Cases
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
3. Approval of Minutes – February 4, 2015 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
4. Appointment of Ad Hoc Committee to Review Housing Authority Policies and Procedures
 5. Approval of By-laws pg. 5
 6. Approval of Re-appointment of Suzanne Gallaty as Tenant Commissioner

7.	Resolution 15-1383, Rural Development Collection Loss Write Off	pg. 15
8.	Resolution 15-1384, Public Housing Collection Loss Write Off	pg. 17
9.	Resolution 15-1385, Devonshire Collection Loss Write Off	pg. 19
10.	Resolution 15-1386, Kingwood Commons Collection Loss Write Off	pg. 21
11.	Resolution 15-1387, Housing Choice Voucher Landlord Overpayment Collection Loss Write Off	pg. 23
12.	Approval of Richland Irrigation Project	pg. 25
13.	Approval of Budgets	pg. 27
14.	Resolution 15-1388, Approval of Public Housing Budget	pg. 60

H. ADMINISTRATIVE REPORT:

15. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

J. NEXT MEETING:

K. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

February 4, 2015

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at River City Manor, 655 Joann Way, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Stanley Cleveland Jr., Charles Epp, Suzanne Gallaty, Brian Foss and Dan Miller were present. Commissioner Jim Whiteaker arrived later in the meeting. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION:

Rob Choate, County of Nevada, was present for the meeting.

John Nicoletti, Yuba County Board of Supervisors, was also present. Mr. Nicoletti will be a new Commissioner on the Board once the amendment to the agreement adding Yuba County is signed by all jurisdictions.

ITEM NO. C.1.- FAMILY SELF-SUFFICIENCY GRADUATE TAMARA GRAHAM:

Chief of Housing Services Jeni Bobadilla stated Ms. Graham was unable to attend today's meeting. She explained Ms. Graham joined the program in 2007. She was housed in the Cold Weather Shelter as a homeless family. Ms. Graham set high goals for herself and continues to further her education. She is currently employed with the Sutter-Yuba Mental Health department.

Mrs. Bobadilla explained the Family Self-Sufficiency program.

ITEM NO. D.2. – CLOSED SESSION: PURSUANT TO SECTION 549567 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

Commissioner Miller made a motion to move this item to the end of the agenda. Commissioner Gallaty made the second. All were in favor by voice vote.

Legal Counsel Duane Oliveira stated that during the closed session at the Special Meeting of January 21, 2015 an ad hoc committee consisting of Chairperson Hodges and Commissioners Cleveland and Griese was appointed by the Board to investigate matters in regards to the Executive Director who was placed on administrative leave. The committee has met twice. The committee will disband once their specific task is finished.

Chairperson Hodges reported there was no reportable action.

ITEM NO. E. - CONSENT CALENDAR:

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

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.7. – RESOLUTION 15-1379, FSS GRADUATE TAMARA GRAHAM:

Commissioner Foss made a motion to approve Resolution 15-1379, FSS Graduate Tamara Graham. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Dan Miller, Stanley Cleveland Jr.,

Brian Foss, Susanne Gallaty, Martha Griese and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Jim Whiteaker

ITEM NO. G.8. – RESOLUTION 15-1380, AUTHORIZING GUSTAVO BECERRA/INTERIM EXECUTIVE DIRECTOR TO EXECUTE AND SIGN DOCUMENTS RELATING TO THE JOE SERNA, JR. FARMWORKER GRANT UNDER STANDARD AGREEMENT 10-FWHG-7154:

Interim Executive Director Gustavo Becerra explained the grant is for the current project in the Richland Housing Center. It includes the new neighborhood center and the 10 ADA units. He mentioned Housing and Community Development department requires a title and name of the authorized signer be noted on a resolution in order to continue with the project, including the ability to draw down funds.

Commissioner Gallaty made a motion to approve Resolution 15-1380, Authorization for Gustavo Becerra/Interim Executive Director to execute and sign documents relating to the Joe Serna, Jr. Farmworker Grant under standard agreement 10-FWHG-7154. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Dan Miller, Stanley Cleveland Jr.,

Brian Foss, Susanne Gallaty, Martha Griese and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Jim Whiteaker

ITEM NO. G.9. – RESOLUTION 15-1381, AUTHORIZATION TO ALLOW INTERIM EXECUTIVE DIRECTOR GUSTAVO BECERRA TO BE NAMED A SIGNER FOR ANY BANK ACCOUNTS IN RELATION TO UMPQUA BANK:

Commissioner Cleveland made a motion to approve Resolution 15-1381, Authorization to allow Interim Executive Director Gustavo Becerra to be named a signer for any bank accounts in relation to Umpqua Bank. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Dan Miller, Stanley Cleveland Jr.,

Brian Foss, Susanne Gallaty, Martha Griese and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Jim Whiteaker

ITEM NO. G.10. – RESOLUTION 15-1382, AUTHORIZATION TO ALLOW INTERIM EXECUTIVE DIRECTOR GUSTAVO BECERRA TO BE DESIGNATED THE INDIVIDUAL TO MANAGE AND MAINTAIN ANY AND ALL ACCOUNTS AND TO BE RESPONSIBLE FOR INSURING ALL BALANCES ARE PAID AND THE CARDS ARE USED FOR AUTHORIZED CHARGES:

Executive Assistant/HR Coordinator Jennifer Ruiz mentioned a revised copy of the Resolution was emailed changing the name from First Bankcard to First National Bank Omaha.

Chief of Finance Gail Allen stated the receipts are signed off by the approving manager. Once the invoice has been batched in to pay, both Mrs. Ruiz and Mr. Becerra review the payment summary and authorize the release of the check.

Commissioner Griese stated there should be a process in place to review any charges or expenses by the Executive Director. Mr. Becerra stated new processes have been put in place. He stated Chairperson Hodges will be signing off on his timesheets and he has relinquished the agency credit card that was in his possession.

Commissioner Epp made a motion to approve Resolution 15-1382, Authorization to allow Interim Executive Director Gustavo Becerra to be designated the individual to manage and maintain any and all accounts and to be responsible for insuring all balances are paid and the cards are used for authorized charges. Commissioner Griese made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Dan Miller, Stanley Cleveland Jr.,

Brian Foss, Susanne Gallaty, Martha Griese and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Jim Whiteaker

ITEM NO. G.11. – DETERMINATION OF COMPENSATION FOR INTERIM EXECUTIVE DIRECTOR:

Chairperson Hodges stated when there is an interim promotion; there is a change in compensation. Commissioner Cleveland stated there is usually a 10 to 15 percent differential. Commissioner Miller agreed that there is usually a 15 percent increase and suggested there should be a time limit as to how long the interim position should be such as six months.

Commissioner Miller made a motion to bump Interim Executive Director Gustavo Becerra's pay by 15 percent above his current salary and that it be made retro to January 21, 2015. Commissioner Cleveland made the second. All were in favor by voice vote

ITEM NO. H.12. – ADMINISTRATIVE UPDATE:

Mr. Becerra said our agency is considered a High Performer by HUD in both the Public Housing and Housing Choice Voucher Programs. He stated the Maple Park Phase 2 project broke ground on Monday. He explained this will be a 35 unit senior complex.

Mr. Becerra mentioned HUD was in doing a Wage Compliance audit last week.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS: None

ITEM NO. J – NEXT MEETING: February 18, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned.

BY-LAWS OF
REGIONAL HOUSING AUTHORITY OF SUTTER & NEVADA COUNTIES

ARTICLE I. – NAME & PURPOSE

Section 1. – Name

The name of the Authority shall be “Regional Housing Authority of Sutter and Nevada Counties”.

Section 2. – Purpose

The Regional Housing Authority of Sutter and Nevada Counties (“the Housing Authority”) is established for the purposes and shall exercise the powers set forth in that certain Agreement Creating the Regional Housing Authority of Sutter and Nevada Counties, which Agreement created the Regional Housing Authority of Sutter and Nevada Counties, effective ~~July 1, 2011~~ April 20, 2011, (the “Agreement”) and the Housing Authority Law (California Health & Safety Code section 34200 et seq.) which authorizes counties and cities by agreement to create an area housing authority in areas sharing regional or area-wide housing problems. The definition of terms used in these By-Laws shall be the same as contained in the Agreement, unless otherwise expressly provided herein.

Section 3. – Offices

The principal office for the transaction of the business of the Housing Authority is hereby fixed and located at ~~448 Garden Highway~~ 1455 Butte House Road, Yuba City, California. The Board of Commissioners may change the location of the principal office within the area where the Housing Authority is qualified to do business.

ARTICLE II. – BOARD OF COMMISSIONERS

Section 1. – Powers of Commissioners

Subject to the powers and limitations as provided by law, the Agreement, or these By-laws, all powers of the Housing Authority shall be exercised, its property controlled and its affairs conducted by the Board of Commissioners (the “Board”), as is further specified in the Agreement.

Section 2. – Composition of the Board and Terms of Commissioners

The Board shall be composed of two Commissioners appointed by the Governing Body of the City of Yuba City; two Commissioners appointed by the Governing Body of the City of Live Oak; two Commissioners appointed by the Sutter County Board of Supervisors; two Commissioners appointed by the Nevada County Board of Supervisors;

two Commissioners appointed by the Yuba County Board of Supervisors and except as otherwise provided in section 324246.5 of the California Health & Safety Code, one Tenant Commissioner of the Housing Authority as appointed jointly by the Governing Bodies of the Cities of Live Oak and Yuba City and the Board of Supervisors of the Counties of Sutter, Yuba and Nevada upon the recommendation of the Housing Authority Board of Commissioners. The Member Governing Bodies shall notify the Secretary of the Housing Authority, in writing, of all appointments.

Non-tenant Commissioners shall serve for a term of four (4) years. The Commissioners previously appointed by the City of Live Oak and Yuba City and the Counties of Sutter and Nevada and currently serving their terms shall continue to serve on the ~~new~~ Regional Housing Authority's new Board of Commissioners until the expiration of their term. The Nevada-Yuba County Board of Supervisors shall designate of those Commissioners first appointed by it, the Commissioner who will serve for a term of three (3) years, and the Commissioner who will serve for a term of four (4) years. All subsequent successors to the Board of Commissioners shall be appointed by the Governing Bodies of the respective jurisdictions for the terms of four (4) years except that all vacancies to be filled shall be filled for the unexpired portion of the term. The Tenant Commissioner jointly appointed shall serve for a term of two (2) years. His/her successor shall be appointed jointly by the Governing Bodies of the respective jurisdictions for the terms of two (2) years except that a vacancy shall be filled for the unexpired term, but only so long as he/she remains a tenant of the Housing Authority. His/Her successor shall also be a tenant of the Housing Authority and shall be appointed jointly by the Governing Bodies for the term of two (2) years except that a vacancy shall be filled for the unexpired term.

Regardless of the length of their term, Commissioners shall remain in office until their successor is sworn and assumes the office.

Section 3. – Voting Rights

Commissioners shall have one vote each at meetings of this Board.

Section 4. – Additional Commissioners

Additional Commissioners may be added from time to time to represent additional Governing Bodies, provided that the addition of parties to the Agreement shall be approved by the Housing Authority and an affirmative vote of a majority of the Member Governing Bodies.

Section 5. – Vacancies

Any vacancy occurring on the Board, whether because of death, incapacity, resignation, increase in the number of Commissioners, removal or otherwise, shall be filled by the Governing Body of the respective Member City or County.

Section 6. – Resignation

Any Commissioner representing a Member Governing Body may resign at any time by giving written notice of such resignation to the Secretary of the Housing Authority and to the appointing Member Governing Body. Notwithstanding Section 2, such resignation shall be effective at the time specified therein, and acceptance of such resignation shall not be necessary to make it effective. The Secretary shall also inform the appointing Governing Body of such resignation.

Section 7. – Attendance at Meetings

Absence for three (3) consecutive meetings shall constitute neglect of duty as set forth in California Health and Safety Code section 34282 and shall be cause for removal from office by the appointing Governing Body. The vacant position shall be filled by the appointing Member City's or County's Governing Body.

Section 8. – Removal

A Commissioner may be removed, for cause, by the respective Member Governing Body as set forth in California Health and Safety Code Section 34282 or its successor statute.

Section 9. – Withdrawal/Cancellation

Commissioners who represent Member Governing Bodies, which withdraw or are cancelled, as parties to the Agreement shall be removed as members of the Board and its Committees.

Section 10. – Conflict of Interest

- A. No Commissioner or officer who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, unless a full written disclosure has been received by the Executive Director, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. (amended on 05/03/2006, resolution 06-1091)
- B. Family is defined as parents, spouse, siblings, grandparents, grandchildren, significant other and domestic partner.

ARTICLE III. – MEETINGS OF THE BOARD

Section 1. – Annual Meeting

The Annual Meeting of the Housing Authority shall be held on the first regular meeting of April or any other day so designated by the Commissioners at such time and at such place as the Commissioners may designate for the purposes of the election and the installation of officers, and the transaction of other business.

Section 2. – Regular Meetings

Regular meetings of the Housing Authority shall be held at the regular meeting place of the Housing Authority at such time and places as may be provided by resolutions adopted from time to time by the Board, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day. Upon the Secretary's recommendation, the Chairperson may cancel any of the regular scheduled meetings if there is not sufficient business to transact, or may schedule additional Special Meetings for urgent business as circumstances require.

Section 3. – Place of Meetings

Regular meetings of the Board shall be held at any place as may be designated from time to time by the Board. In the absence of such designation, meetings shall be held at principal office of the Housing Authority.

Section 4. – Special Meetings

The Chairperson of the Housing Authority may, when he/she deems it expedient, and shall, upon the written request of two (2) Board Members of the Housing Authority, call a Special Meeting of the Board for the purpose of transacting any business designated in the call. The call for a Special Meeting may be delivered to each member of the Board at least twenty four (24) hours prior to the meeting, or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such Special Meeting, or may be waived by written waiver signed by all the members of the Board prior to the meeting. At such Special Meeting, no business shall be considered other than designated in the call.

Section 5. – Notices of Meetings and Posting of Agendas

Notice of time and place of all regular and special meetings shall be delivered personally, emailed or sent by first-class mail and addressed to each Commissioner and each Member Governing Body at the Commissioner's and Member Governing Body's address as it is shown on the records of the Housing Authority.

Section 6. – Quorum

The powers of the Housing Authority shall be vested in the Commissioners thereof in office from time to time. Three-fifths (3/5) of the Commissioners of the Housing Authority presently serving on the Board shall constitute a quorum for the purpose of conducting business in exercising its powers and for all other purposes.

Section 7. – Manner of Voting

Voting on all Resolutions coming before the Housing Authority shall be by roll call, and the “yeas” and “nays” shall be entered upon the Minutes of such meeting. The concurrence of a majority of the Commissioners appointed shall be necessary to take any action.

All Resolutions shall be in writing and shall be entered in a journal of the proceedings of the Authority.

Section 8. – Open Meetings

All regular and special meetings of the Board shall be held in compliance with the provisions of Health and Safety Code Section 34283 and the Ralph M. Brown Act, California Government Code Section 54950, et seq.

Section 9. – Fees and Compensation

Commissioners shall not receive any salary for their services as Commissioners; however, by action of the Board, reasonable expenses may be reimbursed. In addition, the Board may act to approve a per diem for Commissioners as allowed by California Health and Safety Code Section 34274.

ARTICLE IV. – OFFICERS

Section 1. – Officers

The officers of the Housing Authority shall be a Chairperson, Vice-Chairperson, a Secretary, and such other officers as the Board may appoint.

Section 2. – Election

The Board shall elect the Chairperson and Vice-Chairperson from among its members. The Secretary shall be the Executive Director of the Housing Authority. Elected officers shall serve terms of one year or until their successors are elected and qualified. Such election shall be held at the annual organizational meeting of the Board and shall be conducted by the Secretary.

Section 3. – Chairperson

The Chairperson of the Board shall preside at all meetings of the Board, and shall have such other powers and duties as may be prescribed from time to time by the Board. Except as otherwise authorized by Resolution of the Housing Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Housing Authority.

Section 4. – Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Housing Authority shall select a new Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 5. – Secretary

The Secretary shall be the Executive Director of the Housing Authority and, as Executive Director; he/she shall have general supervision over the administration of its business and affairs, subject to the direction of the Board. He/she shall be charged with the management of the Housing Projects of the Housing Authority.

As Secretary, he/she shall keep the records of the Housing Authority, shall act as secretary of the meetings of the Housing Authority, and its Board, and record all votes, and shall keep a record of the proceedings of the Housing Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Housing Authority and shall have power to affix such seal to contracts and instruments authorized to be executed by the Housing Authority.

The Secretary shall also be the Treasurer of the Housing Authority. As Treasurer, he/she shall have the care and custody of all funds of the Housing Authority and shall deposit the same in the name of the Housing Authority in such bank or banks as the Housing Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board. Except as otherwise authorized by Resolution of the Board, all such orders and checks shall be countersigned by the Chairperson. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, bi-annually, an account of his/her transactions, and also of the financial conditions of the Housing Authority.

The compensation of the Secretary shall be determined by the Board, provided that a temporary appointee selected from among the Commissioners of the Housing Authority shall serve without compensation (other than payment of necessary expenses).

Section 6. – Additional Duties

The officers of the Housing Authority shall perform such other duties and functions as may from time to time be required by the Housing Authority or the By-Laws or Rules and Regulations of the Housing Authority.

Section 7. – Terms of Office

The officers of the Housing Authority shall be elected at each Annual Meeting to serve until their successor is elected and qualified. All officers shall be elected on an annual basis. All other officers of the Housing Authority shall be permitted to succeed themselves at the will of the Commissioners.

Section 8. – Vacancies

Should the offices of Chairperson and Vice-Chairperson become vacant, the Housing Authority shall elect a successor from its Commissioners at its next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Housing Authority shall appoint a successor, as aforesaid.

Section 9. – Removal and Resignation

Any officer may be removed by a majority of the voting Commissioners at any regular or special meeting of the Board.

Any officer may resign at any time by giving written notice to the Board, the Chairperson of the Board, or the Secretary. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE V. – COMMITTEES OF THE BOARD

Section 1. – Committees Generally

Committees of the Board may be appointed as needed by the Chairperson. Each Committee shall exercise such power and carry out such functions as are designated by these By-Laws or as delegated by the Board from time to time. Except as otherwise provided by the Board or these By-Laws, such committees shall be advisory only and subject to the control of the Board.

Section 2. – Quorum, Meetings

A majority of the members of a committee shall constitute a quorum at any meeting of that committee, and all recommendations to the Board shall require a majority vote of those members present. Each committee shall meet as often as is necessary to perform its duties. A memo describing any recommendations made shall be presented to the Board.

Section 3. – Vacancies

Vacancies in any committee shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.

Section 4. – Expenditures

Except as may otherwise be provided by the Board or by these By-Laws, any expenditure of funds by a committee shall require prior approval of the Board.

ARTICLE VI. – ADMINISTRATION

Section 1. – Executive Director/Secretary

The Executive Director of the Housing Authority shall serve as the Executive Director and Secretary of the Housing Authority. The Executive Director, or designee, shall attend meetings of the Board, but shall have no vote, and shall administer the business and activities of the Housing Authority, including those specific duties assigned by the Board or required by the Agreement. The duties as Secretary shall be as prescribed by Section 5 of Article IV above.

The Executive Director shall provide for such other employees as may be necessary for management of the Housing Authority's business, subject to approval by the Board, or the Housing Authority's Executive Committee

Section 2. – Duties of Executive Director

The authority and responsibility of the Executive Director, and where appropriate, his/her designee, and to whom the Board shall provide policy direction, shall include:

- A. Exercising responsibility for the selection, employment and supervision of all other employees of the Housing Authority.
- B. Coordinating and carrying out the Housing Authority's purposes and objectives according to the policies and procedures of the Housing Authority, the policy direction of the Board and the approved work program; including reporting at the next regular meeting relative to the exercise of any significant powers of duties;

- C. Attending, as a non-voting member, the meetings of the Board and its committees;
- D. Representing the Board and the Housing Authority in dealings with the public and other organizations;
- E. Reporting the Housing Authority's activities to the parties to the Agreement at such times and in such manner as prescribed by them
- F. Performing such specific duties as are set forth in the Agreement; and
- G. Performing such specific duties that are delegated by the Board.

ARTICLE VII. – MISCELLANEOUS

Section 1. – Agents and Representatives

The Board may appoint such agents and representatives of the Housing Authority with such power and to perform such acts or duties on behalf of the Housing Authority, as the Board may see fit, so far as may be consistent with the Agreement, these By-Laws and applicable laws.

Section 2. – Bonding

Officers, Commissioners and employees handling funds shall be properly bonded as determined by the Board of Commissioners.

Section 3. – Fiscal Year

The fiscal year of the Housing Authority shall end on March 31.

Section 4. – Authority of Payments

All invoices, billings and claims for payment of losses shall be approved and signed by any two of the following before payment.

- A. Chairperson of the Board;
- B. The Vice-Chairperson of the Board;
- C. The Executive Director/Secretary; or
- D. Specific check signers designated by Board Resolution.

Section 5. – Rules of Procedure for Meetings

All meetings of the Board, the Executive Committee and other committees or bodies of the Housing Authority shall be conducted in accordance with Robert's Rules of Order, provided that in the event of any conflict, such rules shall be superseded by the Agreement, these By-Laws and California Law.

ARTICLE VIII. – AMENDMENT OF BY-LAWS

The By-Laws of the Housing Authority shall be amended only with the approval of at least four (4) Commissioners of the Housing Authority at a regular or a special meeting. No such amendment shall be adopted unless at least thirty (30) days written notice thereof has been previously given to all Commissioners of the Housing Authority. The secretary of the Housing Authority shall prepare and distribute any revisions to all parties to the Agreement.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly appointed and acting Secretary of the Regional Housing Authority ~~of Sutter and Nevada Counties.~~
2. That the forgoing By-Laws, comprising ten (10) pages, including this page, constitute the By-Laws of said Housing Authority as duly restated and adopted by the Board of Commissioners of said Housing Authority at a meeting duly held on ~~April 20, 2014~~ January 21, 2015.

IN WITNESS WHEREOF, I hereunto subscribed my name this ~~20th~~ 21st day of ~~January~~ April 20145.

~~Linda J. Nichols~~ Gustavo Becerra
~~Interim~~ Executive Director and Secretary

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Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
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Website: www.rhasnc.org

RESOLUTION 15-1383

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$916.16

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

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

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$916.16.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of March, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\14-1383

**Rural Development Properties
Collection Loss Write Off
Period: February/March 2015**

<u>Name</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
Ramirez, Cuauhtemoc	420 Miles Ave. #31, YC	04/18/08	01/02/15	\$ 357.00	\$ -	\$ -	\$ 916.16	\$ -	\$ -	\$ 916.16	No
				\$ -	\$ -	\$ -	\$ 916.16	\$ -	\$ -	\$ 916.16	
										\$ 916.16	Total Write Off

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

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

Deceased *

Exhibit A

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Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax (530) 673-077
Website: www.rhasnc.org

RESOLUTION 15-1384

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$10,017.63

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates low-income housing projects CA 48-1, 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 of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$10,017.63.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of March, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Gustavo Becerra
Interim Executive Director

(SEAL)

**Public Housing
Collection Loss Write Off
Period: February/March 2015**

Name	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
Megazzi, Teresa	420 Atwood, YC	04/20/11	01/08/15	\$ 117.00	\$ 660.81	\$ 120.00	\$ 892.33	\$ 1,042.77	\$ 2,400.00	\$ 5,115.91	No
Bajwa, Baldev *	476 Garden Hwy, #N	02/17/04	01/31/15	\$ 237.00	\$ -	\$ -	\$ 173.00	\$ -	\$ -	\$ 173.00	No
Munoz, Martin	366 Atwood, YC	09/14/07	01/15/15	\$ 369.00	\$ 1,242.00	\$ 10.00	\$ 689.00	\$ 287.72	\$ 2,500.00	\$ 4,728.72	No
					\$ 1,902.81	\$ 130.00	\$ 1,754.33	\$ 1,330.49	\$ 4,900.00	\$ 10,017.63	Total Write Off

Deceased *

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

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

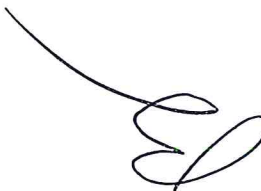


Exhibit A

18



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax (530) 673-0775
Website: www.rhasnc.org

RESOLUTION 15-1385

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$6,351.42

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates affordable housing projects such as Devonshire; and

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

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$6,351.42.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of March 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1385

Devonshire
Collection Loss Write Off
Period: February/March 2015

<u>Name</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>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
Caballero, Lizet	1431 Wescott #01	05/01/14	01/22/15		\$ 725.00	\$ 3,353.48	\$ -	\$ 597.94	\$ -	\$ 2,400.00	\$ 6,351.42	No
						\$ 3,353.48	\$ -	\$ 597.94	\$ -	\$ 2,400.00	\$ 6,351.42	Total Write Off

Deceased *

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

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

Exhibit A



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax (530) 673-0775
Website: www.rhasnc.org

RESOLUTION 15-1386

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,980.69

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

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

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,980.69.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of March, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Gustavo Becerra,
Interim Executive Director

(SEAL)

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: February/March 2015

<u>Name</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>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
Roberts, Misty	35	08/04/14	02/02/15		\$ 595.00	\$ 1,266.40	\$ 40.00	\$ 902.11	\$ -	\$ 1,772.18	\$ 3,980.69	No
						\$ 1,266.40	\$ 40.00	\$ 902.11	\$ -	\$ 1,772.18	\$ 3,980.69	Total Write Off

Deceased *

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

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

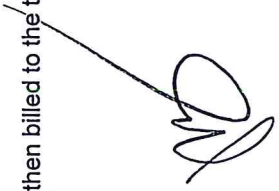


Exhibit A



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax (530) 673-0775
Website: www.rhasnc.org

RESOLUTION 15-1387

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING HOUSING CHOICE VOUCHER LANDLORD OVERPAYMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$5,132.00

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates the Housing Choice Voucher program for Sutter, Nevada and Colusa Counties; and

WHEREAS, operations of the Housing Choice Voucher program includes assisting families who are low income and making monthly rental payments to landlords; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances due to overpayments; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$5,132.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of March, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1387

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**HCV Landlord Overpayments
Collection Loss Write Off
Period: March 2015**

<u>Name</u>	<u>HCV Landlord Overpayment</u>	<u>Re-paid to RHASNC</u>	<u>Total Owed</u>
Vandah Steffire	\$ 405.00	-	405.00
Amrik Takhar	\$ 210.00	-	210.00
Unni O. Shelton	\$ 415.00	-	415.00
Alan Tuan Nguyen	\$ 319.00	-	319.00
Brian Kam	\$ 16.00	-	16.00
Kenneth Daniels	\$ 347.00	-	347.00
Jaime Chavez	\$ 460.00	-	460.00
Charanjit Pooni	\$ 181.00	-	181.00
Gateway Real Estate	\$ 296.00	-	296.00
Laurie Foster	\$ 220.00	-	220.00
Balbir S. Pooni	\$ 483.00	-	483.00
Marilyn Dunn	\$ 816.00	-	816.00
Rosemary Freeland	\$ 617.00	-	617.00
Sarabjit Singh	\$ 263.00	-	263.00
Agustin Nunez	\$ 22.00	-	22.00
Lyndell V. Epperson	\$ 62.00	-	62.00
Total	\$ 5,132.00	-	\$ 5,132.00

Exhibit A

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

STAFF REPORT

Date: March 18, 2015
To: Board of Commissioners
From: Gustavo Becerra, Interim Executive Director

SUBJECT: Richland Housing Irrigation Project, Yuba City

RECOMMENDATION: Award contract to Buskirk Building Solutions for the irrigation project to be performed at Richland Housing in Yuba City

FISCAL IMPACT: \$68,000 in CDBG funds from the City of Yuba City
\$184,389 in Capital Fund Program funds
Total recommended contract amount = \$252,389

\$40,000 in Capital Fund Program funds (as contingency funds, only used if needed)

Background

The Richland Housing site has an existing well that at one point served as the only source of water at the development for drinking and irrigation. When the City of Yuba City annexed the property in 1988, City water service shortly followed, and the well stopped being used for all purposes.

In the current drought conditions that our area, and our State are going through, it became imperative to look for water saving solutions. Staff applied for a Community Development Block Grant (CDBG) with the City of Yuba City in order to help fund the project. At the Richland site, a large portion of green space is irrigated, and obviously irrigated with City treated/metered water. This project would eliminate the need for City treated/metered water to be used for irrigation

The existing well casing was inspected and is fit for use. The old pump would be replaced with a smaller, and more energy efficient pump. Additionally, the new pump will be fitted with a sand and sediment filter to protect the new irrigation equipment.

The project will isolate the irrigation water originating at the well, from the City treated/metered water that will continue to serve our households for their daily water needs, through a series of new water main lines, where irrigation lines will tap into.

Staff's in-house cost estimate for the project scope of work totaled \$356,556.

Six General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on January 13, 2015 with bids due to the Housing Authority on February 5, 2015. Two General Contractors submitted the following bids:

Bids Submitted:

Buskirk Building Solutions (Roseville, CA)	\$326,999
Fletcher's Plumbing & Contracting, Inc. (Yuba City, CA)	\$495,000

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

NOTE: It is important to note that the recommended contract amount differs from the bid submitted due to value engineering conducted between staff and the bidders, in order to bring the project into budget.

After staff downsized the project for budgetary reasons, and planned future land use for new projects, both General Contractors were given the opportunity to revise their bids based on breaking down the project by sections.

The revised bids based on the breakdown we requested are the following:

Buskirk Building Solutions (Roseville, CA)	\$252,389
Fletcher's Plumbing & Contracting, Inc. (Yuba City, CA)	\$336,690

The Housing Authority has worked with Buskirk Building Solutions before, on six other projects, and has been very satisfied with their work in the past. Staff is confident that this company is well qualified to complete the project.

Recommendation

Staff recommends that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the revised bid from Buskirk Building Solutions in the amount of \$252,389 for the irrigation project planned for the Richland Housing site in Yuba City, and authorize the Interim Executive Director to execute the construction contract and all required documents.

Prepared and submitted by:



Gustavo Becerra
Interim Executive Director

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
STAFF REPORT

Date: March 15, 2015
To: Board of Commissioners
From: Gail Allen -- Chief, Finance/Administration

SUBJECT: Fiscal Year Ending 2016 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

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

What is included in this Report?

- Net Residual Receipt Summary (end of Staff Report)
- Budget comparison between FYE 2015 and FYE 2016 (attached spreadsheets)

What factors do you use when preparing a budget?

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

What are some of the specifics of each budget?

- All programs
 - 5% step increases for non-exempt staff; 0% for management
 - 0% COLA for all staff
 - Where available, Capital Needs Assessments (CNA) for future property/building requirements
 - Levee bond taxes along with special assessments
 - Revised utility budgets to reflect actual costs

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

- Public Housing Income (pages 32-37)
 - Subsidy -- 82% proration
 - Capital Funds – CY 2015 \$253,881 allocation and \$32,891 Replacement Housing Factor (RHF) fund which is paid for 5 years with a potential 5 year additional funding. This is an automatic funding from HUD to replace the loss of public housing for the Maple Park project
 - PILOT (Payment in Lieu of Taxes) -- Interagency agreement to return funds to RHASNC

- Housing Choice Voucher (pages 38-39)
 - Administrative Fee Subsidy
 - 1,625 vouchers per month x published Column A (<7,200) and B (>7,200) rates
 - 75% proration
 - Housing Assistance Payments (HAP's) Subsidy
 - CY 2015 allocation
 - Unspent funds from prior year (pending HUD's rebench of Annual Contribution Contract (ACC))
 - No proration
 - Housing Assistance Payments (HAP's) Expense
 - 1,625 vouchers x \$430 average HAP (decreased from \$470). Although RHASNC manages to ACC, it is anticipated that no additional funds from Administrative Fee or unrestricted programs will be required to cover total HAP liability.
- Rural Development (pages 40-54)
 - Income Rental income is subsidized by USDA for Richland Housing and Centennial Arms and HUD for Butte View Estates
 - Expenses Mandated Reserves are to cover approved Capital Needs projects
Debt Payments
- Mental Health (page 55)
 - Heather Glenn is a Building Better Partnerships housing development with potential subsidy coming from California Housing Finance Agency (CalHFA)
 - Teesdale is a RHASNC housing development
 - Both developments were purchased and gifted to RHASNC
- Devonshire (page 56)
 - HUD rental assistance
 - Colusa property purchased in March of 2014.
- Affordable/Unrestricted Properties (pages 57-59)
 - Kingwood Commons -- Expenses
 - Debt Service was refinanced January 1, with an annual savings of \$129,432 (\$10,786 monthly)
 - Minimal unit rehab during turns
 - Major unit rehab once due to/due froms are paid back (approximately 6 years) and/or additional funds become available
 - Rent incentives are offered
 - Trailer Park
 - Income 5% increase in tenant rent
 - Expenses Includes utilities, staff time, disposal of vacant trailers, utility billing company, property insurance, taxes and security patrol

- LC-35
 - Monthly Income
 - \$2,622 -- (3% increase) -- Miles Market
 - \$800 – Yuba City Unified School District
 - \$62 – Del Norte Clinic
 - \$2,222 – Solar
 - \$6,000 – Office building debt service charged to other programs
 - Monthly Expenses
 - Solar Farm -- \$1,090 (Power Purchase Agreement fee) and \$417 (inverter replacement reserve)
 - Debt Service -- Office (\$6,000)
 - Debt Service – Miles Market (\$486)

- Migrant Services – Two-Year Budget Resolution approved 10/02/13 with one pending for 07/01/2015-06/30/2017
 - Income Returned to State
 - Expenses Billed monthly to OMS (up to budgeted amount) using actual amounts

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

- Administration Wages/benefits, legal, training/travel, outside consultants (Yardi, IT human resources, commissioners), dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, Yardi license fee, equipment leases, answering service, printing

- Tenant Services On-sight manager wages/benefits, tenant functions

- Utilities Water, sewer, gas, electric, trash removal

- Maintenance Wages/benefits, uniform allowance, travel/training, supplies, outside vendors (alarm, flooring, cleaning, pest control, janitorial, vehicle maintenance, painting)

- General Insurance, PILOT's (\$71,068), levee taxes/special assessments (\$80,177), security, major repairs, tenant bad debt

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

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

- Housing Choice Voucher 1,625 income restricted vouchers

- Rural Development 244 income restricted units
 - Richland Housing 180 + 10 ADA family units (ADA pending build)
 - Centennial Arms 21 + 1 ADA unit (ADA unit pending conversion of rec room)
 - Butte View Estates 32 senior units

- Affordable – Agency Owned
 - Kingwood Commons 82 income unrestricted units
 - Percy Avenue 64 family units
 - Trailer Park 8 family units
 - LC-35 9 family units (space is leased by tenants)
 - Transitional Trailer Miles Market, School
 - Management Fees 1 family unit
 - Fees paid to RHASNC to manage properties (Sutter Community Affordable Housing & Homes 2 Families) or cover work orders
 - Costs

- Migrant Services 79 income restricted units – open May-November (close date may vary)

- Other
 - Mental Health 2 properties with 16 income restricted units
 - Neighborhood Stabilization-1 9 income restricted units
 - Neighborhood Stabilization-3 13 income restricted units
 - Community Development Interagency administered programs and development projects
 - Homes2Families 19 income restricted units (managed for Yuba City)

Do any of the above programs not have a budget and if so, why?

- Neighborhood Stabilization 1 & 3 Scattered sites
- Community Development Income based on contract and amount of work completed
- Homes2Families Managed for City of Yuba City

What factors may affect this budget?

- Federal prorations -- HUD properties; Public Housing (82.35%) & Housing Choice Voucher Administrative Fee (75%)
- Higher vacancy
- Decrease in tenant income
- Major building repairs due to unforeseen conditions

Staff closely monitor 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.

Net Residual Receipt Summary

	<i>Revenue</i>	<i>Expenses</i>
Public Housing		
Richland Housing	1,061,165	1,229,877
Date Street	273,109	391,418
Joann Way	120,738	182,844
Total	1,455,012	1,804,139
Housing Choice Voucher		
Administrative Fee	791,584	791,087
Housing Assistance Payments	7,317,203	7,317,203
FSS Coordinator	Transferred to Public Housing	Transferred to Public Housing
Total	8,151,005	8,110,791

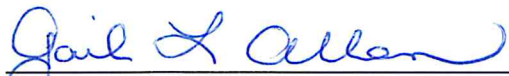
Rural Development		
Richland Housing	2,559,470	2,558,845
Butte View Estates	298,616	298,479
Centennials Arms	269,319	269,239
Total	3,127,405	3,126,563
Mental Health		
Heather Glenn	37,036	37,036
Teesdale	24,648	24,577
Total	61,684	61,613
Devonshire	247,094	247,076
Affordable		
Kingwood Commons	487,943	487,935
Percy Avenue	46,371	35,781
Trailer Park	46,026	33,149
LC-35	190,096	105,756
Transitional Trailer	8,590	3,431
Misc Managed & Dev Programs	413,116	397,392
Total	1,192,142	1,063,444
Migrant Services	Pending	Pending

RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the attached fiscal year ending 2016 operating budget.

Prepared by:

Submitted by:



Gail L. Allen
Chief, Finance/Administration



Gustavo Becerra
Interim Executive Director

Public Housing			
Restricted			
		Current Budget	Proposed Budget
Richland Housing (Rich-02)			
3199-00-000	Net Tenant Income	449,338.31	495,461.80
3499-00-000	Total Grant Income	320,399.00	565,686.00
3699-00-000	Total Other Income	45,550.00	16.83
3999-00-000	Total Income	815,287.31	1,061,164.63
4199-00-000	Total Administrative Expenses	252,498.58	295,048.54
4299-00-000	Total Tenant Services Expenses	8,835.80	60,375.80
4399-00-000	Total Utility Expenses	109,462.22	116,491.39
4499-00-000	Total Maintenance Expenses	357,839.69	319,111.63
4599-00-000	Total General Expenses	86,651.41	438,849.70
8000-00-000	Total Expenses	815,287.70	1,229,877.06
9000-00-000	Net Income	-0.39	-168,712.43
			RESERVES
Senior Village (Date-04)			
3199-00-000	Net Tenant Income	147,710.47	156,882.99
3499-00-000	Total Grant Income	188,537.00	116,097.10
3699-00-000	Total Other Income	15,834.00	129.13
3999-00-000	Total Income	352,081.47	273,109.22
4199-00-000	Total Administrative Expenses	111,083.56	113,643.25
4299-00-000	Total Tenant Services Expenses	11,921.71	11,921.71
4399-00-000	Total Utility Expenses	73,695.91	76,149.09
4499-00-000	Total Maintenance Expenses	126,936.64	152,962.40
4599-00-000	Total General Expenses	28,444.50	36,741.50
8000-00-000	Total Expenses	352,082.32	391,417.95
9000-00-000	Net Income	-0.85	-118,308.73
			RESERVES

Public Housing			
Restricted			
		Current Budget	Proposed Budget
Joann Way (Joann-05)			
3199-00-000	Net Tenant Income	70,525.54	70,975.55
3499-00-000	Total Grant Income	108,616.00	49,755.66
3699-00-000	Total Other Income	9,684.00	6.58
3999-00-000	Total Income	188,825.54	120,737.79
4199-00-000	Total Administrative Expenses	65,051.35	71,397.68
4299-00-000	Total Tenant Services Expenses	1,720.74	10,093.64
4399-00-000	Total Utility Expenses	21,327.81	22,368.66
4499-00-000	Total Maintenance Expenses	83,567.17	54,015.36
4599-00-000	Total General Expenses	17,158.65	24,968.44
8000-00-000	Total Expenses	188,825.72	182,843.79
9000-00-000	Net Income	-0.18	-62,106.00
			RESERVES
3999-00-000	Total Combined Income	1,356,194.32	1,455,011.63
8000-00-000	Total Combined Expenses	1,356,195.74	1,804,138.80
9000-00-000	Net Combined Income	-1.42	-349,127.17
	Total Reserves		1,025,142.00
9000-00-000	Revised Net Combined Income		676,014.83

**Operating Fund
Calculation of Operating Subsidy
PHA-Owned Rental Housing**

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

OMB Approval No. 2577-0029 (exp.06/30/2017)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not 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 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Enter Total Number of ACC Units for this PHA > > 179

1. Name and Address of Public Housing Agency: Regional Hsg Authority of Sutter & Nevada Co. 1455 Butte House Rd Yuba City, CA 95993		2. Funding Period: 01/01/2015 to 12/31/2015	
4. ACC Number: SF-211		3. Type of Submission: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
5. Fiscal Year End: <input type="checkbox"/> 12/31 <input checked="" type="checkbox"/> 03/31 <input type="checkbox"/> 06/30 <input type="checkbox"/> 09/30		6. Operating Fund Project Number: CA048000032	
7. DUNS Number: 621882174		HUD Use Only	
8. ROFO Code: 0930			

Section 2

Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:

	ACC Units on 7/1/2013	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2014 (=)
Requested by PHA				0
HUD Modifications				

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.

Categorization of Unit Months:

First of Month
 Last of Month

Occupied Unit Months							
01	Occupied dwelling units -- by public housing eligible family under lease	2,034		2,034		2,034	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	24				24	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section	0		0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy	0		0		0	

Vacant Unit Months							
05	Units undergoing modernization	0		0			
06	Special use units	0		0			
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			0			
07	Units vacant due to litigation	0		0			
08	Units vacant due to disasters	0		0			
09	Units vacant due to casualty losses	0		0			
10	Units vacant due to changing market conditions	0		0			
11	Units vacant and not categorized above	0					

Other ACC Unit Months							
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0					
13	All other ACC units not categorized above	0					

Calculations Based on Unit Months:							
14	Limited vacancies			0			
15	Total Unit Months	2,058		2,034		2,058	
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)					172	

Special Provision for Calculation of Utilities Expense Level:							
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee						

Section 3

Line No.	Description	Requested by PHA	HUD Modifications
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Part A. Formula Expenses

Project Expense Level (PEL)			
01	PUM project expense level (PEL)		\$447.68
02	Inflation factor		1.01500
03	PUM inflated PEL (Part A, Line 01 times Line 02)		\$454.40
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)		\$924,250

Utilities Expense Level (UEL)			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)		\$80.22
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)		\$163,167

Add-Ons

07	Self-sufficiency		
08	Energy loan amortization		
09	Payment in lieu of taxes (PILOT)		\$48,647
10	Cost of independent audit		\$3,110
11	Funding for resident participation activities		\$4,300
12	Asset management fee <input type="checkbox"/> Eligible for an Asset Management Fee		\$0
13	Information technology fee		\$4,116
14	Asset repositioning fee		\$0
15	Costs attributable to changes in federal law, regulation, or economy		
16	Total Add-Ons (Sum of Part A, Lines 07 through 15)		\$60,173
17	Total Formula Expenses (Part A, Line 04 plus Line 06 plus Line 16)		\$1,147,590

Part B. Formula Income

01	PUM formula income <input type="checkbox"/> Resident-paid utilities incentive		\$308.72
02	PUM change in utility allowances		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)		\$308.72
04	Total Formula Income (Part B, Line 03 times Section 2, Line 15, Column B)		\$627,936

Part C. Other Formula Provisions

01	Moving-to-Work (MTW)		
02	Transition funding	0.00	\$0
03	Other		
04	Total Other Formula Provisions (Sum of Part C, Lines 01 through 03)		\$0

Part D. Calculation of Formula Amount

01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)		\$519,654
02	Cost of independent audit (Same as Part A, Line 10)		\$3,110
03	Formula amount (Greater of Part D, Lines 01 or 02)		\$519,654

Part E. Calculation of Operating Subsidy (HUD Use Only)

01	Formula amount (Same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):		

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Operating Fund																Version 2.04
2	Calculation of Utilities Expense Level																
3	PHA-Owned Rental Housing																
4	Public Reporting Burden for this collection of information is estimated to average 35 hours per 100 responses, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Office of Management and Budget, Paperwork Project (0304-0001), Washington, DC 20503. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not include itself to confidentiality.																
5	1. Name of Public Housing Agency: U.S. Department of Housing and Urban Development																
6	2. Funding Period: 1/1/2015 to 12/31/2015																
7	3. Type of Submission: Original, Supplemental																
8	4. Unit Change Indicator: No																
9	5. DUNS Number: 621882174																
10	6. Rate Reduction Incentive: No																
11	7. AOC Number: SF-211																
12	8. Operating Fund Project Number: 012/31 03/31 06/30 09/30																
13	9. Fiscal Year End: 012/31 03/31 06/30 09/30																
14	10. ROFO Code (HUD Use Only): 0930																
15	Section 1 - General Information																
16	Line No. Incentive Type Non-Frozen Utility Type																
17	Description B C D E F G H I J K L M N O																
18	Section 2 - Current consumption Level																
19	01 Actual Consumption (12-month period 7/1/2013 to 6/30/2014) 56,181 6,524 64,886 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
20	01a Unit of consumption (e.g., gallons, kWh, therms) Non-Frozen Utility Type																
21	Section 3 - Rolling Base consumption Level																
22	02 Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013) 59,601 6,355 71,041 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
23	03 Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012) 65,211 6,340 65,807 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
24	04 Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011) 78,442 8,837 82,635 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
25	05 Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04) 203,254 21,532 219,483 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
26	Operating Fund Project Number @CA048000032																
27	Section 4 - Base Consumption																
28	06 Average rolling base consumption (Line 05 + 3) 67,751 7,177 73,161 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
29	07 Actual consumption for new units 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
30	08 Rolling Base Consumption (Line 06 + 07) 67,751 7,177 73,161 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
31	Section 4 - Base Consumption																
32	09 Base Consumption (lesser of Line 01 or 08) 56,181 6,524 64,886 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
33	Section 5 - Utility Consumption Incentive																
34	10 Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
35	11 Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0) 11,570 653 8,275 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
36	12 75%/25% Split (Line 10 x 0.25) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																
37	13 75%/25% Split (Line 11 x 0.75) 8,678 490 6,206 0 0 0 0 0 0 0 0 0 0 0 0 0 0																

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Section 6 - Payable Consumption																	
38																	
39	14	Annualization of consumption for new units															
40	15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	64,859	7,014	71,092												
Section 7 - Actual Utility Costs and Average Rate																	
41	16	Actual utility costs (12-month period 7/1/2013 to 6/30/2014)	\$16,619	\$9,014	\$114,693												
42	17	Actual average utility rate (Line 16 ÷ Line 01)	\$0.2958	\$1.9817	\$1.7667												
Section 8 - Base Utilities and Inflation/Deflation Factor																	
43	18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$19,185	\$9,691	\$125,598												
44	19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2013 to 6/30/2014) - whole dollars															
Section 9 - Calculation of Utilities Expense Level																	
45	20	Base Utilities expense level minus surcharges (Line 18 minus Line 19)															
46	21	Utilities inflation/deflation factor															
47	22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)															
48	23	Energy rate incentive															
49	24	Utilities expense level - whole dollars (Line 22 + Line 23)															
50	25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)															
51	26	Utilities Expense Level - PUM (Line 24 + Line 25)															
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Section 10 - Remarks (provide section, part, and line numbers)																	
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Housing Choice Voucher - Admin Fee			
Restricted			
		Current Budget	Proposed Budget
3499-00-000	Total Grant Income	760,014.88	791,584.16
4199-00-000	Total Administrative Expenses	677,661.72	762,044.67
4299-00-000	Total Tenant Services Expenses	51,441.59	101.59
4399-00-000	Total Utility Expenses	6,549.86	6,802.85
4499-00-000	Total Maintenance Expenses	7,418.27	11,375.21
4599-00-000	Total General Expenses	8,276.00	10,763.17
4799-00-000	Total Housing Assistance Payments	0.00	0.00
8000-00-000	Total Expenses	751,347.44	791,087.49
9000-00-000	Net Income	8,667.44	496.67

HUD's HCV Admin Fee Study Final Report Due Out Soon

HUD's Office of Policy Development and Research (PD&R) is in the process of completing the Housing Choice Voucher (HCV) Administrative Fee Study, which is due to be released in March or April 2015. In September 2010, HUD commissioned Abt Associates to design and implement a rigorous methodology for estimating how much it should cost a PHA to run a high-performing and efficient HCV program and use time measurement and administrative cost data to develop a new formula for allocating administrative fees. The study consisted of two phases, which included field-testing that measured administrative costs at 60 voucher PHAs and analysis of the direct time and cost measurement study to propose a new HCV administrative fee formula.

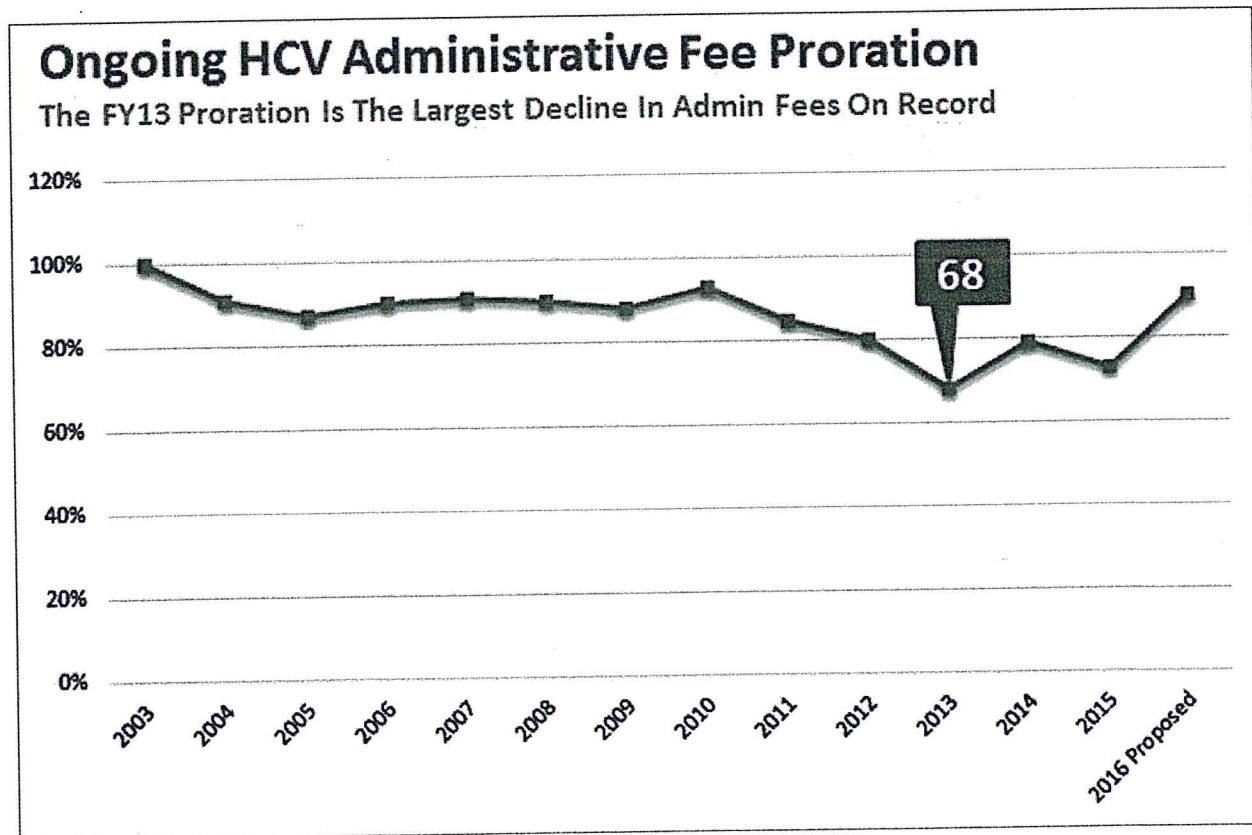
Administrative fees have been woefully underfunded for many years. Since FY 2013, when PHAs received only 68 percent of their eligibility for ongoing administrative fees, national voucher leasing has declined. Many PHAs have struggled to maintain efficient voucher programs in light of such reduced administrative funding.

Members of the Administrative Fee Study's Expert and Industry Technical Review Group (EITRG), including Janelle A. Beverly, NAHRO's Section 8 Policy Analyst, have met to make suggestions as the study has progressed. NAHRO recently submitted comments to HUD and Abt Associates on the final draft of the report. While final details concerning the study and the proposed fee formula

Administrative fees have been woefully underfunded for many years. Since FY 2013, when PHAs received only 68 percent of their eligibility...national voucher leasing has declined.

cannot be disclosed at this time, HUD's FY 2016 budget justifications acknowledged that "administrative fees are necessary to maintain an effective level of service delivery and ensure that the right benefits are going to the right people. Failing to provide adequate administrative fees will disrupt PHA operations and will impact efforts to achieve agency priority goals such as maximizing the number of families housed through HUD's affordable housing programs, serving homeless veterans and other vulnerable populations, and expanding housing choice in areas of opportunity."

NAHRO will provide coverage on the study results when they are publically released. In addition, attendees at NAHRO's 2015 Washington Conference will have the opportunity to participate in a session on the Admin Fee Study with officials from HUD's Office of Policy Development and Research. For more information and to register for the conference, please visit <http://www.nahro.org/washingtonconference>. ■



PROJECT NAME Richland Homes I, II & III		BORROWER NAME Consolidated Area HA of Sutter County		BORROWER ID AND PROJECT NO. 04-051-563486073-077	
Loan/Transfer Amount \$5,597,921		Note Rate Payment		IC Payment \$19,882	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input checked="" type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> LH	Profit Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	The following utilities are master metered: <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Trash <input type="checkbox"/> Other	
					<input checked="" type="checkbox"/> I hereby request 178 units of RA. Current number of RA units: 178
					Borrower Accounting Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual

PART I -- CASH FLOW STATEMENT

BEGINNING DATES > ENDING DATES >	CURRENT BUDGET (04-01-14) (03-31-15)	ACTUAL	PROPOSED BUDGET (04-01-15) (03-31-16)	COMMENTS or (YTD)
OPERATIONAL CASH SOURCES				
1. RENTAL INCOME.....	2,430,696		2,404,596	
2. RHS RENTAL ASSISTANCE RECEIVED.....				
3. APPLICATION FEES RECEIVED.....				
4. LAUNDRY AND VENDING.....				
5. INTEREST INCOME.....	471		471	
6. TENANT CHARGES.....	5,116		5,116	
7. OTHER - PROJECT SOURCES.....				
8. LESS (Vacancy and Contingency Allowance).....	-607,674		-435,713	18.12%
9. LESS (Agency Approved Incentive Allowance).....				
10. SUB-TOTAL [(1 thru 7) - (8 & 9)].....	1,828,609	0	1,974,470	7.98%
NON-OPERATIONAL CASH SOURCES				
11. CASH - NON PROJECT.....				
12. AUTHORIZED LOAN (Non-RHS).....				
13. TRANSFER FROM RESERVE.....	110,000		585,000	
14. SUB-TOTAL (11 thru 13).....	110,000	0	585,000	
15. TOTAL CASH SOURCES (10 + 14).....	1,938,609	0	2,559,470	32.03%
OPERATIONAL CASH USES				
16. TOTAL O&M EXPENSES (From Part II).....	1,335,620	0	1,502,905	12.52%
17. RHS DEBT PAYMENT.....	238,579		238,579	0.00%
18. RHS PAYMENT (Overage).....				
19. RHS PAYMENT (Late Fee).....				
20. REDUCTION IN PRIOR YEAR PAYABLES.....				
21. TENANT UTILITY PAYMENTS.....				
22. TRANSFER TO RESERVE.....	230,700	0	230,700	0.00%
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE	1,661		1,661	Commissioner stipend
24. SUB-TOTAL (16 thru 23).....	1,806,560	0	1,973,845	9.26%
NON-OPERATIONAL CASH USES				
25. AUTHORIZED DEBT PAYMENT (Non-RHS).....				
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6).....	110,000		585,000	
27. MISCELLANEOUS.....				
28. SUB-TOTAL (25 thru 27).....	110,000	0	585,000	431.82%
29. TOTAL CASH USES (24 + 28).....	1,916,560	0	2,558,845	33.51%
30. NET CASH (DEFICIT) (15 - 29).....	22,049	0	625	
CASH BALANCE				
31. BEGINNING CASH BALANCE.....	1,000		1,000	0.00%
32. ACCRUAL TO CASH ADJUSTMENT.....				
33. ENDING CASH BALANCE (30+31+32).....	23,049	0	1,625	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information that displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information.

PART II -- OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	PERCENT VARIANCE	COMMENTS or (YTD)
1. MAINTENANCE AND REPAIRS PAYROLL	308,155		308,155	0.00%	
2. MAINTENANCE AND REPAIRS SUPPLY	3,307		4,000	20.94%	
3. MAINTENANCE AND REPAIRS CONTRACT	32,032		32,032	0.00%	
4. PAINTING	10,033		15,540	54.89%	
5. SNOW REMOVAL	0		0		
6. ELEVATOR MAINTENANCE/CONTRACT	0		0		
7. GROUNDS	5,492		5,750	4.71%	
8. SERVICES	38,649		38,649	0.00%	Security & Pest Control
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	47,250		192,250	306.88%	
10. OTHER OPERATING EXPENSES (Itemize)...	4,952		12,700	156.44%	Fuel, uniforms, vehicle/camper shell
11. SUB-TOTAL MAINT. & OPERATING (11 thru 10)	449,870	0	609,076	35.39%	
12. ELECTRICITY]If master metered,	24,948		22,000	-11.82%	
13. WATER]check box on	49,578		53,100	7.10%	
14. SEWER]front	68,441		68,441	0.00%	
15. FUEL (Oil/Coal/Gas)	4,454		4,000	-10.20%	
16. GARBAGE & TRASH REMOVAL	81,287		67,500	-16.96%	
17. OTHER UTILITIES					
18. SUB-TOTAL UTILITIES (12 thru 17)	228,708	0	215,041	-5.98%	
19. SITE MANAGEMENT PAYROLL	252,539		252,539	0.00%	
20. MANAGEMENT FEE					
21. PROJECT AUDITING EXPENSE	7,350		7,350	0.00%	
22. PROJECT BOOKKEEPING/ACCOUNTING					
23. LEGAL EXPENSES	6,064		1,200	-80.21%	
24. ADVERTISING	1,136		2,150	89.33%	
25. TELEPHONE & ANSWERING SERVICE	14,108		14,108	0.00%	
26. OFFICE SUPPLIES	14,610		14,610	0.00%	
27. OFFICE FURNITURE & EQUIPMENT	8,627		5,000	-42.04%	
28. TRAINING EXPENSE	6,347		6,347	0.00%	
29. HEALTH INS. & OTHER EMP. BENEFITS	173,970		173,970	0.00%	
30. PAYROLL TAXES	57,900		57,900	0.00%	
31. WORKER'S COMPENSATION	51,827		51,827	0.00%	
32. OTHER ADMINISTRATIVE EXPENSES (Itemize)	29,651		29,221	-1.45%	
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	624,128	0	616,222	-1.27%	
34. REAL ESTATE TAXES					
35. SPECIAL ASSESSMENTS					
36. OTHER TAXES, LICENSES & PERMITS	12,238		40,856	233.85%	Levee taxes
37. PROPERTY & LIABILITY INSURANCE	20,676		21,710	5.00%	
38. FIDELITY COVERAGE INSURANCE					
39. OTHER INSURANCE					
40. SUB-TOTAL TAXES & INSURANCE (34 thru 39)	32,914	0	62,566	47.39%	
41. TOTAL O&M EXPENSES (11+18+33+40)	1,335,621	0	1,502,905	11.13%	

Line 32 (29,222) -- office rent (12,171), utility consultant (1,331), computer consultant (2,001), tenant services (3,600), Yardi (5,799), background checks (4,200), Regional Housing Association (120)

PART III -- ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT				
1. BEGINNING BALANCE	808,662		890,967	
2. TRANSFER TO RESERVE	230,700		230,700	
TRANSFER FROM RESERVE				
3. OPERATING DEFICIT				
4. BUILDING REPAIR & IMPROVEMENTS				
5. EQUIPMENT REPAIR & REPLACEMENT	110,000		585,000	
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL (3 thru 6)	110,000	0	585,000	
8. ENDING BALANCE [(1+2)-7]	929,362	0	536,667	

GENERAL OPERATING ACCOUNT:*

BEGINNING BALANCE	1,000	
ENDING BALANCE	1,000	

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNTS:*

BEGINNING BALANCE	0	
ENDING BALANCE	0	

TENANT SECURITY DEPOSIT ACCOUNT:*

BEGINNING BALANCE	14,400	
ENDING BALANCE	15,500	

(*Complete upon submission of actual expenses.)

NUMBER OF APPLICANTS ON THE WAITING LIST	19	RESERVE ACCT. REQ. BALANCE	0
NUMBER OF APPLICANTS NEEDING RA	19	AMOUNT AHEAD/BEHIND	0

PART IV -- RENT SCHEDULE

A. CURRENT APPROVED RENTS

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
2br		49	1,021		790	600,348		464,520	74
2br	z	1	1,021		790	12,252		9,480	74
3br		117	1,154		1,142	1,620,216		1,603,368	93
3br	z	1	1,154		1,142	13,848		13,704	93
4br		12	1,278		1,351	184,032		194,544	110
CURRENT RENT TOTALS:						2,430,696		2,285,616	
						BASIC	NOTE	HUD	

B. PROPOSED CHANGE TO RENTS

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
2br		49	1,021		850	600,348		499,800	74
2br	z	1	1,021		850	12,252		10,200	74
3br		117	1,154		1,228	1,620,216		1,724,112	93
3br	z	1	1,154		1,228	13,848		14,736	93
4br		12	1,278		1,454	184,032		209,376	110
PROPOSED RENT TOTALS:						2,430,696		2,458,224	
						BASIC	NOTE	HUD	

PROPOSED UTILITY ALLOWANCE - Effective Date: April 1, 2009

MONTHLY DOLLAR ALLOWANCES

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	WATER	SEWER	TRASH	OTHER	TOTAL
			GAS					
2br		49	74					74
3br		117	93					93
4br		12	110					110

PART V -- ANNUAL CAPITAL BUDGET

	Proposed Number of Units/items	Proposed from Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/items
Appliances:							
Range				2,750		0	0
Refrigerator				3,000		0	0
Range Hood						0	0
Washers & Dryers						0	0
Other						0	0
Carpet & Vinyl:							
1 Bedroom						0	0
2 Bedroom						0	0
3 Bedroom						0	0
4 Bedroom						0	0
Other				8,000		0	0
Cabinets:							
Kitchens						0	0
Bathrooms				1,000		0	0
Other						0	0
Doors:							
Exterior						0	0
Interior				1,000		0	0
Other						0	0
Window Coverings:							
List (curtain rods)				1,000		0	0
Other						0	0
Heating & Air Conditioning:							
Heating				3,500		0	0
Air Conditioning				14,000		0	0
Other (combo)						0	0
Plumbing:							
Water Heater						0	0
Bath Sinks						0	0
Kitchen Sinks						0	0
Faucets						0	0
Sewer Jetting		6,000				0	0
Water Main Valves		5,000		126,000		0	0
Major Electrical:							
List (exterior lights)		11,000				0	
Pole Lights		5,000				0	
Auto porch lights		9,000				0	
Structures:							
Windows				1,500		0	0
Screens				1,500		0	0
Patio Enclosures				3,000		0	
Roofing				5,000		0	
Weather Stripping				1,000		0	
Exterior Painting		25,000				0	
Entry Door Knobs		7,500				0	
Paving:							
Asphalt Patching		7,000				0	
Sidewalks				6,000		0	
Seal & Stripe						0	
Parking Blocks		15,000				0	
Landscape & Grounds:							
Landscaping				8,000		0	
Lawn Equipment				2,500		0	
Fencing				1,000		0	
Recreation Area						0	
Tree Trimming		10,000				0	
Gutter Clean		9,500				0	
Accessibility Features:							
Office						0	
Resident				2,500		0	
Automation Equipment:							
Site Management: Yardi						0	
Common Area						0	
Other						0	
Other:							
List: New Construction		440,000				0	0
List: Tool replacement						0	0
List: Com Ctr furniture		35,000				0	0
TOTAL CAPITAL EXPENSES		585,000	0	192,250	0	0	

MULTIPLE FAMILY HOUSING PROJECT BUDGET/UTILITY ALLOWANCE

PROJECT NAME Butte View Estates		BORROWER NAME Housing Authority of Sutter & Nevada		BORROWER ID AND PROJECT NO. 04-051-563486073	
Loan/Transfer Amount \$1,227,296		Note Rate Payment \$4,418		IC Payment \$1,165	
Reporting Period	Budget Type	Profit Type	The following utilities are master metered:		[] I hereby request 21 units of RA. Current number of RA units = 0
[X] Annual [] Quarterly [] Monthly	[] Initial [X] Regular Report [] Rent Change [] SMR [] Other Servicing	[] Full Profit [X] Non-Profit	[] Electricity [x] Water [x] Trash [] Other	[] Gas [x] Sewer	

PART I -- CASH FLOW STATEMENT

BEGINNING DATES > ENDING DATES >	Current BUDGET (04-01-14) (03-31-15)	ACTUAL	PROPOSED BUDGET (04-01-15) (03-31-16)	COMMENTS or (YTD)
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OPERATIONAL CASH SOURCES

1. RENTAL INCOME.....	274,704		279,456	1.73%
2. RHS RENTAL ASSISTANCE RECEIVED.....				
3. APPLICATION FEES RECEIVED.....				
4. LAUNDRY AND VENDING.....	1,212		1,212	
5. INTEREST INCOME.....	758		112	
6. TENANT CHARGES.....				
7. OTHER - PROJECT SOURCES.....				
8. LESS (Vacancy and Contingency Allowance).....	-8,241		-8,384	3.00%
9. LESS (Agency Approved Incentive Allowance).....				
10. SUB-TOTAL [(1 thru 7) - (8 & 9)].....	268,433	0	272,396	1.48%

NON-OPERATIONAL CASH SOURCES

11. CASH - NON PROJECT.....				
12. AUTHORIZED LOAN (Non-RHS).....				
13. TRANSFER FROM RESERVE.....	91,000		26,220	
14. SUB-TOTAL (11 thru 13).....	91,000	0	26,220	
15. TOTAL CASH SOURCES (10 + 14).....	359,433	0	298,616	

OPERATIONAL CASH USES

16. TOTAL O&M EXPENSES (From Part II).....	171,142	0	174,977	Includes PNA
17. RHS DEBT PAYMENT.....	13,983		13,983	USDA
18. RHS PAYMENT (Overage).....				
19. RHS PAYMENT (Late Fee).....				
20. REDUCTION IN PRIOR YEAR PAYABLES.....				
21. TENANT UTILITY PAYMENTS.....				
22. TRANSFER TO RESERVE.....	17,362	0	17,362	USDA
22. TRANSFER TO RESERVE.....	9,600		9,600	Chase
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE	3,323		3,323	Board of Commissioners
24. SUB-TOTAL (16 thru 23).....	215,410	0	219,245	

NON-OPERATIONAL CASH USES

25. AUTHORIZED DEBT PAYMENT (Non-RHS).....	53,014		53,014	Chase
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6)....	91,000		26,220	Includes PNA
27. MISCELLANEOUS.....				
28. SUB-TOTAL (25 thru 27).....	144,014	0	79,234	
29. TOTAL CASH USES (24 + 28).....	359,424	0	298,479	
30. NET CASH (DEFICIT) (15 - 29).....	8	0	137	

CASH BALANCE

31. BEGINNING CASH BALANCE.....	38,000		25,000	
32. ACCRUAL TO CASH ADJUSTMENT.....				
33. ENDING CASH BALANCE (30+31+32).....	38,008	0	25,137	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

PART II -- OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	% Change	Comments
1. MAINTENANCE AND REPAIRS PAYROLL	14,970		15,718	5.00%	
2. MAINTENANCE AND REPAIRS SUPPLY	6,005		6,005	0.00%	
3. MAINTENANCE AND REPAIRS CONTRACT	6,006		6,306	5.00%	
4. PAINTING	1,782		1,650	-7.40%	
5. SNOW REMOVAL					
6. ELEVATOR MAINTENANCE/CONTRACT					
7. GROUNDS	2,783		2,750	-1.17%	
8. SERVICES	1,323		1,402	6.00%	
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	9,092		11,092	22.00%	
10. OTHER OPERATING EXPENSES (Itemize)...					
11. SUB-TOTAL MAINT. & OPERATING (11 thru 10)	41,960		44,924	7.06%	
12. ELECTRICITY]If master metered,	4,197		3,750	-10.65%	
13. WATER]check box on	10,291		9,000	-12.54%	
14. SEWER]front	19,667		20,080	2.10%	
15. FUEL (Oil/Coal/Gas)	1,512		614	-59.39%	
16. GARBAGE & TRASH REMOVAL	9,577		9,700	1.28%	
17. OTHER UTILITIES					
18. SUB-TOTAL UTILITIES (12 thru 17)	45,243		43,144	-4.64%	
19. SITE MANAGEMENT PAYROLL	44,132		46,339	5.00%	
20. MANAGEMENT FEE					
21. PROJECT AUDITING EXPENSE	3,675		3,785	3.00%	
22. PROJECT BOOKKEEPING/ACCOUNTING					
23. LEGAL EXPENSES	712		712	0.00%	
24. ADVERTISING	455		475	4.36%	
25. TELEPHONE & ANSWERING SERVICE	1,188		1,248	5.00%	
26. OFFICE SUPPLIES	1,211		1,272	5.00%	
27. OFFICE FURNITURE & EQUIPMENT	178		150	-15.94%	
28. TRAINING EXPENSE	606		610	0.68%	
29. HEALTH INS. & OTHER EMP. BENEFITS	11,037		11,257	2.00%	OPEB, Retire, Health
30. PAYROLL TAXES	4,115		4,321	5.00%	
31. WORKER'S COMPENSATION	2,867		3,010	5.00%	
32. OTHER ADMINISTRATIVE EXPENSES (Itemize)	4,620		4,588	-0.69%	
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	74,797		77,767	3.97%	
34. REAL ESTATE TAXES					
35. SPECIAL ASSESSMENTS					
36. OTHER TAXES, LICENSES & PERMITS	3,591		3,591	0.00%	
37. PROPERTY & LIABILITY INSURANCE	5,551		5,551	0.00%	
38. FIDELITY COVERAGE INSURANCE					
39. OTHER INSURANCE					
40. SUB-TOTAL TAXES & INSURANCE (34 thru 39)	9,142	0	9,142	0.00%	
41. TOTAL O&M EXPENSES (11+18+33+40)	171,142	0	174,977	2.24%	PNA

Line 32 (4,588) -- Office Rent (2,164), Utility Consultant (243), Computer Consultant (365), Tenant Services (640), Yardi Software (1,068), Background Checks (108)

PART III -- ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT				
1. BEGINNING BALANCE	137,930		164,892	
2. TRANSFER TO RESERVE	17,362		17,362	
2. TRANSFER TO RESERVE - Chase	9,600		9,600	
TRANSFER FROM RESERVE				
3. OPERATING DEFICIT				
4. BUILDING REPAIR & IMPROVEMENTS			26,220	
5. EQUIPMENT REPAIR & REPLACEMENT				
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL (3 thru 6)	0	0	26,220	
8. ENDING BALANCE [(1+2)-7]	164,892		165,634	

GENERAL OPERATING ACCOUNT:*

BEGINNING BALANCE		
ENDING BALANCE		

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNTS:*

BEGINNING BALANCE	0	
ENDING BALANCE	0	

TENANT SECURITY DEPOSIT ACCOUNT:*

BEGINNING BALANCE	9,953	
ENDING BALANCE	9,953	

(*Complete upon submission of actual expenses.)

NUMBER OF APPLICANTS ON THE WAITING LIST	47	RESERVE ACCT. REQ. BALANCE	0
NUMBER OF APPLICANTS NEEDING RA	47	AMOUNT AHEAD/BEHIND	0

PART IV -- RENT SCHEDULE

A. CURRENT APPROVED RENTS

UNIT DESCRIPTION		RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	
1br	N	28	705	709	617	236,880	207,312	51
2br	N	4	788	819	790	37,824	37,920	70
CURRENT RENT TOTALS:								
			274,704			277,536	245,232	
			BASIC			NOTE HUD		

B. PROPOSED CHANGE TO RENTS

5/1/2011

UNIT DESCRIPTION		RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	
1br	N	27	740	744	664	239,760	215,136	53
1br	Z	1	740	744	664	8,880	7,968	53
2br	N	4	827	859	850	39,696	40,800	70
PROPOSED RENT TOTALS:								
			288,336			291,216	263,904	
			BASIC			NOTE HUD		

PROPOSED UTILITY ALLOWANCE - Effective Date: Jan 1, 2011

MONTHLY DOLLAR ALLOWANCES

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC				SEWER	TRASH	OTHER	TOTAL
			GAS	WATER	SEWER	TRASH				
1br		27	53						53	
2br		4	70						70	

PART V -- ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Appliances:							
Range	6	2,560				0	6
Refrigerator	6	2,880				0	6
Range Hood						0	0
Washers & Dryers						0	0
Other						0	0
Carpet & Vinyl:							
1 Bedroom				4,242		0	
2 Bedroom						0	0
3 Bedroom						0	0
4 Bedroom						0	0
Other						0	0
Cabinets:							
Kitchens						0	0
Bathrooms						0	0
Other						0	0
Doors:							
Exterior						0	0
Interior						0	0
Other						0	0
Window Coverings:							
List (curtain rods)				350		0	
Other						0	
Heating & Air Conditioning:							
Heating	3	4,880				0	3
Air Conditioning	6	9,440				0	6
Other (combo)						0	0
Plumbing:							
Water Heater						0	0
Bath Sinks						0	0
Kitchen Sinks						0	0
Faucets						0	0
Toilets						0	0
Other						0	0
Major Electrical:							
List (exterior lights)		5,000				0	
Other						0	
Structures:							
Windows	32					0	32
Screens						0	0
Walls						0	
Roofing						0	
Siding						0	
Exterior Painting						0	
Other						0	
Paving:							
Asphalt						0	
Concrete						0	
Seal & Stripe						0	
Other						0	
Landscape & Grounds:							
Landscaping						0	
Lawn Equipment						0	
Fencing						0	
Recreation Area						0	
Trash Enclosures						0	
Tree Trimming		1,460				0	
Gutter Cleaning				1,500		0	
Accessibility Features:							
Office						0	
Resident						0	
Automation Equipment:							
Site Management						0	
Common Area						0	
Other						0	
Other:							
List: Dollie				1,000		0	0
List: Tool replacement						0	0
List: PNA placeholder				4,000		0	0
TOTAL CAPITAL EXPENSES		26,220	0	11,092	0	0	

PROJECT NAME Centennial Arms Apartments		BORROWER NAME Regional HA of Sutter & Nevada Counties			BORROWER ID AND PROJECT NO. 04-051-563486073 09	
Loan/Transfer Amount \$1,508,966		Note Rate Payment \$3,392			IC Payment \$1,346	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input type="checkbox"/> Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> LH	Profit Type <input type="checkbox"/> Full Profit <input checked="" type="checkbox"/> Non-Profit	The following utilities are master metered: <input type="checkbox"/> Electricity <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> I hereby request 21 units of RA. Current number of RA units = 22 Borrower Accounting Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual

PART I -- CASH FLOW STATEMENT

BEGINNING DATES > ENDING DATES >	CURRENT BUDGET (04-01-14) (03-31-15)	ACTUAL	PROPOSED BUDGET (04-01-15) (03-31-16)	COMMENTS or (YTD)
OPERATIONAL CASH SOURCES				
1. RENTAL INCOME.....	201,072	161,577	196,056	-2.49%
2. RHS RENTAL ASSISTANCE RECEIVED.....				
3. APPLICATION FEES RECEIVED.....				
4. LAUNDRY AND VENDING.....		268	268	
5. INTEREST INCOME.....		574	574	
6. TENANT CHARGES.....		459	459	
7. OTHER - PROJECT SOURCES.....				
8. LESS (Vacancy and Contingency Allowance).....	-6,032		-3,921	2.00%
9. LESS (Agency Approved Incentive Allowance).....				
10. SUB-TOTAL [(1 thru 7) - (8 & 9)].....	195,040	162,878	193,435	-0.82%
NON-OPERATIONAL CASH SOURCES				
11. CASH - NON PROJECT.....				
12. AUTHORIZED LOAN (Non-RHS).....				
13. TRANSFER FROM RESERVE.....	52,000		75,884	
14. SUB-TOTAL (11 thru 13).....	52,000	0	75,884	
15. TOTAL CASH SOURCES (10 + 14).....	247,040	162,878	269,319	9.02%
OPERATIONAL CASH USES				
16. TOTAL O&M EXPENSES (From Part II).....	115,030	125,903	114,147	-0.77%
17. RHS DEBT PAYMENT.....	16,148	16,148	16,148	0.00%
18. RHS PAYMENT (Overage).....				
19. RHS PAYMENT (Late Fee).....				
20. REDUCTION IN PRIOR YEAR PAYABLES.....				
21. TENANT UTILITY PAYMENTS.....				
22. TRANSFER TO RESERVE.....	19,884	19,884	19,884	0.00%
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE	2,470	79	2,470	0.00%
24. SUB-TOTAL (16 thru 23).....	153,532	162,014	152,649	-0.58%
NON-OPERATIONAL CASH USES				
25. AUTHORIZED DEBT PAYMENT (Non-RHS).....	40,705	40,705	40,705	0.00%
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6).....	52,000		75,884	
27. MISCELLANEOUS.....				
28. SUB-TOTAL (25 thru 27).....	92,705	40,705	116,589	25.76%
29. TOTAL CASH USES (24 + 28).....	246,238	202,720	269,239	9.34%
30. NET CASH (DEFICIT) (15 - 29).....	802	-39,842	81	-89.92%
CASH BALANCE				
31. BEGINNING CASH BALANCE.....	1,000	1,000	1,000	
32. ACCRUAL TO CASH ADJUSTMENT.....				
33. ENDING CASH BALANCE (30+31+32).....	1,802	-38,842	1,081	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

PART II -- OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ANNUALIZED ACTUAL	PROPOSED BUDGET	% Change	Comments
1. MAINTENANCE AND REPAIRS PAYROLL	10,090	10,748	10,200	1.09%	
2. MAINTENANCE AND REPAIRS SUPPLY	5,057	9,100	5,250	3.82%	
3. MAINTENANCE AND REPAIRS CONTRACT	3,610	8,449	3,700	2.49%	
4. PAINTING	1,098	3,806	4,500	309.84%	
5. SNOW REMOVAL					
6. ELEVATOR MAINTENANCE/CONTRACT					
7. GROUNDS	1,743	3,778	1,830	4.99%	
8. SERVICES	866	1,993	909	4.97%	
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	7,000	6,953	3,050	-56.43%	
10. OTHER OPERATING EXPENSES (Itemize)...		6,925	1,500		Vehicle Maintenance
11. SUB-TOTAL MAINT. & OPERATING (11 thru 10)	29,464	51,753	30,939	5.01%	
12. ELECTRICITY]If master metered,	2,500	1,610	1,650	-34.00%	
13. WATER]check box on	4,300	3,183	3,200	-25.58%	
14. SEWER]front	12,500	13,184	13,200	5.60%	
15. FUEL (Oil/Coal/Gas)	6,250	4,693	4,700	-24.80%	
16. GARBAGE & TRASH REMOVAL	4,000	4,071	4,100	2.50%	
17. OTHER UTILITIES					
18. SUB-TOTAL UTILITIES (12 thru 17)	29,550	26,741	26,850	-9.14%	
19. SITE MANAGEMENT PAYROLL	29,208	17,434	29,200	-0.03%	
20. MANAGEMENT FEE					
21. PROJECT AUDITING EXPENSE	1,408		1,410	0.14%	
22. PROJECT BOOKKEEPING/ACCOUNTING					
23. LEGAL EXPENSES	437	6	100	-77.12%	
24. ADVERTISING	276	522	525	90.22%	
25. TELEPHONE & ANSWERING SERVICE	708	929	930	31.36%	
26. OFFICE SUPPLIES	544	1,550	750	37.87%	
27. OFFICE FURNITURE & EQUIPMENT	0	5,090	0		Copier replaced
28. TRAINING EXPENSE	361	494	495	37.12%	
29. HEALTH INS. & OTHER EMP. BENEFITS	9,603	9,590	9,590	-0.14%	
30. PAYROLL TAXES	1,695	2,246	2,250	32.74%	
31. WORKER'S COMPENSATION	1,745	550	550	-68.49%	
32. OTHER ADMINISTRATIVE EXPENSES (Itemize)	4,623	3,325	3,318	-28.23%	
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	50,608	41,737	49,118	-2.94%	
34. REAL ESTATE TAXES					
35. SPECIAL ASSESSMENTS					
36. OTHER TAXES, LICENSES & PERMITS	1,564		1,565	0.06%	Levee Tax
37. PROPERTY & LIABILITY INSURANCE	3,844	5,671	5,675	47.63%	
38. FIDELITY COVERAGE INSURANCE					
39. OTHER INSURANCE					
40. SUB-TOTAL TAXES & INSURANCE (34 thru 39)	5,408	5,671	7,240	33.88%	
41. TOTAL O&M EXPENSES (11+18+33+40)	115,030	125,903	114,147	-0.77%	

Line 32 (3,318) -- Office/Maintenance Buildings Rent (1,488), Utility Consultant (200), Computer Consultant (260), Tenant Services (420), Yardi Software (750), Background Checks (200)

PART III -- ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT				
1. BEGINNING BALANCE - TriCounties Bank	102,490		79,510	
1. BEGINNING BALANCE - Umpqua			53,191	
2. TRANSFER TO RESERVE	19,884		19,884	
TRANSFER FROM RESERVE				
3. OPERATING DEFICIT				
4. BUILDING REPAIR & IMPROVEMENTS	52,000		75,884	
5. EQUIPMENT REPAIR & REPLACEMENT				
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL (3 thru 6)	52,000	0	75,884	
8. ENDING BALANCE [(1+2)-7]	70,374	0	76,701	

GENERAL OPERATING ACCOUNT:*

BEGINNING BALANCE		
ENDING BALANCE		

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNTS:*

BEGINNING BALANCE		
ENDING BALANCE		

TENANT SECURITY DEPOSIT ACCOUNT:*

BEGINNING BALANCE	4,102	
ENDING BALANCE	4,102	

(*Complete upon submission of actual expenses.)

NUMBER OF APPLICANTS ON THE WAITING LIST	35	RESERVE ACCT. REQ. BALANCE	0
NUMBER OF APPLICANTS NEEDING RA	35	AMOUNT AHEAD/BEHIND	0

PART IV -- RENT SCHEDULE

A. CURRENT APPROVED RENTS

UNIT DESCRIPTION		RENTAL RATES		POTENTIAL INCOME FROM EACH RATE		UTILITY ALLOWANCE		
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	UTILITY ALLOWANCE
1br	N	15	743	770	634	133,740	138,600	23
1br	Y	1	743	770	634	8,916	9,240	23
1br	Z	1	743	770	634	8,916	9,240	23
2br	N	5	825	853	812	49,500	51,180	31
CURRENT RENT TOTALS:						201,072	208,260	
						BASIC	NOTE	HUD

B. PROPOSED CHANGE TO RENTS

UNIT DESCRIPTION		RENTAL RATES		POTENTIAL INCOME FROM EACH RATE		UTILITY ALLOWANCE		
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	UTILITY ALLOWANCE
1br	N	15	758	809	617	136,440	145,530	24
1br	Y	1	758	809	617	9,096	9,702	24
1br	Z	1	758	809	617	9,096	9,702	24
2br	N	5	842	896	790	50,520	53,739	32
PROPOSED RENT TOTALS:						205,152	218,673	
						BASIC	NOTE	HUD

PROPOSED UTILITY ALLOWANCE - Effective Date: Jan 1, 2011

MONTHLY DOLLAR ALLOWANCES

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL
1br		15						24	23
1br		1						24	31
2br		5						32	32

PART V -- ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Appliances:							
Range						0	0
Refrigerator						0	0
Range Hood						0	0
Washers & Dryers						0	0
Other						0	0
Carpet & Vinyl:							
1 Bedroom						0	0
2 Bedroom						0	0
3 Bedroom						0	0
4 Bedroom						0	0
Other	4	15,000				0	4
Cabinets:							
Kitchens						0	0
Bathrooms						0	0
Other						0	0
Doors:							
Exterior						0	0
Interior						0	0
Other						0	0
Window Coverings:							
List (curtain rods)						0	0
Other: Blinds				300		0	0
Heating & Air Conditioning:							
Heating						0	0
Air Conditioning						0	0
Other (combo)						0	0
Plumbing:							
Water Heater						0	0
Bath Sinks						0	0
Kitchen Sinks						0	0
Faucets						0	0
Toilets						0	0
Other						0	0
Major Electrical:							
List (exterior lights)						0	
Other						0	
Structures:							
Windows						0	0
Screens						0	0
Walls						0	
Roofing						0	
Siding						0	
Exterior Painting						0	
Other						0	
Paving:							
Asphalt						0	
Concrete						0	
Seal & Stripe						0	
Other						0	
Landscape & Grounds:							
Landscaping						0	
Lawn Equipment						0	
Fencing						0	
Recreation Area						0	
Tree Trimming				2,750		0	
Benches						0	
Accessibility Features:							
Office						0	
Resident						0	
Automation Equipment:							
Site Management						0	
Common Area						0	
Other						0	
Other:							
List: Equipment Rental						0	0
List: PNA		4,000				0	0
List: Placeholder for Rehab		56,884				0	0
TOTAL CAPITAL EXPENSES		75,884	0	3,050	0	0	

Mental Health Housing Services			
Restricted			
		Current Budget	Proposed Budget
Heather Glen (mh-814f)			
3199-00-000	Net Tenant Income	25,584.00	26,224.00
3415-00-000	Other Government Grants	10,462.00	10,812.00
9000-00-000	Net Income	36,046.00	37,036.00
4199-00-000	Total Administrative Expenses	6,000.00	7,861.64
4399-00-000	Total Utility Expenses	17,802.00	11,277.16
4499-00-000	Total Maintenance Expenses	5,434.00	11,013.20
4599-00-000	Total General Expenses	1,560.00	1,634.00
5999-00-000	Total Non-Operating Items	5,250.00	5,250.00
8000-00-000	Total Expenses	36,046.00	37,036.00
9000-00-000	Net Income	0.00	0.00
Teesdale (mh-tee)			
3199-00-000	Net Tenant Income	27,222.00	24,648.32
4199-00-000	Total Administrative Expenses	8,557.00	7,492.69
4399-00-000	Total Utility Expenses	8,861.00	9,048.23
4499-00-000	Total Maintenance Expenses	9,155.00	7,217.88
4599-00-000	Total General Expenses	659.00	818.17
8000-00-000	Total Expenses	27,232.00	24,576.97
9000-00-000	Net Income	-10.00	71.35

Devonshire (devonsh)		
Restricted		
		Proposed Budget
3199-00-000	Net Tenant Income	247,094.39
4199-00-000	Total Administrative Expenses	43,803.50
4299-00-000	Total Tenant Services Expenses	10,546.25
4399-00-000	Total Utility Expenses	52,734.61
4499-00-000	Total Maintenance Expenses	39,832.02
4599-00-000	Total General Expenses	2,321.30
4799-00-000	Total Housing Assistance Payments	0.00
4899-00-000	Total Financing Expenses	97,838.61
8000-00-000	Total Expenses	247,076.30
9000-00-000	Net Income	18.09

Affordable and Managed Properties			
Unrestricted			
		Original Budget	Proposed Budget
Kingwood Commons (kc)			
3199-00-000	Net Tenant Income	514,682.45	487,924.25
3699-00-000	Total Other Income	0.00	19.21
3999-00-000	Total Income	514,682.45	487,943.46
4199-00-000	Total Administrative Expenses	86,745.47	102,395.26
4299-00-000	Total Tenant Services Expenses	1,411.58	9,220.75
4399-00-000	Total Utility Expenses	63,602.31	66,005.27
4499-00-000	Total Maintenance Expenses	96,517.85	128,364.21
4599-00-000	Total General Expenses	9,048.14	20,308.75
4899-00-000	Total Financing Expenses	291,006.24	161,640.60
8000-00-000	Total Expenses	548,331.59	487,934.85
9000-00-000	Net Income	-33,649.14	8.61
Percy Avenue (percy)			
3199-00-000	Net Tenant Income	54,799.70	46,371.01
4199-00-000	Total Administrative Expenses	14,721.62	13,935.22
4399-00-000	Total Utility Expenses	6,730.43	7,016.41
4499-00-000	Total Maintenance Expenses	11,788.81	12,524.98
4599-00-000	Total General Expenses	21,559.32	2,304.24
8000-00-000	Total Expenses	54,800.18	35,780.85
9000-00-000	Net Income	-0.48	10,590.16
Trailer Park (tp)			
3199-00-000	Net Tenant Income	44,504.40	46,026.11
4199-00-000	Total Administrative Expenses	12,486.70	12,132.98
4299-00-000	Total Tenant Services Expenses	25.66	31.03
4399-00-000	Total Utility Expenses	8,919.11	9,130.80
4499-00-000	Total Maintenance Expenses	21,288.33	9,901.45
4599-00-000	Total General Expenses	1,784.07	1,953.04
8000-00-000	Total Expenses	44,503.87	33,149.30
9000-00-000	Net Income	0.53	12,876.81

Affordable and Managed Properties			
Unrestricted			
		Original Budget	Proposed Budget
LC-35			
3199-00-000	Net Tenant Income	76,054.68	68,631.86
3699-00-000	Total Other Income	106,542.41	121,463.90
3999-00-000	Total Income	182,597.09	190,095.76
4199-00-000	Total Administrative Expenses	15,476.11	27,207.73
4899-00-000	Total Financing Expenses	78,548.10	78,548.10
8000-00-000	Total Expenses	94,024.21	105,755.83
9000-00-000	Net Income	88,572.88	84,339.93
Transitional Trailer (tt)			
3199-00-000	Net Tenant Income	28,788.00	8,590.20
4199-00-000	Total Administrative Expenses	781.00	0.00
4499-00-000	Total Maintenance Expenses	4,140.00	3,300.00
4599-00-000	Total General Expenses	23,867.18	131.18
8000-00-000	Total Expenses	28,788.18	3,431.18
9000-00-000	Net Income	-0.18	5,159.02
Miscellaneous Managed & Development Programs			
Property = cd-sub cc-h2f cc-nonpr cc-nsp cc-mp cc-nsp3 cd-contr			
3499-00-000	Total Grant Income		240,954.75
3699-00-000	Total Other Income		172,161.09
3999-00-000	Total Income		413,115.84
4199-00-000	Total Administrative Expenses		346,622.35
4299-00-000	Total Tenant Services Expenses		8,329.69
4399-00-000	Total Utility Expenses		90.01
4499-00-000	Total Maintenance Expenses		41,761.64
4599-00-000	Total General Expenses		588.42
8000-00-000	Total Expenses		397,392.11
9000-00-000	Net Income		15,723.72

Affordable and Managed Properties			
Unrestricted			
		Original Budget	Proposed Budget
3999-00-000	Total Combined Income		1,192,142.37
8000-00-000	Total Combined Expenses		1,063,444.13
9000-00-000	Net Combined Income		128,698.25

PHA Board Resolution
Approving Operating Budget

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

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

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

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

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

PHA Fiscal Year Beginning: 04/01/2015 Board Resolution Number: 15-1388

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):

- | | <u>DATE</u> |
|---|-------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | 03/18/2015 |
| <input checked="" type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | 03/18/2015 |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on: | |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on: | |

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

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

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

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

Print Board Chairperson's Name: Diane Hodges	Signature:	Date: 03/18/2015
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