



REGIONAL HOUSING AUTHORITY

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

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

November 10, 2021

TO: Chairperson Kent Boes
Vice-Chairperson Randy Fletcher
Commissioner Tony Kurlan
Commissioner Dan Miller
Commissioner Sue Hoek
Commissioner Denise Conrado
Commissioner Jeramy Chapdelaine
Commissioner Bob Woten
Commissioner Suzanne Gallaty
Commissioner Shon Harris
Commissioner Nicholas Micheli
Commissioner Doug Lofton
Commissioner John Loudon
Commissioner Manny Cardoza
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
City Council, Colusa
Duane Oliveira, General Counsel Emeritus
Appeal-Democrat
PEU Local #1
Judy Sanchez, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

November 17, 2021

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, November 17, 2021, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Executive Director

AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY

**Richland Neighborhood Center,
420 Miles Avenue, Yuba City, CA 95991**

November 17, 2021, 12:15 PM

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

- 1. Approval of Minutes – October 20, 2021 pg. 1
- 2. Resolution 21-1725, Approval of the Flat Rents for Low Income Public Housing pg. 4
- 3. Resolution 21-1726 - Approval of PERS Salary Schedule Effective April 1, 2018 through March 31, 2023 pg. 6
- 4. Approval of the Emergency Action Plan pg. 13
- 5. Approval of Wildfire Smoke Policy pg. 49

- 6. Recommend Establishing the Findings to Allow the Board to meet virtually if they elect to do so pg. 56
- 7. Resolution 21-1727, Public Housing Collection Loss Write-Off pg. 58
- 8. Resolution 21-1728, Housing Choice Voucher Fraud Recover Collection Loss Write-Off pg. 60
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:
 - 9. Approval of the Contract for Auditing Services pg. 62
Marco Cruz, Chief Financial Officer
 - 10. California Housing Partnership Corporation Report on Benefits of Affordable Rental Housing per Jurisdiction (Informational Only) pg. 63
Gustavo Becerra, Executive Director
- I. ADMINISTRATIVE REPORT:
 - 11. RHA Owned/Managed Properties Occupancy/Eligibility Update pg. 88
Pattra Runge, Occupancy Manager
 - 12. Housing Choice Voucher Occupancy/Eligibility Update pg. 90
Alisha Parker, Occupancy Manager
 - 13. Planning and Community Development Update pg. 92
Beckie Flores, Planning and Community Development Manager
 - 14. Maintenance Update pg. 98
Tom Goodwin, Operations Manager
 - 15. Finance Update pg. 99
Marco Cruz, Chief Financial Officer
 - 16. Administrative Update
Gustavo Becerra, Executive Director
- J. HOUSING COMMISSIONERS' COMMENTS:
- K. NEXT MEETING: December 15, 2021
- L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
October 20, 2021

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Chairperson Kent Boes led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR; AUTHORITY DESIGNATED REPRESENTATIVE: BRANT J. BORDSEN: UNREPRESENTED EMPLOYEE: EXECUTIVE DIRECTOR:

Legal Counsel Brant Bordsen stated there was no reportable action and any action to be taken will be taken during public session.

ITEM NO. F.2-6. - CONSENT CALENDAR:

Commissioner Miller made a motion to approve the Consent Calendar as submitted. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, John Loudon, Nicholas Micheli, Denise Conrado and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Shon Harris, and Sue Hoek

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H.7- CONSIDER SECOND AMENDMENT TO EMPLOYMENT AGREEMENT WITH EXECUTIVE DIRECTOR:

Legal Counsel Brant Bordsen explained proposed a Second Amendment which would give the Executive Director a salary increase to \$205,000.00 effective at the first payday following approval with further increases effective April 1, 2023 to \$211,150.00, an increase effective April 1, 2024 to \$217,484.50 and an increase effective April 1, 2025 to \$224,009.00 was presented to the Board.

Commissioner Miller made a motion to approve the Second Amendment to Employment Agreement with Executive Director. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeremy Chapdelaine, John Loudon, Nicholas Micheli, Denise Conrado and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Shon Harris, and Sue Hoek

Executive Director Gustavo Becerra said he was very thankful and grateful for the trust and support from the Board and is very humbled.

Chairperson Boes said the consensus is Mr. Becerra does a wonderful job.

ITEM NO. I.8. – ADMINISTRATIVE UPDATE:

Mr. Becerra said the construction financing for Kristen Court in Live Oak closed on Friday. He mentioned this is last phase of the project and when completed the project will be a total of 112 units. Mr. Becerra stated the next step will be to pull permits and start construction.

Mr. Becerra shared staff received notification from the State that they were pushing out the award date for the funding application for the Richland Village project to January 26, 2022. He said with this new date, he does not know if staff will be able to submit a tax credit application in February.

Mr. Becerra mentioned referrals for the Emergency Housing Vouchers have been coming in from all four counties. He stated there are 127 Emergency Housing Vouchers available.

Commissioner Woten stated the Kristen Court complex is a beautiful facility and a nice addition to Live Oak.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Micheli congratulated Mr. Becerra on his new contract. He said he is looking forward to the new project in Live Oak. Commissioner Micheli mentioned he is always amazed at the need for affordable housing.

Commissioner Miller said Brunswick Commons is moving along. He also congratulated Mr. Becerra on his salary increase. Commissioner Miller mentioned the contract shows the confidence the Board has in him.

Commissioner Loudon said he appreciates the way Mr. Becerra is running the organization like a business and not like a government agency.

Commissioner Kurlan echoed the feelings of the other Commissioners.

Commissioner Chapdelaine thanked Mr. Becerra for his hard work.

Commissioner Gallaty said thank you and that she appreciates Mr. Becerra.

Commissioner Conrado thanked Mr. Becerra and the rest of the staff for making her feel welcomed.

Commissioner Woten thanked Mr. Becerra.

Commissioner Lofton said job well done to Mr. Becerra.

ITEM NO. K – NEXT MEETING: November 3, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:35 PM.



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RESOLUTION NO. 21-1725

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVAL OF THE FLAT RENTS FOR LOW INCOME PUBLIC HOUSING

WHEREAS, the Regional Housing Authority (the “Authority”) owns and manages 173 units of Public Housing; and

WHEREAS, the United States Department of Housing and Urban Development requires all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs; and

WHEREAS, RHA will place a cap on any increases in a family’s rent payment that exceeds 35 percent, and is a result of changes to the flat rental amount; and

WHEREAS, RHA will present two rent options to the family as follows:
The lower of the product of the calculation and the updated flat rental amount; or
The income-based rent; and

WHEREAS, the United States Department of Housing and Urban Development requires an annual study of the utility allowances for each complex; and

WHEREAS, the Board of Commissioners for the Authority has reviewed the information submitted;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

1. The information provided in the Public Housing Utility Survey and Study and Flat Rent Calculation is true and accurate.
2. There was a qualifying change in cost of tenant provided utilities.
4. There was a qualifying change in the Fair Market Rents.
3. All residents have been given proper notice and have been encouraged to review the proposed utility allowances, new flat rents and supporting documentation.

New utility allowances per the study and new flat rent schedule per the calculations should be implemented effective January 1, 2022 which are as follows:

Public Housing Utility Allowance Schedule Effective 01/01/2022		
Property	Bedroom Size	New Allowance
Date Street Senior Village	1	\$ 58.00
	2	\$ 75.00
River City Manor	1	\$ 64.00
Richland Housing	Studio	\$ 51.00
	1	\$ 51.00
	2	\$ 78.00
	3	\$ 95.00
	4	\$ 108.00
	5	\$ 124.00

Richland Housing Flat Rents						
Bedrooms	0	1	2	3	4	5
Rent	\$685	\$690	\$865	\$1,240	\$1,500	\$1,735

Date Street Flat Rents		
Bedrooms	1	2
Rent	\$685	\$865

River City Manor Flat Rents	
Bedrooms	1
Rent	\$680

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17th Day of November 2021 by the following vote:

- AYES:
- NAYS:
- ABSTAINED:
- ABSENT:

ATTEST: _____
Kent Boes, Chairperson

(SEAL)



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RESOLUTION 21-1726

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING THE AGENCY'S PUBLICLY AVAILABLE PAY SCHEDULE

WHEREAS, the Regional Housing Authority (RHA) is a member of the California Public Employees' Retirement System, and;

WHEREAS, per the California Code of Regulations, § 570.5. Requirement for a Publicly Available Pay Schedule.

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority to approve and adopt the Agency's Publicly Available Pay Schedule.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on November 17, 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: _____
Kent Boes, Chairperson

Regional Housing Authority
 Bi-Weekly Employee Pay Schedules
 Effective April 1, 2018-March 31, 2023
 Revised April 7, 2021
 Represented Employees

Classification	Pay Range	Beginning	End	
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Supervising Maintenance Technician				
4/1/2018		\$ 1,826.20	\$ 2,476.49	
4/1/2019		\$ 1,849.03	\$ 2,507.45	
4/1/2020		\$ 1,867.52	\$ 2,532.52	
4/1/2021		\$ 1,900.20	\$ 2,576.84	
4/1/2022		\$ 1,938.20	\$ 2,628.38	

Maintenance Technician II				
4/1/2018		\$ 1,582.13	\$ 2,396.46	
4/1/2019		\$ 1,601.91	\$ 2,426.42	
4/1/2020		\$ 1,617.93	\$ 2,450.68	
4/1/2021		\$ 1,646.24	\$ 2,493.57	
4/1/2022		\$ 1,679.16	\$ 2,543.44	

Maintenance Technician I				
4/1/2018		\$ 1,437.71	\$ 1,926.67	
4/1/2019		\$ 1,455.68	\$ 1,950.77	
4/1/2020		\$ 1,470.24	\$ 1,970.28	
4/1/2021		\$ 1,495.97	\$ 2,004.76	
4/1/2022		\$ 1,525.89	\$ 2,044.85	

Maintenance Worker				
4/1/2018		\$ 1,311.46	\$ 1,757.48	
4/1/2019		\$ 1,327.85	\$ 1,779.46	
4/1/2020		\$ 1,341.13	\$ 1,797.26	
4/1/2021		\$ 1,364.60	\$ 1,828.71	
4/1/2022		\$ 1,391.89	\$ 1,865.29	

Lead Grounds/Maintenance Worker				
4/1/2018		\$ 1,442.66	\$ 1,933.30	
4/1/2019		\$ 1,460.69	\$ 1,957.48	
4/1/2020		\$ 1,475.30	\$ 1,977.06	
4/1/2021		\$ 1,501.12	\$ 2,011.66	
4/1/2022		\$ 1,531.14	\$ 2,051.89	

Regional Housing Authority
 Bi-Weekly Employee Pay Schedules
 Effective April 1, 2018-March 31, 2023
 Revised April 7, 2021
 Represented Employees

Classification	Pay Range	Beginning	End	
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Laborer				
4/1/2018		\$ 1,265.15	\$ 1,695.42	
4/1/2019		\$ 1,280.96	\$ 1,716.63	
4/1/2020		\$ 1,293.77	\$ 1,733.80	
4/1/2021		\$ 1,316.42	\$ 1,764.14	
4/1/2022		\$ 1,342.74	\$ 1,799.42	

Accounting Assistant				
4/1/2018		\$ 1,482.89	\$ 1,987.22	
4/1/2019		\$ 1,501.43	\$ 2,012.07	
4/1/2020		\$ 1,516.44	\$ 2,055.72	
4/1/2021		\$ 1,542.98	\$ 2,091.69	
4/1/2022		\$ 1,573.84	\$ 2,133.53	

Account Clerk				
4/1/2018		\$ 1,324.13	\$ 1,774.46	
4/1/2019		\$ 1,340.68	\$ 1,796.66	
4/1/2020		\$ 1,354.09	\$ 1,814.62	
4/1/2021		\$ 1,377.78	\$ 1,866.98	
4/1/2022		\$ 1,405.34	\$ 1,904.32	

Housing Inspector				
4/1/2018		\$ 1,533.63	\$ 2,055.21	
4/1/2019		\$ 1,552.80	\$ 2,080.92	
4/1/2020		\$ 1,568.33	\$ 2,101.73	
4/1/2021		\$ 1,595.77	\$ 2,138.51	
4/1/2022		\$ 1,627.69	\$ 2,181.28	

Family Self Sufficiency Coordinator				
4/1/2018		\$ 1,533.63	\$ 2,079.40	
4/1/2019		\$ 1,552.80	\$ 2,105.39	
4/1/2020		\$ 1,568.33	\$ 2,232.77	
4/1/2021		\$ 1,595.77	\$ 2,271.84	
4/1/2022		\$ 1,627.69	\$ 2,317.28	

Regional Housing Authority
 Bi-Weekly Employee Pay Schedules
 Effective April 1, 2018-March 31, 2023
 Revised April 7, 2021
 Represented Employees

Classification	Pay Range	Beginning	End	
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Eligibility Specialist				
4/1/2018		\$ 1,398.51	\$ 1,990.59	
4/1/2019		\$ 1,415.99	\$ 2,015.47	
4/1/2020		\$ 1,430.15	\$ 2,035.39	
4/1/2021		\$ 1,455.18	\$ 2,071.01	
4/1/2022		\$ 1,484.28	\$ 2,112.43	

Planning and Community Development Eligibility Specialist				
4/1/2018		\$ 1,398.51	\$ 1,990.59	
4/1/2019		\$ 1,415.99	\$ 2,015.47	
4/1/2020		\$ 1,430.15	\$ 2,035.39	
4/1/2021		\$ 1,455.18	\$ 2,071.01	
4/1/2022		\$ 1,484.28	\$ 2,112.43	

Eligibility Clerk				
4/1/2018		\$ 1,194.08	\$ 1,600.18	
4/1/2019		\$ 1,209.01	\$ 1,620.18	
4/1/2020		\$ 1,221.10	\$ 1,636.39	
4/1/2021		\$ 1,242.47	\$ 1,665.02	
4/1/2022		\$ 1,267.31	\$ 1,698.32	

Apartment Manager				
4/1/2018		\$ 1,387.91	\$ 1,859.94	
4/1/2019		\$ 1,405.26	\$ 1,883.20	
4/1/2020		\$ 1,419.31	\$ 1,902.03	
4/1/2021		\$ 1,444.15	\$ 1,935.31	
4/1/2022		\$ 1,473.03	\$ 1,974.02	

Receptionist				
4/1/2018		\$ 1,067.49	\$ 1,445.79	
4/1/2019		\$ 1,080.83	\$ 1,463.86	
4/1/2020		\$ 1,091.64	\$ 1,552.43	
4/1/2021		\$ 1,110.75	\$ 1,579.60	
4/1/2022		\$ 1,132.96	\$ 1,611.19	

Regional Housing Authority
 Bi-Weekly Employee Pay Schedules
 Effective April 1, 2018-March 31, 2023
 Revised April 7, 2021
 Represented Employees

Classification	Pay Range	Beginning	End	
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Development & Rehab Specialist (* This position is currently Y-Rated to Maintenance Technician II effective 8/6/14)				
4/1/2018		\$ 1,837.97	\$ 2,463.06	
4/1/2019		\$ 1,860.94	\$ 2,493.86	
4/1/2020		\$ 1,879.55	\$ 2,518.80	
4/1/2021		\$ 1,912.45	\$ 2,562.88	
4/1/2022		\$ 1,950.70	\$ 2,614.14	

Loan Analyst				
4/1/2018		\$ 1,696.04	\$ 2,272.85	
4/1/2019		\$ 1,717.24	\$ 2,328.09	
4/1/2020		\$ 1,734.41	\$ 2,351.37	
4/1/2021		\$ 1,764.77	\$ 2,392.52	
4/1/2022		1,800.06	\$ 2,440.37	

Regional Housing Authority
 Bi-Weekly Employee Salary Schedules
 Effective April 1, 2018-March 31, 2023
 Revised October 20, 2021
 Unrepresented Employees

Classification			Beginning	End
Executive Assistant/HR Coordinator				
4/1/2018			\$ 1,907.11	\$ 3,335.55
4/1/2019			\$ 1,930.95	\$ 3,377.24
4/1/2020			\$ 1,950.26	\$ 3,411.01
4/1/2021			\$ 1,984.39	\$ 3,470.71
4/1/2022			\$ 2,024.08	\$ 3,540.12

Planning & Community Development Mgr				
4/1/2018			\$ 2,577.30	\$ 4,507.71
4/1/2019			\$ 2,609.52	\$ 4,564.06
4/1/2020			\$ 2,635.61	\$ 4,609.70
4/1/2021			\$ 2,681.73	\$ 4,690.37
4/1/2022			\$ 2,735.37	\$ 4,784.17

Chief Financial Officer				
4/1/2018			\$ 3,403.80	\$ 5,953.27
4/1/2019			\$ 3,446.35	\$ 6,027.69
4/1/2020			\$ 3,480.81	\$ 6,087.96
4/1/2021			\$ 3,541.73	\$ 6,194.50
4/1/2022			\$ 3,612.56	\$ 6,318.39

Operations Manager				
4/1/2018			\$ 2,577.30	\$ 4,507.71
4/1/2019			\$ 2,609.52	\$ 4,564.06
4/1/2020			\$ 2,635.61	\$ 4,609.70
4/1/2021			\$ 2,681.73	\$ 4,690.37
4/1/2022			\$ 2,735.37	\$ 4,784.17

Occupancy Manager				
4/1/2018			\$ 2,153.02	\$ 3,765.64
4/1/2019			\$ 2,179.93	\$ 3,812.71
4/1/2020			\$ 2,201.73	\$ 3,850.84
4/1/2021			\$ 2,240.26	\$ 3,918.23
4/1/2022			\$ 2,285.07	\$ 3,996.59

Contracted Employee

Executive Director				
4/1/2018				\$ 5,108.20
4/1/2019				\$ 5,576.93
4/1/2020				\$ 5,632.70
4/1/2021				\$ 5,731.27
11/1/2021				\$ 7,884.62
4/1/2023				\$ 8,121.15
4/1/2024				\$ 8,364.79
4/1/2025				\$ 8,615.73



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Emergency Action Plan

October 2021

I. Purpose and Scope

The Regional Housing Authority (RHA) has developed this Emergency Action Plan in accordance with the requirements of Title 8, Section 3220 of the California Code of Regulations in order to safeguard the well-being of employees and guests in the event of an emergency.

This Plan applies to all agency locations.

The purpose of this plan is to prepare staff for emergency situations, provide organized procedures for protecting employees and guests, and minimize the consequences of an emergency.

The specific procedures within this document are designed to be flexible. They are not all-inclusive, nor are they intended as a rigid set of rules. In certain situations and circumstances common sense should apply and should be readily and willingly utilized.

To ensure the safety of employees and guests, the protection of property, and expedited resumption of normal business activities after an emergency, all employees should be familiar with this plan, know their duties and responsibilities, and participate in trainings and drills.

To the extent possible, RHA will strive to prevent emergencies through loss prevention measures such as training, good housekeeping, proper maintenance and repair of its facilities and equipment, and adherence to safe work practices.

II. Emergency Response Team

The Emergency Response Team (ERT) is comprised of an Emergency Response Coordinator, Emergency Response Leaders, and Emergency Response Members.

These members each have specific duties. All emergency response team members serve as points of contact for employees seeking further information or explanation of duties under these procedures. The names and phone numbers of the Emergency Response Coordinator (ERC), Emergency Response Leaders (ERL), Emergency Response Members (ERM), and their backups are listed in Appendix A.

Management

Management is responsible for providing the resources necessary to support the tasks required by this Plan.

Emergency Response Coordinator

The Supervising Maintenance Technician is the Emergency Response Coordinator (ERC) and is authorized to make the administrative decisions necessary to maintain the safety of employees and guests.

Before an emergency, the ERC responsibilities include, but are not limited to:

- Assisting with the development, update, and circulation of the Plan and emergency procedures
- Knowing all aspects of the Plan
- Delegating responsibilities as necessary
- Assisting the ERL in employee training
- Assigning responsibilities to the ERL and ERM

The ERC, along with the Operations Manager, is also responsible for:

- Providing or coordinating routine and regular maintenance of alarms, fire extinguishers, and sprinkler systems
- Providing housekeeping services to minimize hazards
- Maintaining information related to shut offs and controls for various utilities, sprinkler systems, HVAC and other vital building equipment
- Retaining master keys required to access building equipment rooms

During an emergency, the ERC responsibilities include, but are not limited to:

- Receiving and acting upon reports of emergency situations
- Activating the appropriate emergency procedures
- Ensuring the ERT is notified of emergency situations
- Directing the activities of the ERT, including the decision to evacuate occupants or shelter-in-place
- Communicating with senior management and public safety authorities as necessary
- Directing the shutdown of operations when necessary
- Acting as or appointing a liaison to work with various public safety agencies
- Monitoring pertinent sources and emergency warning systems such as, National Weather Service and emergency broadcast systems

Emergency Response Leaders

Supervisors / Managers are the Emergency Response Leaders (ERL). Responsibilities include, but are not limited to:

- Receiving and acting upon reports of emergency situations
- Activating the appropriate emergency procedures
- Assisting with the development, update, and circulation of emergency procedures
- Maintaining a state of preparedness
- Ensuring the training and drills outlined in the emergency procedures are conducted at the appropriate frequency and maintain record of such drills
- Being familiar with the arrangement and positioning of individuals within the office, the number of occupants, and the location of exits
- Knowing the location of fire extinguishers and how to operate the equipment
- Providing public safety authorities with keys to locked rooms, closets, secured areas, emergency devices, and equipment
- Providing employee training
- Reviewing the emergency procedures annually with the Safety Committee and making revisions or modifications if necessary
- Recruiting new members and backups for members of the emergency management team as needed

Emergency Response Member

Emergency Response Members (ERMs) will be selected throughout the agency (Appendix A). Each ERM will be responsible for a designated area or site during an emergency. Evacuation assembly area is outlined in a map located in Appendix D. ERM's are also responsible for following the directions of the ERC and ERL's to ensure the safety of employees and guests during an emergency. All ERM members will be given initial training and annual refresher training thereafter.

Before an emergency, ERM responsibilities include, but are not limited to:

- Knowing the location of fire extinguishers and how to operate them.
- Being familiar with the arrangement and positioning of individuals within their area of the office suite, the location of exits, and the evacuation procedures
- Maintaining the contents of survival and emergency response kits, including first aid kits

- Monitoring completeness of kits and request replacements for expired or unusable items
- If an ERM becomes aware of a potential problem, they will notify the ERC

During an emergency, ERM responsibilities include, but are not limited to:

- Following instructions from the ERC and ERL
- Ensuring all occupants within their area of the office suite are notified of the emergency
- Ensuring occupants within their area are evacuated from the building safely or follow appropriate shelter-in-place procedures
- Sweeping cubicles and offices, closets, conference rooms, workroom, break room, the lounge, and other enclosed areas **only if it is safe to do so**
- Ensuring all employees and guests in their area have safely evacuated
- Making note of any missing persons or other unusual circumstances and report this to the ERC, ERL or public safety authority

ERM's have the authority and a responsibility to take necessary actions to protect employees and guests. Such actions should only be superseded by specific instructions from the ERC, ERL's or public safety authorities.

Employees

Employees are expected to participate in the loss prevention measures taken to avoid emergencies, follow the direction of the Emergency Management Team during an emergency, and provide whatever assistance is necessary without endangering themselves. Training will be provided to all employees.

All critical equipment and operations are backed-up off site or can be shut off from outside the building. Employees are not permitted to delay evacuation in order to operate or shut down critical equipment (examples of critical equipment include the computer server room and IT service area).

Employee responsibilities include, but are not limited to:

- Being aware of their surroundings and potential hazards.
- Notifying an ERM, ERC, or ERL of any potentially dangerous conditions.
- Participating in emergency preparedness training and drills.
- Knowing and following the emergency procedures
- Assisting any guests and disabled persons in their areas in the event of an emergency **only if it is safe to do so**
- Exiting the building when an evacuation order is given, the alarm has been activated, or an alert has been sounded
- Do not re-enter the building once the alert has been given until declared safe by public safety authorities
- Being familiar with emergency procedures, exit routes, and evacuation assembly areas

It is important to understand that each emergency may have unique circumstances where employees may need to improvise and deviate from the Plan.

III. Compliance

All employees are responsible for using safe work practices, following directives, and assisting in maintaining a safe work environment. Failure to do so may result in disciplinary action per the entity's personnel policies.

IV. General Guidelines

Identifying and Evaluating Exposures

The ERC, ERL's, and ERM's have worked together to identify potential emergency situations, develop appropriate response procedures and to ensure compliance with applicable federal, state, and local regulations. Local public safety authorities will evaluate potential emergencies and appropriate response procedures.

Reporting Emergencies

Once an emergency situation has been identified, a member of the Emergency Response Management Team must be immediately notified in person or by phone. The team member will determine the most appropriate response and identify if it is necessary to activate emergency procedures. Public safety authorities may also need to be notified to respond to the emergency. Contact information for local public safety authorities is located in Appendix C.

The methods of reporting emergencies include, but are not limited to:

- Dialing 911
- Notifying a member of the Emergency Response Management Team
- Notifying a member of the ERT

Each employee will determine the best immediate reporting option based on the situation and circumstances. Information regarding the nature of the emergency must also be communicated to the Executive Director, Executive Assistant/HR Coordinator and Operations Manager no matter which option is chosen.

Any attempts to remove people from the vicinity of an emergency must be made without risking additional injury or harm. Do not take any action that may endanger lives or worsen the impact of an emergency. The elevator must not be used in an emergency except by public safety authorities.

Response Options

Upon being notified of an emergency the ERC will determine if emergency procedures should be activated and if the building should be evacuated or its occupants asked to shelter-in-place. Procedures for responding to specific emergencies are located within this plan.

Evacuation

Emergencies may require employees and guests to evacuate the building to a pre-designated assembly area. The decision to evacuate a building will be made by the ERC, ERL, ERM, and/or public safety authorities. Evacuation procedures will be immediately implemented if ERC, ERL or ERM rules it necessary. The ERC, ERL, or ERM has the responsibility/authority to provide direction for employees and guests until public safety authorities arrive. Control will then be relinquished to those authorities and staff will provide support and assistance, as necessary.

ERL's and ERM's will assist others in evacuating the building, including those persons with special needs or injuries within their capabilities, and assist the ERC with accounting for building occupants after evacuating. Assistance from other employees will also be enlisted when such assistance can be safely provided. Specific evacuation routes are in Appendix D.

Evacuation route maps will be posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers

Employees should know at least two evacuation routes.

Shelter-in-Place

In some emergencies the best means of protection is to take shelter within the building. When there has been no direction from public safety authorities, the ERC or ERL's will use available information, including local radio broadcasts to determine the need for shelter-in-place. Specific procedures for sheltering in place are detailed later within this plan.

Persons with Special Needs

Employees needing special attention or assistance in an emergency are encouraged to identify themselves to the ERL or ERM, who will notify the appropriate ERT member. Special attention may include assistance descending stairs, care for a medical condition or need, or any other condition that may require the dedicated attention and care of another person.

The identities and personal medical information of all persons self-identifying as needing special attention or assistance will be kept confidential in compliance with applicable local, state, and federal regulations. ERL's will retain a list of employees requiring special assistance and use it to direct appropriate assistance to those individuals in an emergency.

Those with mobility concerns or other concerns that would make independent evacuation difficult are encouraged to contact their area ERT member and make arrangements that will increase the likelihood that they will be able to exit the building safely in an emergency. Occupants in need of assistance should become familiar with exits, stairwells, elevators, firefighting equipment, and fire alarms.

Guests

Guests should be accompanied by an employee while in the non-public areas of the building. Employees should take special notice of guests and ensure they are included in appropriate emergency response procedures.

Alert Notifications

Silent Alarms

Silent/Panic alarms may be located in your department. Contact your ERL or ERM to know if they are present and where they are located. Pressing the silent alarm activates an alarm to alert staff that someone needs help.

Verbal Notification

Verbal notification may also be used when appropriate.

Email

A group email may be sent by a member of the ERT. If you receive an email, take immediate action, and follow all instructions.

V. Emergency Response Guidelines

Evacuation Procedures

General Instructions:

- When there is a fire, evacuate the building immediately
- Do not turn back for any reason (i.e., items left behind)
- Always remain calm. Do not panic
- Walk quickly; do not run to the exit closest to your area
- Keep to the right in halls and stairways. Walk in single file
- Use handrails when proceeding downstairs
- Persons needing assistance should be assisted in stairwells. Crutches or wheelchairs should not be taken into stairwells
- Utilize the escape route designated for each exit and proceed to the designated assembly area
- At the assembly area the associated ERM will account for personnel assigned to their areas and arrange for necessary first aid, if needed
- The ERM will report missing personnel to the ERC, Executive Director, Executive Assistant/HR Coordinator or Operations Manager, who will then report to the emergency responders

Evacuation Supplies

An emergency kit containing the following is located at a predetermined centralized location, for example: 1455 Butte House Road and 415 Miles Avenue and will be reviewed at the annual training:

- Copy of this Plan
- Green masking tape
- Personnel checklist for each department with phone numbers
- Flashlight (check batteries as part of the annual training)
- Flag or other signaling device
- First aid supplies
- Notepad and pen/pencil
- Backpack/bag

These kits are to be used only during an emergency or drill.

Assembly Areas

See Appendix D for the assembly area at your location.

Shelter-In-Place

Shelter in place is an emergency response procedure most often taken when there is a:

- Hazardous materials spill
- Wild land fire
- Severe weather
- Civil unrest

During such an emergency, it is safer to seek immediate shelter rather than evacuating the building. The notice to shelter-in-place may be given in a number of ways including, but not limited to:

- Media via the Emergency Alert System
- Email
- Office to office notification
- Door to door notification

- Verbal notification

The ERC, ERL's and ERM's will monitor breaking news alerts and pass them along to employees.

Initiating Procedures:

Immediately cease business operations upon receiving notice of the need to shelter-in-place. Ask employees and guests not to leave the building. Inform occupants of the emergency situation and the need to shelter-in-place. **Employees and guests cannot be forced to shelter-in-place**; however, if an occupant insists on leaving, advise him or her that by leaving, he or she may be exposed to whatever the event may be.

Specific procedures for shelter-in-place at a worksite may include the following:

- ERL's or ERM's should collect the names of everyone in the shelter area and report the names of employees sheltering in place to the ERC. Also provide the names of guests and their affiliation with the agency if applicable
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe
- Turn on call-forwarding or alternative telephone answering systems or services. If the building has voice mail or an automated attendant, change the recording to indicate that the building is closed, and that employees and visitors are remaining in the building until authorities advise it is safe to leave
- Quickly close exterior doors and close windows and air vents
- ERC or Operations Manager may turn off all heating and air conditioning systems
- If you are told there is danger of explosion, close the window shades, blinds, or curtains
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency
- Take emergency supplies and go into the room you have designated. Depending on the emergency you may need to seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand
- Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits
- Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate

Post-Incident Procedure

Management of recovery operations should be enhanced and more successful when a comprehensive post-incident review is conducted. Once an incident is over and the recovery operation is in place, it is critical to review the events as soon as possible. Post-incident review (PIR) is an evaluation of

incident response used to identify and correct weaknesses, as well as determine strengths and promulgate them. The PIR will be used to support revision of this emergency action plan revision, as necessary.

The post-incident review will consist of the following procedures:

1. Review the entire event (minute by minute, if necessary), in an effort to determine what happened and when. The following list of questions may serve as a guide through this part of the PIR process:
 - What happened and when?
 - How well does the actual response compare with the written procedures?
 - What worked well and what did not work well?
 - What can be learned from what happened?
 - How do we avoid repeating mistakes?
 - What are the implications of what just happened?
 - Are program and plan revisions needed?
2. Review and assess the threat of these circumstances occurring again
3. Revise the emergency action plan as necessary
4. Practice and drill on the new plan
5. A record of the post-incident review will be kept on file by the Risk Manager

VI. Training and Drills

ERL's are responsible for training employees under their direction with assistance from the ERC and/or ERM. Employees must have thorough knowledge of the emergency response procedures and evacuation routes for their areas prior to any emergency situation.

Training

No employee will be asked or expected to perform a task that would place him/her at risk of personal injury or for which he/she has not received appropriate training and equipment. The records of all training related to these procedures will be retained in accordance with agency policy.

Employee training will include, but is not limited to:

- Individual roles and responsibilities
- Information about threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Remaining on-site and within the assembly area until dismissed by the ERL
- Emergency response procedures for various threats
- Evacuation and shelter-in-place procedures
- Location and use of common emergency equipment

Training will be conducted in many forms including, but not limited to:

- Regularly scheduled orientation and education sessions to provide information, answer questions, and identify needs and concerns
- Periodic meetings for members of the emergency management team to discuss responsibilities and appropriate reactions to emergency scenarios
- Drills to test specific functions such as medical response, emergency notifications, communication procedures and equipment, and emergency notification procedures and equipment
- Evacuation drills to a designated assembly area to test evacuation procedures and procedures for accounting for all personnel

- Simulation of a real-life emergency situation involving the Emergency Management Team members, employees, management and community response organizations

Drills

Preparation for emergency situations will reduce the confusion that often occurs in the midst of emergencies. Quick and effective responses to emergencies will mitigate the impact of those emergencies.

Periodic tests of the Plan components will be performed. Announced and unannounced drills will be conducted periodically, and all office occupants are required to participate.

Following a drill, suggestions for improvement from staff and appropriate public safety authorities will be solicited. The results of the drill will be evaluated to determine the following:

- Did staff respond in the manner anticipated in the Plan?
- Did the chain of command work effectively?
- Were the communication links appropriate?
- Were the procedures appropriate?
- Were the appropriate public safety authorities called and did they respond?
- Did designated personnel meet the public safety authorities?
- Were there any important actions not attended to?

Employees will be trained in evacuation and shelter-in-place or earthquake procedures periodically and when exercises show that employee performance needs improvement.

VII. EMERGENCY TYPES

The following pages include general information for employees for the various types of emergencies that are likely to be encountered. It is not intended to address every type of emergency that could occur or to provide the only direction employees will be asked to do. It is important to understand that each emergency may have unique circumstances where employees may need to improvise and deviate from the Plan.

The following emergency response plans have been addressed in this Plan:

- Active Shooter
- Aircraft Down
- Biological or Chemical Threat
- Bomb Threat
- Civil Unrest
- Earthquake
- Fire
- Flood
- Medical Emergencies
- Suspicious Packages
- Tornado
- Utility Outage/Failure
- Workplace Violence Prevention

Additional topics will be added as the need arises.

Active Shooter

Quickly determine the most reasonable way to protect your own life. Remember that guests are likely to follow the lead of employees during an active shooter situation.

The three most common options for an active shooter event are Run, Hide, or Fight. During an active shooter event, employees must be able to determine their best course of action for the situation they are facing.

RUN:

If there is an accessible escape path, attempt to evacuate the premises immediately. In the event the shooter comes through the front door, which is most likely, the best escape route is through a secondary door or window and out of the building as quickly as possible. Be sure to:

- Have an escape route and plan in mind
- Consider evacuating immediately upon recognition of gun shots and rampage once you have determined where the threat is coming from
- If you move from your original area, be prepared to move again if needed
- Leave your belongings behind
- Help others evacuate, if possible
- Evacuate regardless of whether others agree to follow
- Avoid assembling in one area unless it is safe to do so
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officer
- Do not attempt to move injured people if it will place you or the injured person at additional risk
- Call 911 when you are safe

HIDE:

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap or restrict your options for movement
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door

To prevent an active shooter from entering your hiding place:

- Lock the door, if possible
- Blockade the door with heavy furniture, chairs, tables or any other objects that are available
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location

- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area where the last shots were heard:

- Officers may arrive alone or in teams
- Officers may wear plain clothes, regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, and/or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety
- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Managing the consequences of an active shooter situation:

After the active shooter has been incapacitated and is no longer a threat, the ERC, Managers/Supervisors, ERM's, Executive Assistant/Human Resources, Executive Director and/or Operations Manager will engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties

Aircraft Down or Explosion

Contact emergency responders immediately. Give all information to the dispatcher and stay on the line for emergency directions.

If inside a directly impacted building:

- Remain inside the building until it is safe to exit
- Evacuate the building as quickly and calmly as possible utilizing evacuation instructions herein
- Follow direction of emergency response personnel
- Assist others in exiting the building and move to the designated evacuation areas
- Remember to take personal necessities (glasses, keys, medications, etc.) with you
- If there is a fire, stay low to the floor and exit the building as quickly and safely as possible
- If you are trapped in debris, attempt to notify responders of your location

If outside of a directly impacted building:

- Follow drop and cover procedures
- Proceed to a designated safe evacuation area
- Follow emergency response personnel directions and instructions
- Keep streets and walkways clear for emergency vehicles and crews
- Do not attempt to rescue people who are inside a collapsed building, wait for emergency personnel to arrive

Biological or Chemical Threat

A train derailment, tanker spill or other incidents could cause the release of harmful chemical, biological, radioactive, or explosive material. If a biological or chemical threat occurs, follow local law enforcement or public safety officials on whether to evacuate the building or to shelter in place.

Building evacuation notes:

- Stay calm
- Turn off lights as you leave (if you feel it is safe to do so)
- Close doors as you leave (if you feel it is safe to do so)
- Evacuate the building via the nearest safe exit and proceed to the assembly area
- Assist others in exiting the building as appropriate

Shelter in Place notes:

- Stay calm
- Follow the Shelter in Place instructions outlined in this Plan
- Notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager that you have been ordered to shelter in place
- Await further notification from public safety officials

Bomb Threat

General Information:

- Most bomb threats are false and primarily intended to elicit a response from building occupants. However, **no bomb threat should be assumed fake.**
- Staff should become familiar with work areas and help to identify unusual boxes or objects in their areas. Maintaining good housekeeping throughout all areas will be helpful.
- If a potentially harmful device is found, the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager will notify the appropriate local public safety authorities for assistance.

Phone Threat:

- Remain calm
- Immediately refer to the telephone bomb threat checklist (see appendix B)
- Pay attention to your telephone display and record the information shown on the display window
- Engage the caller as long as you can and compile as much information as possible
- Try not to upset the caller at any time
- Pay attention to any background noise and distinctive sounds (traffic, machinery, voices, music, television, or radio)
- Note characteristics of the caller's voice (gender, age, education, and accent)
- Attempt to obtain information on the location of the device (building location, floor, or room)
- Attempt to obtain information on the time of detonation and type of detonator
- Immediately after the caller has ended the call, notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager
- If the threat was left on your voicemail, do not erase

Written Threat:

- Handle the document as little as possible and notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager as soon as possible
- If the threat should come via e-mail, save the information

Evacuation:

- Do not attempt to notify or evacuate the entire building
- The ERT member will call law enforcement and follow their instructions
- The ERT member will notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager, inform them of the bomb threat, and provide the instructions given by law enforcement
- The decision to evacuate is handled on a case-by-case basis and is a unified decision made by the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager and based on instructions given by law enforcement

Civil Unrest

Civil unrest events are often associated with riots, looting or protests. In these instances, Sheltering-in-Place is a protective action taken inside a building to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

If outdoors:

- Being aware of your surroundings is important on a day-to-day level, but crucial during times of times of unrest
- Keep your wits about you and your eyes and ears open. This means stay focused on getting out of a potentially bad situation
- Keep your phone in your pocket (unless absolutely necessary), as focusing on a text or call can distract you from what is really going on
- Keep your focus on the present, at what is happening around you. This way, you can spot trouble before it escalates to an obvious level
- If you are inside when riots, or other unrest begins, don't go out to get a better look. The last thing you want is to be involved in the chaos
- Should you find yourself outside of the building when unrest breaks out, stay away from the active areas, and get yourself to a safe area as quickly as possible
- Check with your Manager/Supervisor before coming into work to see if it is safe to do so

If indoors:

- Stay calm
- Follow the Shelter in Place instructions outlined in this Plan
- Notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager that you have been ordered to shelter in place
- Await further notification from public safety officials

Earthquake Procedures

Immediate action if you are inside:

- Move to the interior of the building, away from windows
- If possible, get underneath a solid desk or table
- Protect your eyes, head, spine, neck, and shoulders as much as possible
- If you are not near a desk but are in a corridor or lobby, get as close to the center of the building as possible or under permanent doorways
- If the desk you plan to get underneath is located near a window and it is safe to do so, close the drapes or blinds for protection if the window breaks
- Stay away from temporary walls or partitions and free-standing objects such as file cabinets, supply cabinets, and coat closets
- Do not attempt to evacuate the building, as you may be injured by falling debris
- If you are near an emergency exit and you feel it is safe to do so, prop open the exit door with anything heavy and readily available to ensure the door will not be jammed shut

Immediate action if you are outside:

- Stay outside and protect yourself from falling objects and debris
- Move to an open area away from trees, power lines, and buildings
- If you are on a sidewalk and have no other place to take cover, you may seek shelter in an exterior doorway of a building

When the earthquake has subsided:

- Check for injuries and fires. If someone has been injured or you discover a fire, call **911**
- Have ERC or Operations Manager shut off utilities if you smell gas
- Do not turn on lights or other electrical equipment
- Do not create any open flames
- Keep telephone lines available for emergency calls; avoid using the telephone if possible
- If you are inside a building, remain inside. Falling debris, electrical wires, gas leaks and other hazards can cause extremely dangerous conditions outside
- Follow the evacuation instructions from emergency response personnel
- Assist employees and visitors
- Assist persons with disabilities if you are capable of doing so
- If in a crowded area, do not rush for the exits
- Follow the established procedures for fire, medical emergencies, or evacuation
- Advise emergency responders of any impending property damage, that is, equipment that may fall onto furniture, water damage to vital records, etc.
- Assist emergency responders with immediate actions to limit damage, if capable
- If there is time, tune into the emergency broadcast system
- Do not try to leave location for home unless local public safety authorities indicate it is safe to do so
- Avoid windows, hanging objects, mirrors, or shelves, which could fall

Fire

A fire may include visible flames, smoke, or strong burning odors. The severity of the fire will dictate the appropriate response.

If the fire cannot be extinguished:

In an emergency or urgent situation, the appropriate and immediate action is for all employees and visitors to evacuate the building as quickly as possible, then notify the fire department and the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager.

Utilize the following procedure:

- Notify other employees and/or clients/customers. Check if anybody needs assistance.
- If the area is safe and you are willing, remove incapacitated persons or persons in immediate danger
- If able, note what kind of fire (electrical, building/furniture, chemical, flammable liquid or vapor)
- Call **911**
- Evacuate per the standard evacuation procedures and consider the following evacuation notes

Additional Evacuation Notes:

- Feel the exit door before you start to open it. **If it is hot, do not open it. Seek an alternate exit.**
- If the door is not hot, open it slowly and note the condition of the area
- If hallways are clear of fire and smoke proceed to the nearest unblocked exit
- Evacuate the building via the nearest safe exit and proceed to the assembly area
- If hallways are blocked with fire and smoke, close the door tightly and stay by a window until you are rescued
- If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense
- Assist others in exiting the building as appropriate
- Turn off lights as you leave (if you feel it is safe to do so)
- Close doors as you leave (if you feel it is safe to do so)
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager
- ERM's will sweep offices and restrooms as they exit the building to ensure all employees and guests are evacuating. Office and restroom doors will be closed after the sweep and marked with green tape in an "X" pattern to indicate the room is clear

If the fire can be quickly extinguished:

- If the fire is small and controllable (e.g., small wastebasket), and if you have been properly trained, you may attempt to use a fire extinguisher to put out the fire
- Extinguish the fire with a portable fire extinguisher
- After successfully extinguishing the fire notify the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager
- If at any point the fire becomes worse **do not hesitate** when initiating the urgent procedure above

Flooding

The ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager will monitor the overall weather and activate an intra-office alert once an official flood watch is issued. They will then monitor for an official announcement that will indicate the need to evacuate.

When the water level has reached less than one foot below flood stage the office will be notified to evacuate via blast email from the ERC. In these circumstances the office will be evacuated immediately, and all personnel **MUST** evacuate at that time. Evacuation for flood purposes closes the office for the day, and all employees will go home. In addition, management will circulate through the office making verbal notification and ensure employees are leaving the building immediately and that all employees have evacuated.

In the event an office closing occurs over the weekend, or while the office is previously closed or unoccupied, employees will be notified to not report for duty via blast voicemail, email, and/or phone call from their direct manager/supervisor. Any one of these notifications by itself constitutes an official notification to remain at home and do not report for work.

Medical Emergencies - CPR

NON-Trained Responder:

- Call 911. Obtain the services of a trained First Aid Responder if available
- If a known trained first aid responder is **immediately available** enlist their services and follow their instructions
- Designate a person to direct EMS personnel as they arrive

Trained and Certified First Aid Responder Only:

- Designate someone to call 911
- Check the area around the patient to ensure you will not be put in danger (e.g., electric wires, falling objects, other hazards)
- When the area is safe, check the patient for responsiveness
- Conduct a primary assessment (breathing) while checking responsiveness
- Initiate CPR if necessary
- Designate a person to direct EMS personnel as they arrive

Medical Emergencies – Not Involving CPR

Non-Trained First Aid Responder:

- Call 911
- Obtain the services of a trained First Aid Responder
- If a known trained first aid responder is **immediately available** enlist their services and follow their instructions
- Provide reassurance for the injured person
- Designate a person to direct EMS personnel as they arrive

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary)
- Check the area around the patient to ensure you will not be put in danger (e.g., electric wires, falling objects, other hazards)
- Do not move the patient unless absolutely necessary
- Use universal precautions, such as disposable gloves (and, if needed, disposable masks, face masks, and disposable gowns) to protect both you and the patient
- Assist the patient needing help to your best ability, i.e., do not go beyond your level of training
- Assess the patient (HAM: History, Allergies, Medications)
- Follow any directions provided by the 911 operator
- Designate a person to direct EMS personnel as they arrive
- Provide patient information to the EMS personnel
- Persons with blood borne pathogens training may use a blood borne pathogens spill kit and proper personal protective equipment (PPE) to cleanup bodily fluids
- After the emergency responders leave, notify the Manager/Supervisor of the items utilized from the first aid kit so those supplies may be replaced

Suspicious Packages

The likelihood of receiving a life-threatening package is remote. Unfortunately, however, a small number of life-threatening packages have been discovered over the years throughout the U.S., and they can result in death, injury and/or destruction of property.

Explosives, or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics which might assist you. To apply these factors, it is important to know the type of mail normally received by your department.

Things to Look For:

- Suspicious packages might bear restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate
- Suspicious packages or articles might reflect distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering
- Suspicious packages or articles might have protruding wires, aluminum foil or oil stains visible, and might emit a peculiar odor
- Suspicious packages or articles might have an excessive amount of postage
- Letter bombs might feel rigid or appear uneven or lopsided
- Suspicious packages or articles might be unprofessionally wrapped with several combinations of tape used to secure the package and might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay"
- Suspicious packages or articles might have an irregular shape, soft spots, or bulges
- Suspicious packages or articles might make a buzzing or ticking noise or sloshing sound
- Pressure or resistance might be noted when removing contents from an envelope or parcel

If you discover a suspicious package or letter and are unable to verify the addressee or sender:

- If you have any reason to believe a package or article is suspicious, do not take a chance. Immediately contact the Yuba City Police Department at (530) 822-4660, Sutter County Sheriff Department at (530) 822-7307 or 911
- Do not move, alter, open, examine or disturb the article
- Do not put in water or a confined space such as a desk drawer or filing cabinet
- If possible, open windows in the immediate area to assist in venting potentially explosive gases
- Isolate the suspicious package or article and clear the immediate area until the law enforcement arrives

Tornado

Tornado Watch

Be ready to act quickly if a tornado warning is issued or if you suspect a tornado is approaching. Acting early helps to save lives!

Tornado Warning

A tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property. Go immediately to an interior room (closet, hallway, or bathroom).

The ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager will monitor the local news or a NOAA Weather Radio to stay informed about tornado watches and warnings for the Yuba-Sutter area. An alert via email or phone will be sent once a tornado watch is issued for the local area.

When a tornado warning has been issued the office will be notified to shelter-in-place from the ERT.

If inside a directly impacted building:

- Proceed to a small, windowless interior room or hallway on the lowest level of a sturdy building
- If you are trapped in debris, attempt to notify responders of your location

If you are caught outdoors:

- Seek shelter in a basement, shelter, or sturdy building

If you cannot quickly walk to a shelter:

- Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter
- If flying debris occurs while you are driving, pull over and park

Options as a last resort:

- Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible
- If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands

Utility Outages

It is understood that from time to time, the building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building or injuries to employees or guests, hazards may be created. Notify an ERM should a failure occur. ERM's will direct all occupants (employees and visitors) to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene they will determine whether an emergency exists and the appropriate course of action.

Keep the following tips in mind:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment
- Tripping and falling hazards may exist due to darkness
- There are potential issues resulting from extreme heat or cold
- In the event of a more serious emergency inability to contact local public safety authorities might exist if telephones are not functional
- Sanitation concerns

The ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager will notify appropriate personnel in the event of a power outage. The decision to evacuate the building will be made by the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager. Depending on the nature of the infrastructure failure, assistance and services may be brought in from other agencies providing mutual aid or specialized contractors.

Workplace Violence Prevention

A proactive approach to preventing workplace violence has been created by educating employees with knowledge on how to prevent, recognize, react to, and report violent or potentially violent incidents and behaviors.

Joking about violence or making false reports and unsubstantiated allegations about violence will not be tolerated and will be treated as a violation of policy.

Definitions of violence under this policy include:

Threat: Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.

Violence: Exertion of force or aggression with the intent of causing injury or abuse.

Verbal Violence: Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.

Physical Violence: Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

Procedures

To help prevent workplace violence, it is also the employees' responsibility to actively participate in protecting themselves and other employees and to report incidents to the proper individuals.

Emergencies

Call 911 for immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapons or drugs, or any crime in progress).

Reporting Disruptive Behavior and Violence Concerns

Employees who witness disruptive behavior or behavior that could result in violence must immediately report the behavior to their Manager/Supervisor, Executive Director or Executive Assistant/HR Coordinator.

Safety Rules for Workplace Violence Prevention

Employees are expected to adhere to the following safety rules:

- Do not post alarm codes in public areas or share the alarm code with non-employees
- Immediately report all incidents in the parking lot or areas surrounding the building to their Manager/Supervisor, Executive Director or Executive Assistant/HR Coordinator so they can be documented, and law enforcement can be contacted if necessary
- Immediately report suspicious or disruptive vendors or contractors to the ERC, Executive Director, Executive Assistant/HR Coordinator and/or Operations Manager
- Avoid walking alone at night or in the early morning hours
- Avoid poorly lit streets, alleys, or parking lots, when entering or leaving buildings
- Avoid areas of concealment such as shrubs, trees, and recessed building entrances
- Be alert to your surroundings and do not be overconfident
- If someone is following you, create a disturbance and run toward an open building
- Attackers expect passive victims, so walk with a steady pace appear purposeful and project confidence
- If you must work alone (late at night or on the weekends) be sure that someone knows where you are and when you are expected to return
- When leaving the building, look around the area outside before exiting the building
- Depart the building with another employee when possible

- Always lock your car doors, even while you are inside your vehicle
- Park your vehicle in a well-lit area
- Park your vehicle close to the building during early morning or evening hours
- Before entering your vehicle, check the back seat and around the vehicle for anything unusual
- Have your keys in your hand as you approach your vehicle so that you do not have to search for them
- Avoid wearing expensive jewelry and keep your valuables secure when not in use
- If you are being followed while driving, go to a police station or a well-lit, highly populated area
- If you are approached by a homeless person, do not give him or her money

I have received and read the Emergency Action Plan Policy. I fully understand that failure to comply with the Emergency Action Plan Policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

Date

Appendix A

Emergency Management Team Member List

Name	POSITION	Department	CELL	EMAIL
Anthony (Tony) Langlois	Emergency Response Coordinator	Maintenance	530-682-5919	t.langlois@regionalha.org
Tom Goodwin	Emergency Response Leaders	Maintenance	530-713-2277	t.goodwin@regionalha.org
Jennifer Ruiz	Emergency Response Leaders	Administrative	530-790-5865	j.ruiz@regionalha.org
Marco Cruz	Emergency Response Leaders	Finance	530-218-5167	m.cruz@regionalha.org
Beckie Flores	Emergency Response Leaders	Planning and Community Development	530-933-3900	b.flores@regionalha.org
Alisha Parker	Emergency Response Leaders	Occupancy	530-312-0267	a.parker@regionalha.org
Pattra Runge	Emergency Response Leaders	Occupancy	530-682-2312	p.runge@regionalha.org
Gustavo Becerra	Emergency Response Leaders	Administrative	530-415-9442	g.becerra@regionalha.org
Maria Conrique	Emergency Response Member	Planning and Community Development		m.conrique@regionalha.org
Martha Lundgren	Emergency Response Member	Finance		m.lundgren@regionalha.org
Alicia Monroe	Emergency Response Member	Occupancy		a.monroe@regionalha.org
Nick Endres	Emergency Response Member	Maintenance	530-701-7469	n.endres@regionalha.org
Aurora Salomon	Emergency Response Member	Maintenance/ Occupancy	530-701-3385	a.salomon@regionalha.org
	Emergency Response Member	Maintenance		

Appendix B:

Bomb Threat Checklist

Signature: _____ Phone number/extension: _____

REMAIN CALM: DO NOT EXCITE OTHERS			
Call received: _____	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.	Call ended: _____
Line call came in on: _____		Caller ID?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Exact words of caller: (Attempt to prolong the call by asking him/her to repeat the threat.)			
Questions to ask the caller:			
1 When will the device detonate or activate?			
2 Where is the device located?			
3 What kind of device is it?			
4 What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Middle-aged	<input type="checkbox"/> Nervous	Describe: _____
	<input type="checkbox"/> Old	<input type="checkbox"/> Refined	Describe: _____
		<input type="checkbox"/> Rough	Describe: _____
Did you recognize the voice? Who?			
Did caller have knowledge of building? How?			
Unusual phrases:			
Background Noise:			
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Horns	<input type="checkbox"/> Whistle	<input type="checkbox"/> Radio
<input type="checkbox"/> Music	<input type="checkbox"/> Machinery	<input type="checkbox"/> Bells	<input type="checkbox"/> Other _____
<input type="checkbox"/> Traffic	<input type="checkbox"/> Motor	<input type="checkbox"/> Tape recorder	_____

Appendix C

Public Safety Authority Contact Information

In an emergency dial **911** for fire, police, or ambulance.

Other non-emergency numbers include:

Emergency	911
Fire Non-Emergency	(530) 822-4686
Sheriff (non-emergency)	(530) 822-7307
Police (non-emergency)	(530) 822-4660
PG&E 24-hour Emergency & customer service	(800) 743-5000
PG&E 24-hour Power Outage	(800) 743-5002
California Highway Patrol Info/Non-emergency	(800) TELL CHP
National Weather Service	(415) 936-1212
Suicide Prevention Hotline	(916) 645-8866
Water	(530) 822-4777
Telephone Company	(866) 355-1782

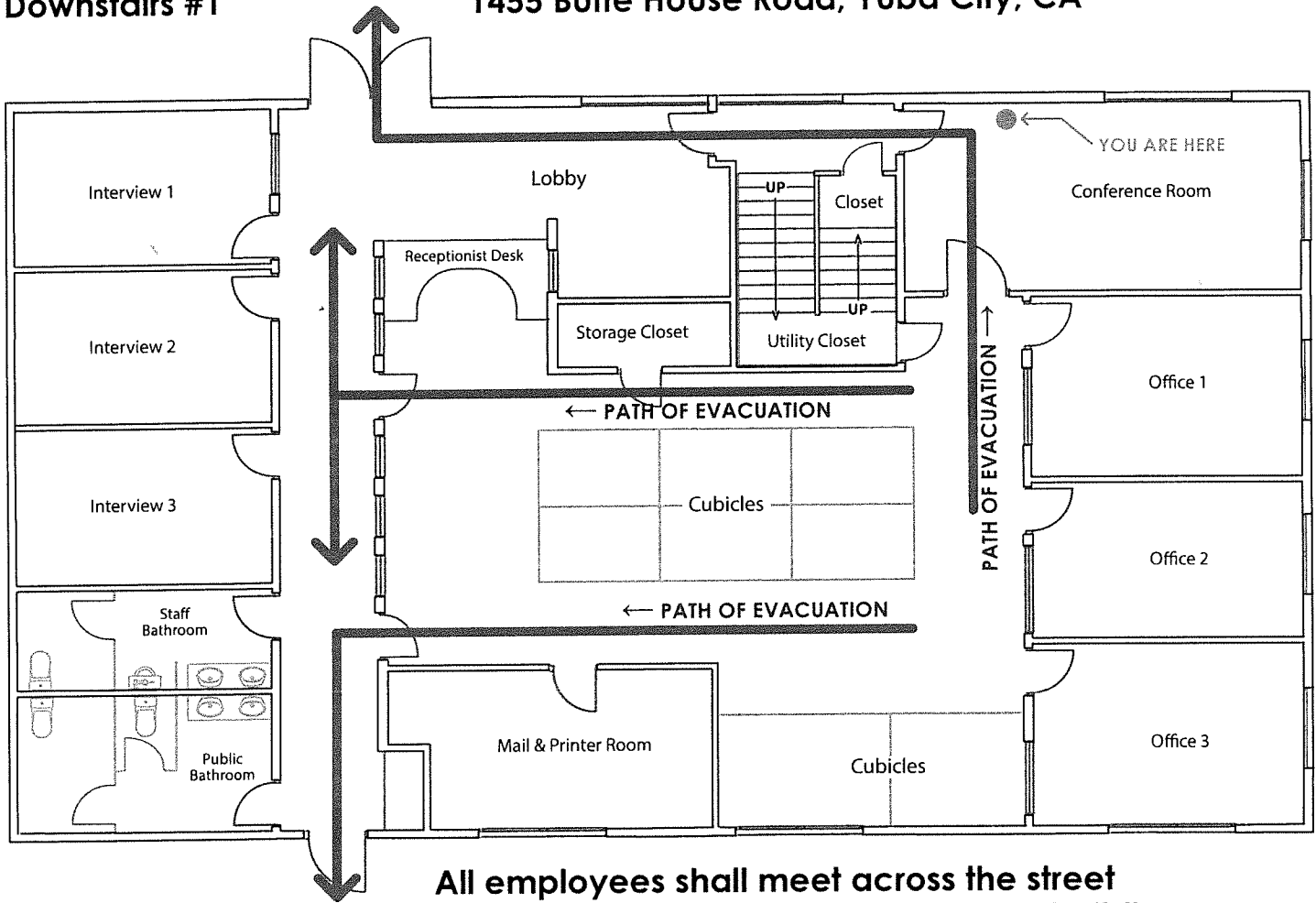
Appendix D

Primary Assembly Area

[Insert evacuation maps for each location]

Downstairs #1

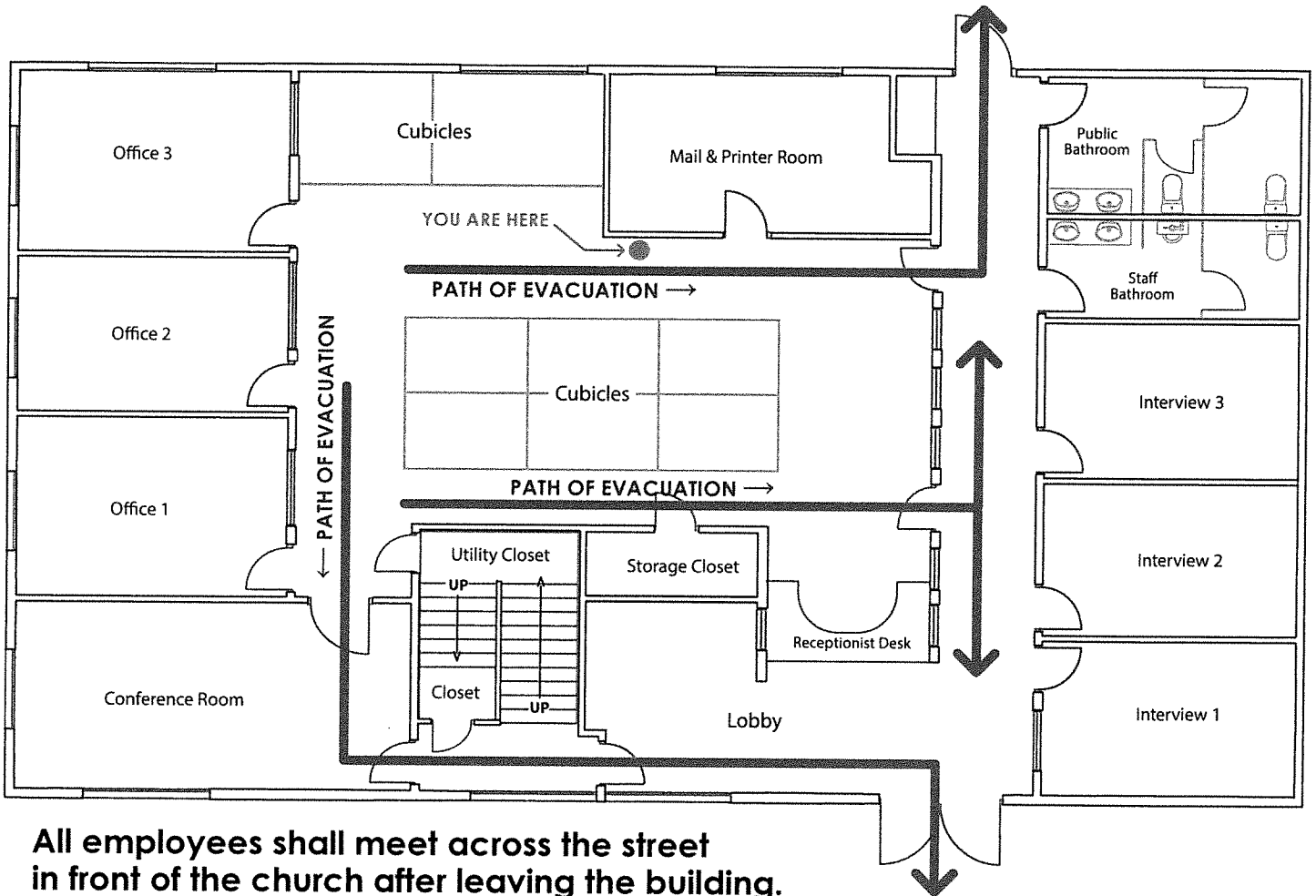
1455 Butte House Road, Yuba City, CA



**All employees shall meet across the street
in front of the church after leaving the building.**

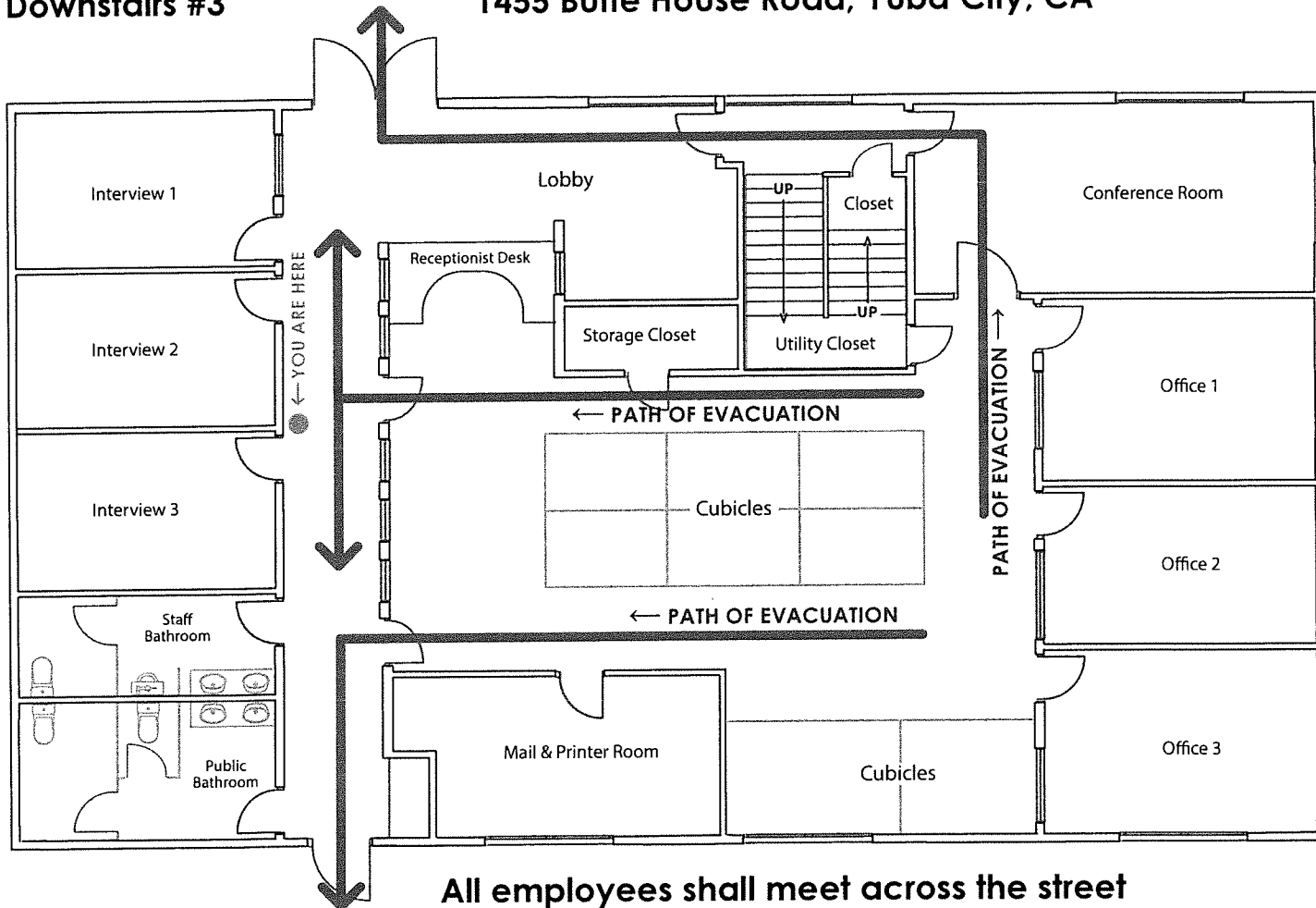
Downstairs #2

1455 Butte House Road, Yuba City, CA



Downstairs #3

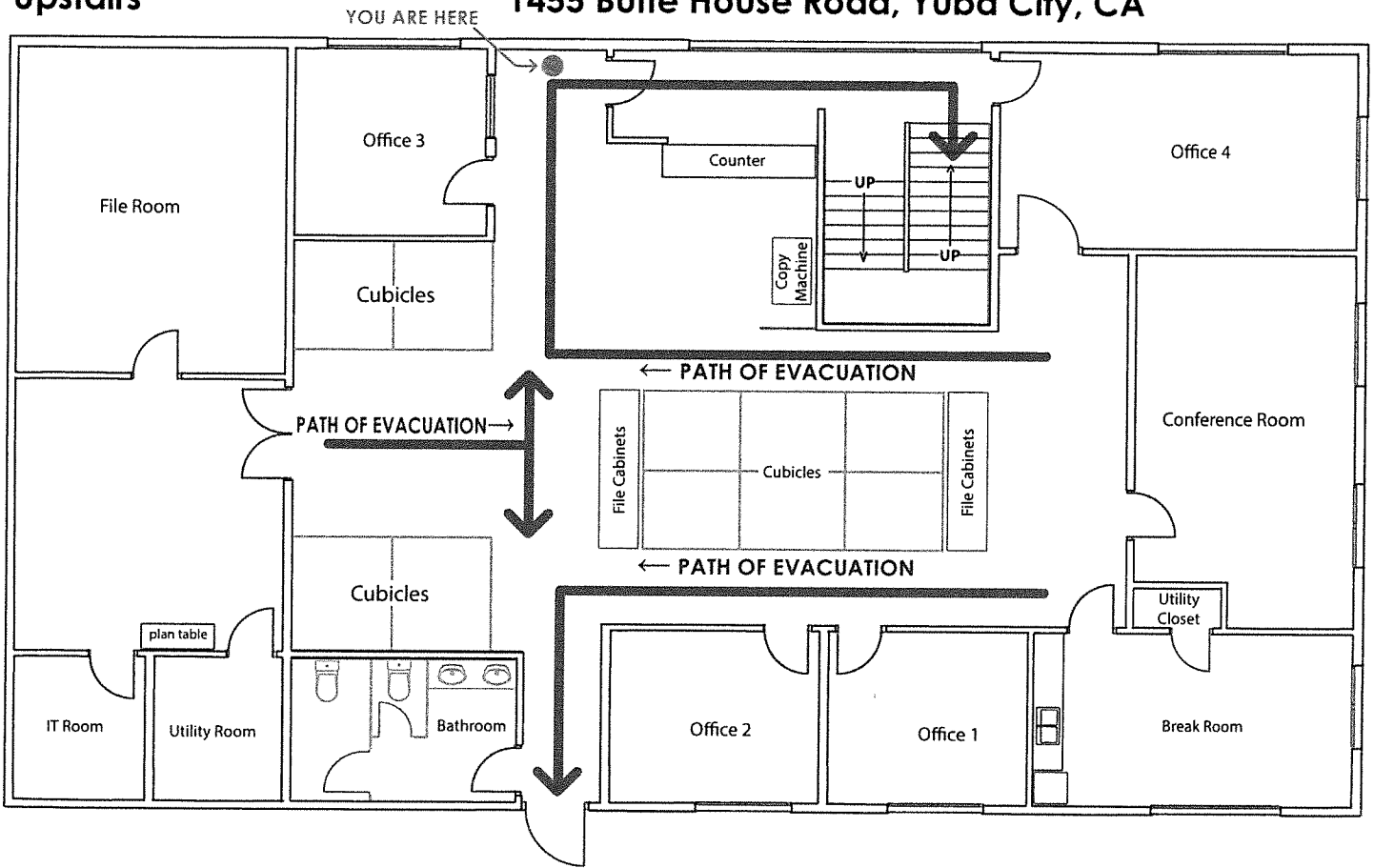
1455 Butte House Road, Yuba City, CA



**All employees shall meet across the street
in front of the church after leaving the building.**

Upstairs

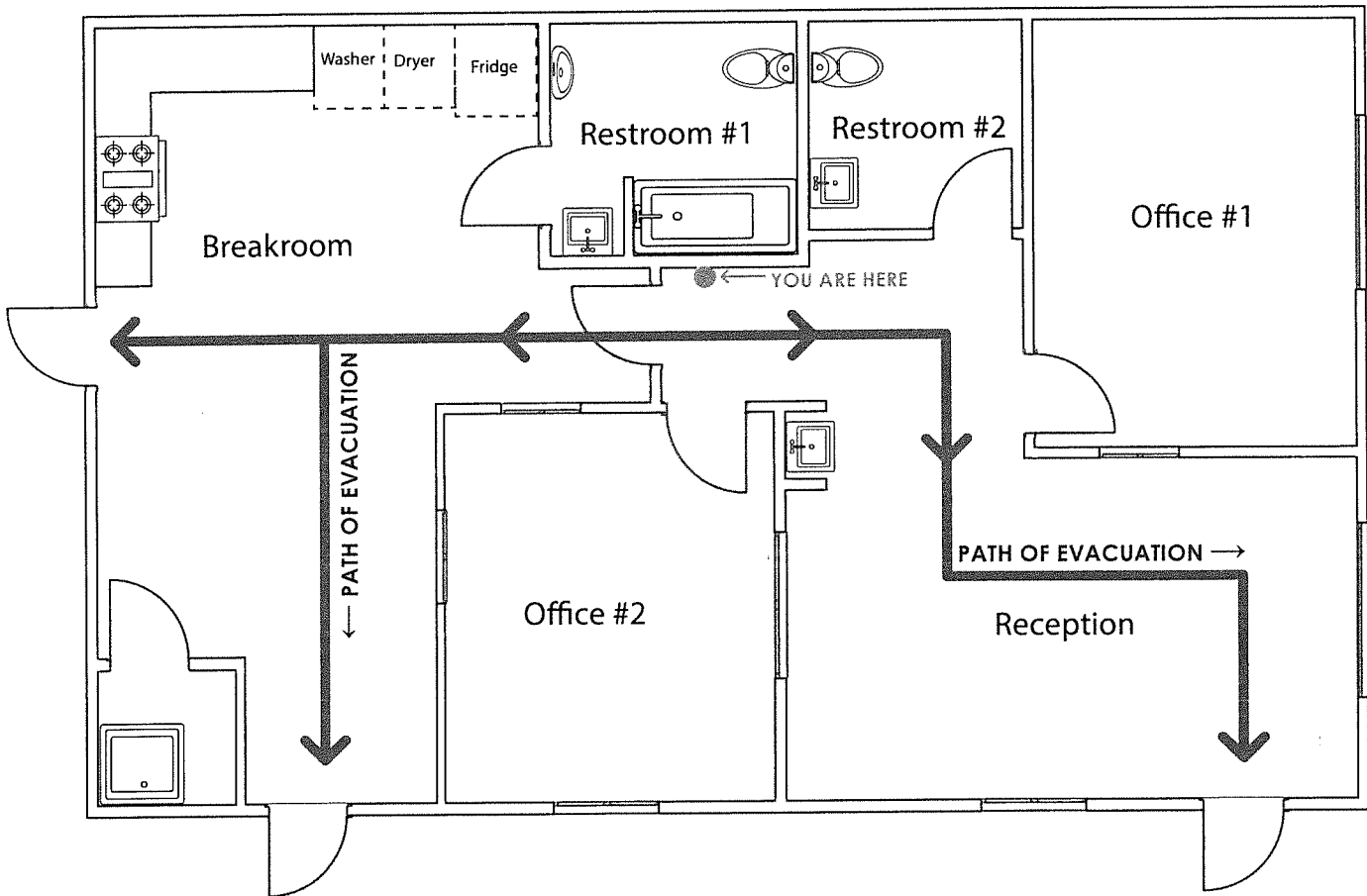
1455 Butte House Road, Yuba City, CA



All employees shall meet across the street in front of the church after leaving the building.

Maintenance Office

384 Miles Avenue, Yuba City, CA



All employees shall meet at the park on Miles Avenue.



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www.RegionalHA.org

Wildfire Smoke Policy

November 2021

Purpose

This policy is to establish, implement, and maintain an effective Wildfire Smoke Policy in accordance with Cal/OSHA, CCR Title 8, Section 5141.1.

Scope

It applies to worksites where the current Air Quality Index (AQI) for airborne particulate matter (PM2.5) is 151 or greater and where it is reasonably anticipated employees could be exposed to wildfire smoke.

The following workplaces and operations are exempt from this policy:

- Enclosed buildings or structures where the air is filtered by a mechanical ventilation system
- Enclosed vehicles where the air is filtered by a cabin air filter
- The AQI for PM2.5 is below 151
- Employees who are exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift
- Firefighters engaged in wildland firefighting

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. Employees over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest and usually the most harmful particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

Reporting

Employees who show signs of injury or illness due to wildfire smoke exposure are allowed to seek medical treatment without fear of reprisal. Employees should immediately report any injury or illness caused by wildfire smoke to their manager/supervisor and the Executive Assistant/HR Coordinator. At such time, employees will be directed to our designated medical facility.

Monitoring

Various agencies monitor and report the air quality at locations throughout California using the current AQI. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people, and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several types of pollutants, the Cal/OSHA wildfire smoke regulation only uses the AQI for PM2.5.

The following sites may be used to monitor the AQI for PM2.5:

- www.AirNow.gov
- U.S. Forest Service: <https://tools.airfire.org/>
- Local air district: www.arb.ca.gov/capcoa/dismap.htm.
- Purple Air: <https://www2.purpleair.com/>

The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

If employees may be exposed to wildfire smoke, managers/supervisors shall monitor the current AQI applicable to the worksite(s) before and periodically during the shift. If the current AQI for PM2.5 is 151 or greater, the following procedures will be put into place:

- (1) Provide training to employees
- (2) Lower employee exposures
- (3) Provide respirators and encourage their use

Employees may be notified by phone, text, or email when the AQI for PM2.5 is 151 or greater and informed on what protective measures should be taken.

Employees should inform their manager/supervisor if they notice the air quality is getting worse or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

Protective Methods

Employees will be protected from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods may include, but are not limited to:

- Locating work in enclosed structures or vehicles where the air is filtered
- Changing procedures, such as moving workers to a place with a lower current AQI for PM2.5
- Reducing work time in areas with unfiltered air
- Increasing rest time and frequency and providing a rest area with filtered air
- Reducing the physical intensity of the work to help lower the breathing and heart rates

If the exposure to employees cannot be reduced to less than 151 AQI for PM2.5, respirators will be provided for voluntary use, and employees will be encouraged to wear them. Respirators may also be use on a voluntary basis when the AQI for PM2.5 is less than 151. However, when the current AQI for PM2.5 is greater than 500, respirator use will be required. Contact your manager/supervisor or Executive Assistant/HR Coordinator if you need additional respirators.

Respirators shall be used properly and kept clean. The following precautions shall be taken:

- (1) Respirators will be certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention, certifies respirators. A label or statement

of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator is the minimum level of protection for wildfire smoke.

- (2) Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning, and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, Section 5141.1 for voluntary use of filtering facepiece respirators.
- (3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- (4) Employees must keep track of their respirator, so they do not mistakenly use someone else's respirator.
- (5) Employees who have a heart or lung problem should ask their doctor first before using a respirator.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal.

Employees are responsible for following the manufacturer's instruction on the proper way to put on and take off the respirator. For employees who use an N95 or other filtering facepiece respirator mask that is made of filter material:

- (1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- (2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirators and respirator filters shall be replaced if they are damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be

cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, inform your supervisor and seek medical attention.

Training

Employees will be trained on the following topics:

- The health effects of wildfire smoke
- The right to obtain medical treatment without fear of reprisal
- How employees can obtain the current AQI for PM2.5
- The requirements in Title 8 Section 5141.1 about wildfire smoke
- The agency's two-way communication system
- The agency's methods to protect employees from wildfire smoke
- The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke
- How to properly use, and maintain the respirators provided by the employer

I have received and read the Wildfire Smoke Policy. I fully understand that failure to comply with the Wildfire Smoke Policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

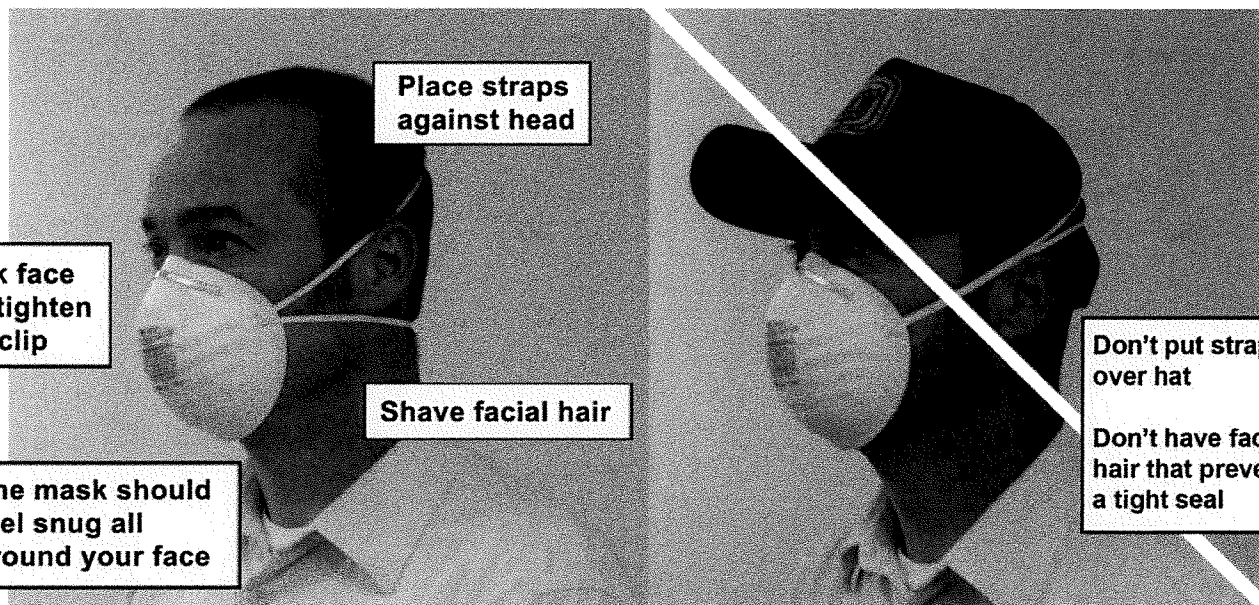
Date

Using Disposable Respirators

(N95 through P100)

DO

DON'T



DANGER

These respirators only filter out particles. They do not protect you against gases and vapors, and they do not provide oxygen.

Do not use these respirators to enter closed spaces such as crawlspaces, manholes, underground vaults, or tanks.

These respirators do not provide protection in areas where gasoline, oil, pesticides or other chemicals have been spilled.

It takes more effort to breathe through a respirator. It can also increase the risk of heat stress. Take frequent breaks, particularly if you are working in the heat or doing heavy work.

If you feel dizzy, faint, lightheaded, nauseous, or become disoriented, tell someone, go to a clean area, remove your respirator, and get medical attention.

People with heart conditions or lung disease should consult their doctors before entering contaminated areas or using a respirator.

Discard respirator when it becomes more difficult to breathe through it, if the inside becomes dirty, and at least at the end of each day.

See back for "Safe Cleanup of Fire Ash" ...

Employers should refer to Cal/OSHA Title 8, Section 5144

www.dir.ca.gov/dosh - 1-800-963-9424



REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 17, 2021

To: Board of Commissioners

From: Jennifer Ruiz, Executive Assistant/HR Coordinator

SUBJECT: Ability to Hold Board Meetings Virtually as per AB361

RECOMMENDATION: Establish the Findings to Allow the Board to meet virtually if they elect to do so

FISCAL IMPACT: N/A

Background

On September 16, 2021, Governor Gavin Newsom signed AB 361 which will go into effect October 1, 2021. AB 361 extends the COVID-19 rules for conducting virtual or teleconference meetings under the Brown Act. In order to utilize the provisions of AB 361, a meeting must be held during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. The legislative body of the local agency must determine, by majority vote, that meeting in person would present imminent risks to health or safety of attendees.

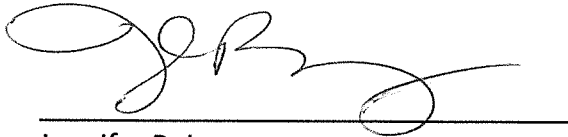
If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

1. Within 30 days of the initial virtual or teleconference meeting, make the following findings by majority vote:
 - a. The agency has reconsidered the circumstances of the state of emergency, and
 - b. It either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing
2. Make the same findings by majority vote every 30 days thereafter.

Recommendation

It is recommended that the Board of Commissioners of Regional Housing Authority establish the findings to allow the Board to meeting virtually if they elect to do so as per AB 361.

Prepared by:



Jennifer Ruiz
Executive Assistant/HR Coordinator

Submitted by:



Gustavo Becerra
Executive Director



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www.RegionalHA.org

RESOLUTION 21-1727

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,168.17

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

WHEREAS, operations of low-income housing includes the collection of monthly rental amounts; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending November 30, 2021 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,168.17.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 17th day of Noveber 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

Public Housing
Collection Loss Write Off
Period: November 2021

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
			<u>Move In</u>	<u>Move Out</u>								
T0005699	PH-Date	2750 Date Street #37, Live Oak	10/01/14	09/03/21	\$ 228.00	\$ -	\$ -	\$ 1,168.17	-	-	\$ 1,168.17	No
						\$ -	\$ -	\$ 1,168.17	-	-	\$ -	
						\$ -	\$ -	\$ 1,168.17	-	-	\$ 1,168.17	
											\$ 1,168.17	

No
11/8/21

Deceased *

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

Exhibit A



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www.RegionalHA.org

RESOLUTION 21-1728

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$13,807.00

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

WHEREAS, operations of the Housing Choice Voucher program include assisting families who are low income; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending November 30, 2021 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$13,807.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 17th day of November 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

(SEAL)

**HCV Fraud Recovery
Collection Loss Write Off
Period: November 2021**

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late</u>	<u>NSF</u>	<u>Legal</u>	<u>Total</u>	<u>Payback</u>
		<u>Fee's</u>	<u>Fee's</u>	<u>Fee's</u>	<u>Fee's</u>	<u>Owed</u>	<u>Agreement</u>
T0010367		\$ 3,815.00	\$ -	\$ -	\$ -	3,815.00	No
T0006217		\$ 8,438.00	\$ -	\$ -	\$ -	8,438.00	No
T0006826		\$ 1,554.00	\$ -	\$ -	\$ -	1,554.00	Yes
		\$ 13,807.00	\$ -	\$ -	\$ -	\$ 13,807.00	Total Write-Off

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

OF
9/22/21

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: November 17, 2021
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Audit Firm Engagement

Background

Sound financial governance and HUD regulations require that the Regional Housing Authority (RHA) submits a Request for Proposal (RFP) for Auditing Services every five years. RHA's current auditor, Smith & Newell CPA's, contract is expiring with the completion of the FYE 2021 audit.

Process

RHA uses a point system to select the successful candidate which rates the proposal on various qualities such as cost, public housing authority experience, and qualifications of the auditing team. For economies of scale and efficiency Sutter Community Affordable Housing, Inc.'s (SCAH) audit is included in the RFP though it's cost is paid by SCAH proceeds. The RFP is for three base years and the option of two annual renewals for a potential five-year contract.

RHA advertised the RFP on its website and directly submitted the RFP to ten auditing firms. Four proposals were received with one proposal eliminated for cost criteria.

In order of preference and with the five-year contract total:

- | | | |
|-------------------------|------------------|-------------|
| 1. Smith Marion & Co. | Price: \$175,979 | Points: 122 |
| 2. Smith & Newell CPA's | Price: \$215,420 | Points: 112 |
| 3. Harshwal & Co., LLP | Price: \$187,152 | Points: 108 |

Recommendation

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the selection of Smith Marion & Co to enter into a three-year contract with two optional annual renewals as auditors for the Regional Housing Authority.

Prepared by:

Submitted by:



Marco Cruz, Chief Financial Officer



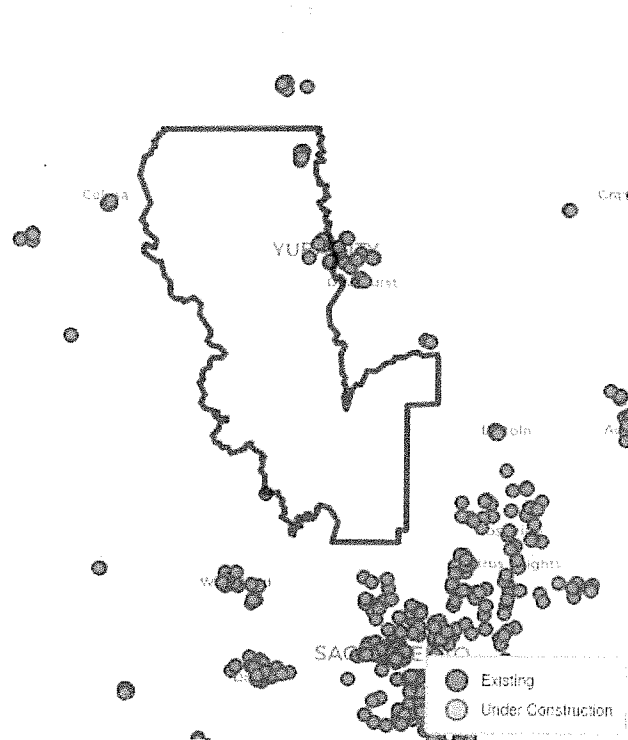
Gustavo Becerra, Executive Director



Sutter County: Benefits of Affordable Rental Housing

The California Affordable Housing Map and Benefits Calculator is a statewide database of federally- and state-subsidized affordable rental homes and their social and economic benefits in each local community.

This report provides data on the existing stock of federally- and state-subsidized affordable housing in the specified geography, including information on funding programs and the characteristics of communities where this housing is located. The report also leverages academic studies to estimate the benefits these affordable homes generate for both residents and surrounding communities—such as higher earnings and improved health for residents, and new jobs and tax revenue for local jurisdictions.

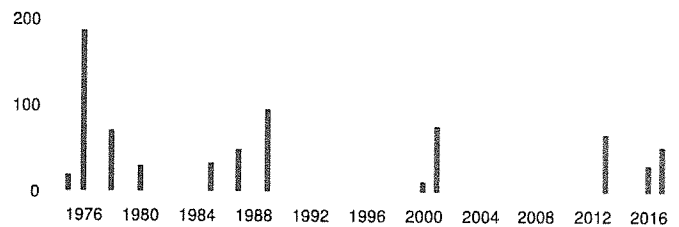


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	388	9
HUD	140	3
USDA	393	5
HCD	0	0
CalHFA	0	0
TOTAL	816	15

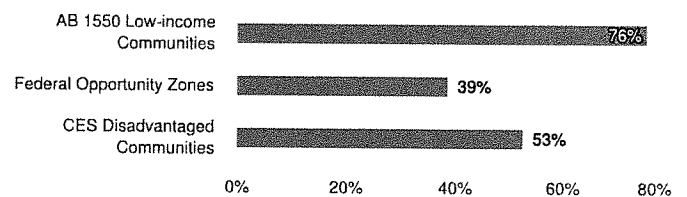
Affordable Homes Added Per Year



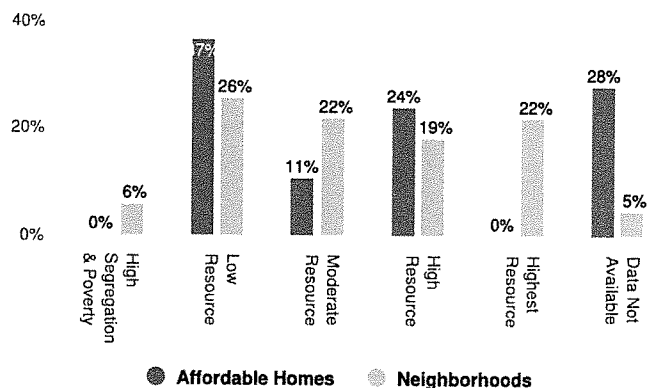
Social & Economic Benefits from Affordable Homes

Household Rent Savings	GHG Emission Reductions from Proximity to Transit
\$460 per month	210 MTCO _{2e} per year
Total Rent Savings	GHG Emission Reductions from Proximity to Jobs
\$7,000,000 per year	210 MTCO _{2e} per year
Lifetime Earnings Boost	Jobs Supported
\$51,000 per child	560 per year
Pediatric Health Savings from Living in a Lower Poverty Community	Wages and Business Income Generated
\$0 per year	\$20,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits	State and Local Taxes Generated
\$3,000 per year	\$6,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes	
\$0 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Sutter County: Benefits of Affordable Rental Housing

Social & Economic Benefits in Sutter County by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$390 per month
HUD	\$60
USDA	\$1,080
HCD	\$0
CalHFA	\$0
TOTAL	\$460

Total Rent Savings

LIHTC	\$1,000,000 per year
HUD	\$24,000
USDA	\$5,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$7,000,000

Lifetime Earnings Boost

LIHTC	\$47,000 per child
HUD	\$52,000
USDA	\$67,000
HCD	\$0
CalHFA	\$0
TOTAL	\$51,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$2,000 per year
HUD	\$0
USDA	\$880
HCD	\$0
CalHFA	\$0
TOTAL	\$3,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

GHG Emission Reductions from Proximity to Transit

LIHTC	110 MTCO _{2e} per year
HUD	39
USDA	94
HCD	0.00
CalHFA	0.00
TOTAL	210

GHG Emission Reductions from Proximity to Jobs

LIHTC	110 MTCO _{2e} per year
HUD	39
USDA	94
HCD	0.00
CalHFA	0.00
TOTAL	210

Jobs Supported

LIHTC	260 per year
HUD	120
USDA	250
HCD	0
CalHFA	0
TOTAL	560

Wages and Business Income Generated

LIHTC	\$9,000,000 per year
HUD	\$4,000,000
USDA	\$9,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$20,000,000

State and Local Taxes Generated

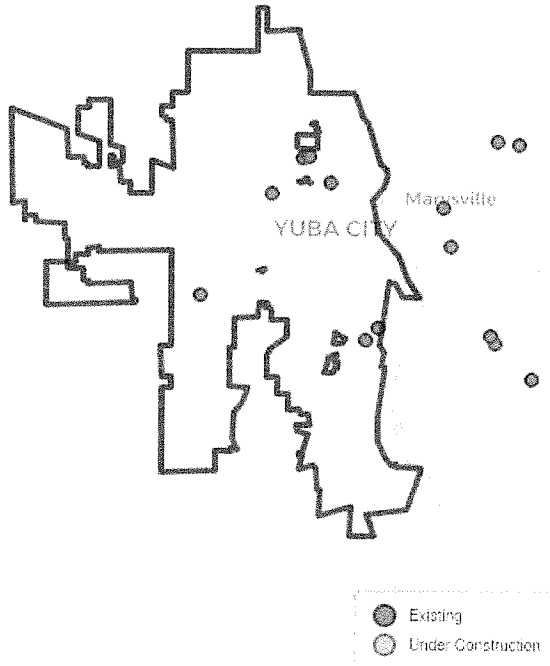
LIHTC	\$3,000,000 per year
HUD	\$1,000,000
USDA	\$2,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$6,000,000



Yuba City (city): Benefits of Affordable Rental Housing

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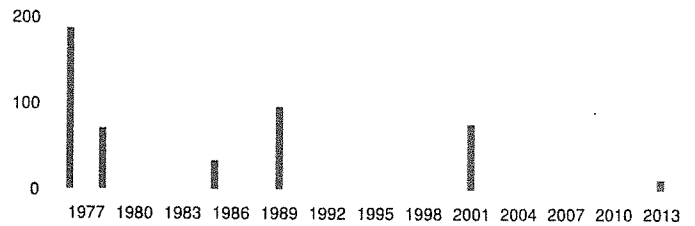


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	206	4
HUD	108	2
USDA	288	2
HCD	0	0
CalHFA	0	0
TOTAL	529	7

Affordable Homes Added Per Year



Social & Economic Benefits from Affordable Homes

Household Rent Savings

\$420 per month

Total Rent Savings

\$5,000,000 per year

Lifetime Earnings Boost

\$50,000 per child

Pediatric Health Savings from Living in a Lower Poverty Community

\$0 per year

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

\$1,000 per year

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

\$0 per year

GHG Emission Reductions from Proximity to Transit

130 MTCO_{2e} per year

GHG Emission Reductions from Proximity to Jobs

130 MTCO_{2e} per year

Jobs Supported

370 per year

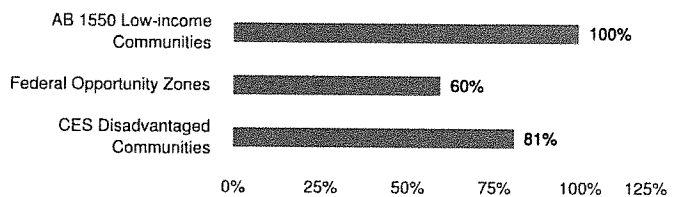
Wages and Business Income Generated

\$13,000,000 per year

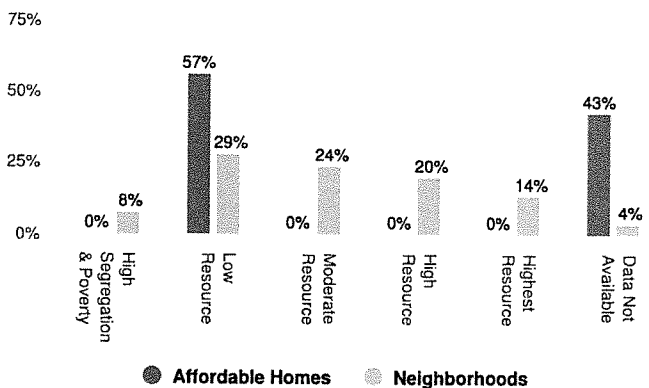
State and Local Taxes Generated

\$4,000,000 per year

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Yuba City (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Yuba City (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$330 per month
HUD	\$60
USDA	\$1,510
HCD	\$0
CalHFA	\$0
TOTAL	\$420

Total Rent Savings

LIHTC	\$478,000 per year
HUD	\$24,000
USDA	\$5,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$5,000,000

Lifetime Earnings Boost

LIHTC	\$47,000 per child
HUD	\$52,000
USDA	\$52,000
HCD	\$0
CalHFA	\$0
TOTAL	\$50,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$570 per year
HUD	\$0
USDA	\$770
HCD	\$0
CalHFA	\$0
TOTAL	\$1,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

GHG Emission Reductions from Proximity to Transit

LIHTC	54 MTCO _{2e} per year
HUD	31
USDA	69
HCD	0.00
CalHFA	0.00
TOTAL	130

GHG Emission Reductions from Proximity to Jobs

LIHTC	54 MTCO _{2e} per year
HUD	31
USDA	69
HCD	0.00
CalHFA	0.00
TOTAL	130

Jobs Supported

LIHTC	130 per year
HUD	100
USDA	180
HCD	0
CalHFA	0
TOTAL	370

Wages and Business Income Generated

LIHTC	\$4,000,000 per year
HUD	\$3,000,000
USDA	\$6,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$13,000,000

State and Local Taxes Generated

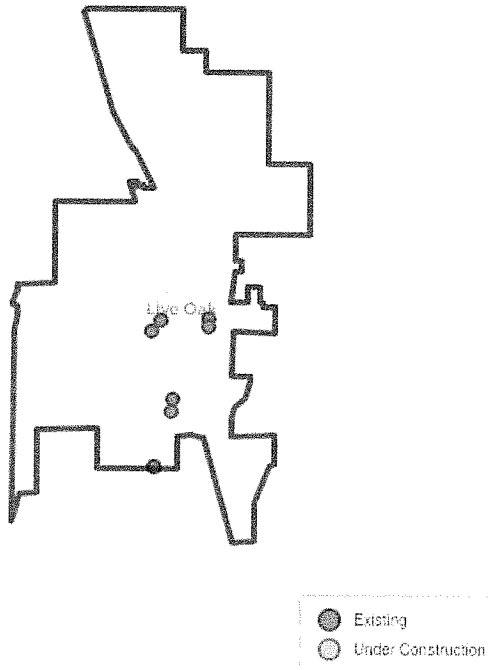
LIHTC	\$1,000,000 per year
HUD	\$998,000
USDA	\$2,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$4,000,000



Live Oak (city): Benefits of Affordable Rental Housing

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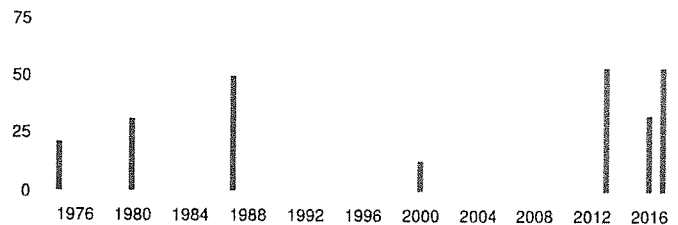


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	182	5
HUD	32	1
USDA	105	3
HCD	0	0
CalHFA	0	0
TOTAL	287	8

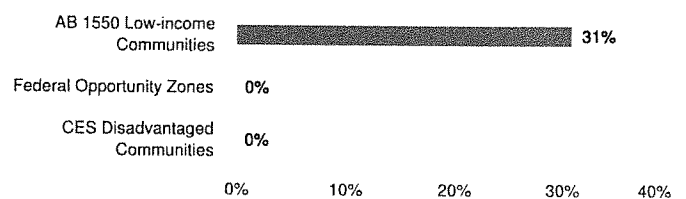
Affordable Homes Added Per Year



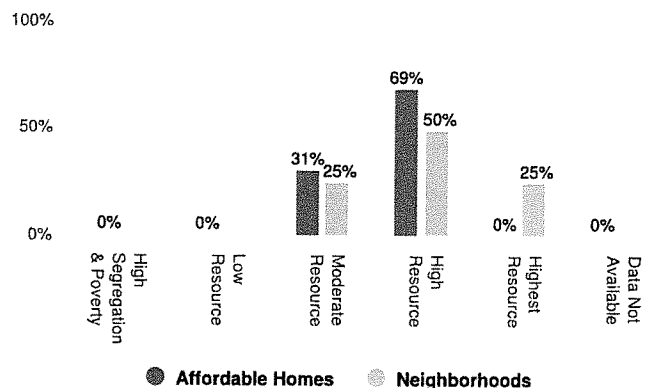
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$460 per month	GHG Emission Reductions from Proximity to Transit 76 MTCO _{2e} per year
Total Rent Savings \$1,000,000 per year	GHG Emission Reductions from Proximity to Jobs 76 MTCO _{2e} per year
Lifetime Earnings Boost \$77,000 per child	Jobs Supported 190 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$0 per year	Wages and Business Income Generated \$8,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$2,000 per year	State and Local Taxes Generated \$2,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$0 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Live Oak (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Live Oak (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$460 per month
HUD	\$0
USDA	\$560
HCD	\$0
CalHFA	\$0
TOTAL	\$460

Total Rent Savings

LIHTC	\$918,000 per year
HUD	\$0
USDA	\$379,000
HCD	\$0
CalHFA	\$0
TOTAL	\$1,000,000

Lifetime Earnings Boost

LIHTC	\$47,000 per child
HUD	\$0
USDA	\$81,000
HCD	\$0
CalHFA	\$0
TOTAL	\$77,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$1,000 per year
HUD	\$0
USDA	\$110
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

GHG Emission Reductions from Proximity to Transit

LIHTC	51 MTCO _{2e} per year
HUD	8
USDA	25
HCD	0.00
CalHFA	0.00
TOTAL	76

GHG Emission Reductions from Proximity to Jobs

LIHTC	51 MTCO _{2e} per year
HUD	8
USDA	25
HCD	0.00
CalHFA	0.00
TOTAL	76

Jobs Supported

LIHTC	120 per year
HUD	20
USDA	67
HCD	0
CalHFA	0
TOTAL	190

Wages and Business Income Generated

LIHTC	\$5,000,000 per year
HUD	\$737,000
USDA	\$3,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$8,000,000

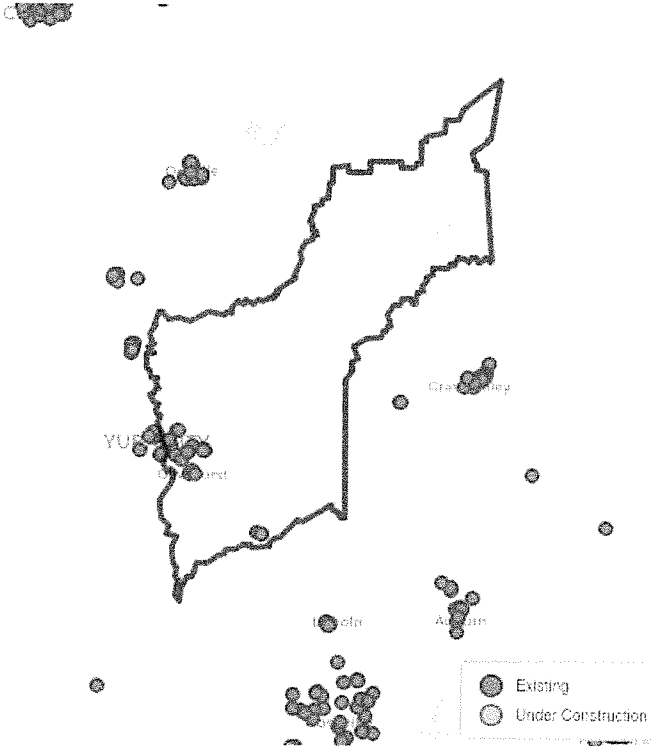
State and Local Taxes Generated

LIHTC	\$1,000,000 per year
HUD	\$211,000
USDA	\$812,000
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000,000

Yuba County: Benefits of Affordable Rental Housing

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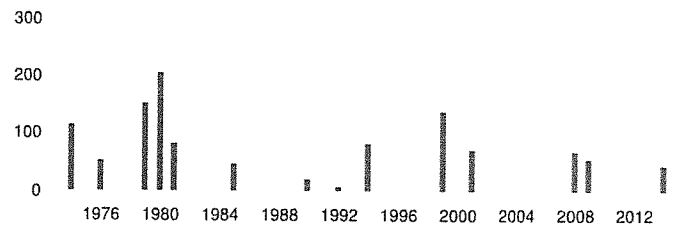


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	1,003	14
HUD	538	6
USDA	304	7
HCD	0	0
CalHFA	162	3
TOTAL	1,342	21

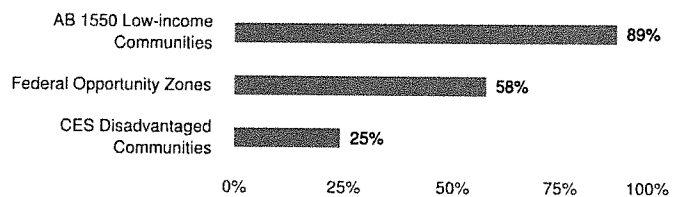
Affordable Homes Added Per Year



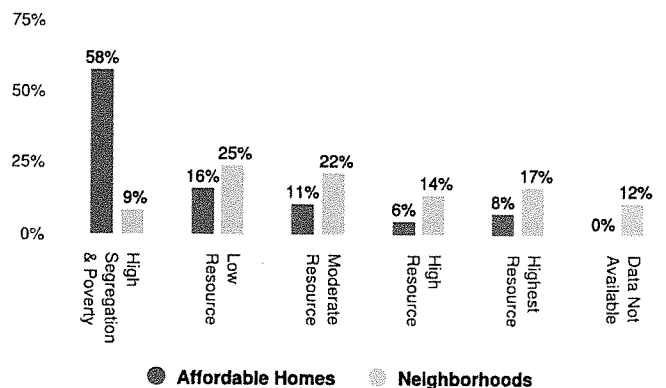
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$500 per month	GHG Emission Reductions from Proximity to Transit 420 MTCO _{2e} per year
Total Rent Savings \$8,000,000 per year	GHG Emission Reductions from Proximity to Jobs 420 MTCO _{2e} per year
Lifetime Earnings Boost \$51,000 per child	Jobs Supported 870 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$109,000 per year	Wages and Business Income Generated \$30,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$5,000 per year	State and Local Taxes Generated \$9,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$120,000 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Yuba County: Benefits of Affordable Rental Housing

Social & Economic Benefits in Yuba County by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$450 per month
HUD	\$390
USDA	\$790
HCD	\$0
CalHFA	\$0
TOTAL	\$500

Total Rent Savings

LIHTC	\$6,000,000 per year
HUD	\$2,000,000
USDA	\$3,000,000
HCD	\$0
CalHFA	\$515,000
TOTAL	\$8,000,000

Lifetime Earnings Boost

LIHTC	\$51,000 per child
HUD	\$54,000
USDA	\$53,000
HCD	\$0
CalHFA	\$0
TOTAL	\$51,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$79,000 per year
HUD	\$0
USDA	\$31,000
HCD	\$0
CalHFA	\$0
TOTAL	\$109,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$5,000 per year
HUD	\$1,000
USDA	\$290
HCD	\$0
CalHFA	\$340
TOTAL	\$5,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$102,000 per year
HUD	\$0
USDA	\$18,000
HCD	\$0
CalHFA	\$0
TOTAL	\$120,000

GHG Emission Reductions from Proximity to Transit

LIHTC	320 MTCO ₂ e per year
HUD	150
USDA	100
HCD	0.00
CalHFA	47
TOTAL	420

GHG Emission Reductions from Proximity to Jobs

LIHTC	320 MTCO ₂ e per year
HUD	150
USDA	100
HCD	0.00
CalHFA	47
TOTAL	420

Jobs Supported

LIHTC	650 per year
HUD	350
USDA	200
HCD	0
CalHFA	100
TOTAL	870

Wages and Business Income Generated

LIHTC	\$22,000,000 per year
HUD	\$11,000,000
USDA	\$6,000,000
HCD	\$0
CalHFA	\$3,000,000
TOTAL	\$30,000,000

State and Local Taxes Generated

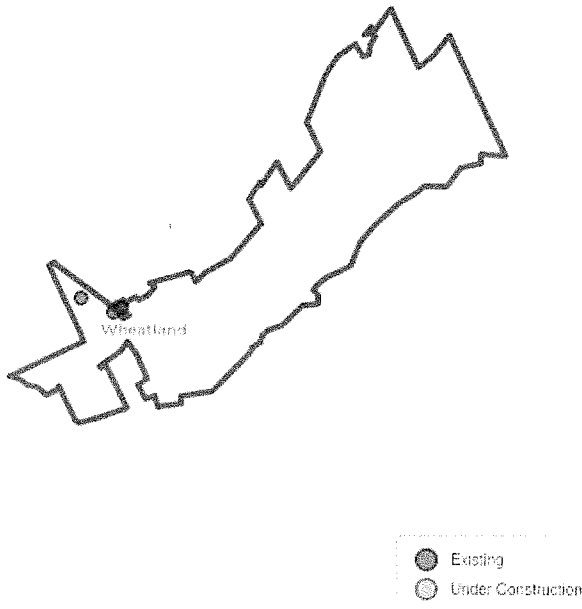
LIHTC	\$6,000,000 per year
HUD	\$3,000,000
USDA	\$2,000,000
HCD	\$0
CalHFA	\$997,000
TOTAL	\$9,000,000



Wheatland (city): Benefits of Affordable Rental Housing

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Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	130	2
HUD	0	0
USDA	67	2
HCD	0	0
CalHFA	0	0
TOTAL	154	3

Affordable Homes Added Per Year



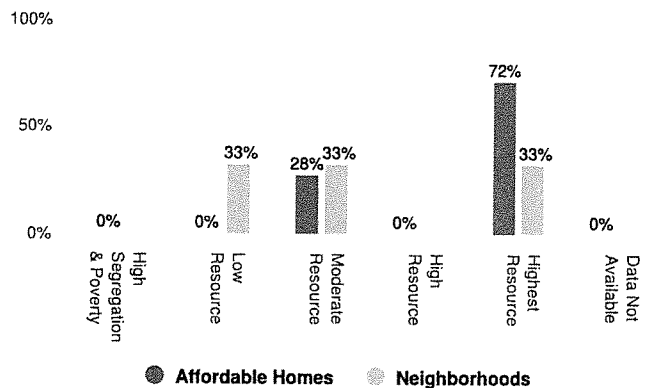
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$940 per month	GHG Emission Reductions from Proximity to Transit 71 MTCO _{2e} per year
Total Rent Savings \$2,000,000 per year	GHG Emission Reductions from Proximity to Jobs 71 MTCO _{2e} per year
Lifetime Earnings Boost \$82,000 per child	Jobs Supported 100 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$109,000 per year	Wages and Business Income Generated \$3,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$450 per year	State and Local Taxes Generated \$988,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$120,000 per year	

Share of Affordable Homes Within:

AB 1550 Low-income Communities	0%
Federal Opportunity Zones	0%
CES Disadvantaged Communities	0%

Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Wheatland (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Wheatland (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$1,020 per month
HUD	\$0
USDA	\$870
HCD	\$0
CalHFA	\$0
TOTAL	\$940

Total Rent Savings

LIHTC	\$2,000,000 per year
HUD	\$0
USDA	\$747,000
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000,000

Lifetime Earnings Boost

LIHTC	\$69,000 per child
HUD	\$0
USDA	\$68,000
HCD	\$0
CalHFA	\$0
TOTAL	\$82,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$79,000 per year
HUD	\$0
USDA	\$31,000
HCD	\$0
CalHFA	\$0
TOTAL	\$109,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$450 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$450

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$102,000 per year
HUD	\$0
USDA	\$18,000
HCD	\$0
CalHFA	\$0
TOTAL	\$120,000

GHG Emission Reductions from Proximity to Transit

LIHTC	60 MTCO _{2e} per year
HUD	0.00
USDA	31
HCD	0.00
CalHFA	0.00
TOTAL	71

GHG Emission Reductions from Proximity to Jobs

LIHTC	60 MTCO _{2e} per year
HUD	0.00
USDA	31
HCD	0.00
CalHFA	0.00
TOTAL	71

Jobs Supported

LIHTC	85 per year
HUD	0
USDA	44
HCD	0
CalHFA	0
TOTAL	100

Wages and Business Income Generated

LIHTC	\$3,000,000 per year
HUD	\$0
USDA	\$1,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$3,000,000

State and Local Taxes Generated

LIHTC	\$778,000 per year
HUD	\$0
USDA	\$407,000
HCD	\$0
CalHFA	\$0
TOTAL	\$988,000



Marysville (city): Benefits of Affordable Rental Housing

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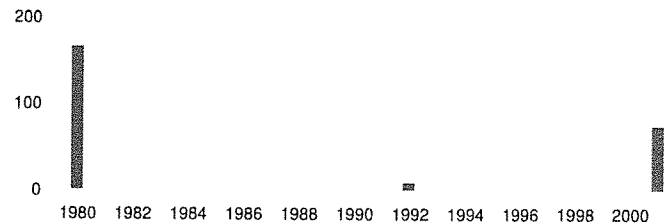


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	143	2
HUD	167	2
USDA	0	0
HCD	0	0
CalHFA	10	1
TOTAL	253	4

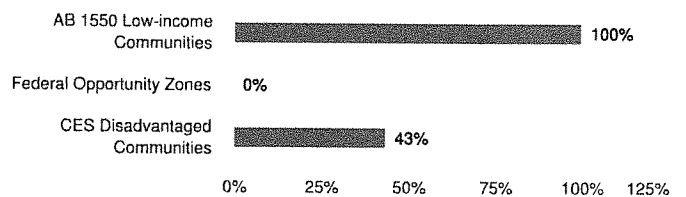
Affordable Homes Added Per Year



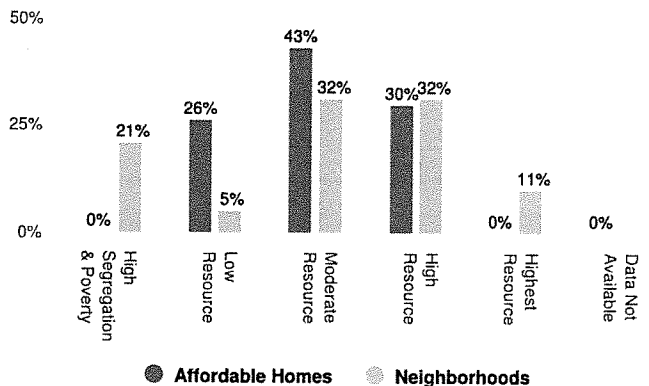
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$390 per month	GHG Emission Reductions from Proximity to Transit 79 MTCO _{2e} per year
Total Rent Savings \$683,000 per year	GHG Emission Reductions from Proximity to Jobs 79 MTCO _{2e} per year
Lifetime Earnings Boost \$67,000 per child	Jobs Supported 160 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$0 per year	Wages and Business Income Generated \$6,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$560 per year	State and Local Taxes Generated \$2,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$0 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Marysville (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Marysville (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$390 per month
HUD	\$390
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$390

Total Rent Savings

LIHTC	\$666,000 per year
HUD	\$312,000
USDA	\$0
HCD	\$0
CalHFA	\$17,000
TOTAL	\$683,000

Lifetime Earnings Boost

LIHTC	\$67,000 per child
HUD	\$54,000
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$67,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$560 per year
HUD	\$170
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$560

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$0 per year
HUD	\$0
USDA	\$0
HCD	\$0
CalHFA	\$0
TOTAL	\$0

GHG Emission Reductions from Proximity to Transit

LIHTC	47 MTCO _{2e} per year
HUD	49
USDA	0.00
HCD	0.00
CalHFA	5
TOTAL	79

GHG Emission Reductions from Proximity to Jobs

LIHTC	47 MTCO _{2e} per year
HUD	49
USDA	0.00
HCD	0.00
CalHFA	5
TOTAL	79

Jobs Supported

LIHTC	92 per year
HUD	110
USDA	0
HCD	0
CalHFA	6
TOTAL	160

Wages and Business Income Generated

LIHTC	\$3,000,000 per year
HUD	\$4,000,000
USDA	\$0
HCD	\$0
CalHFA	\$229,000
TOTAL	\$6,000,000

State and Local Taxes Generated

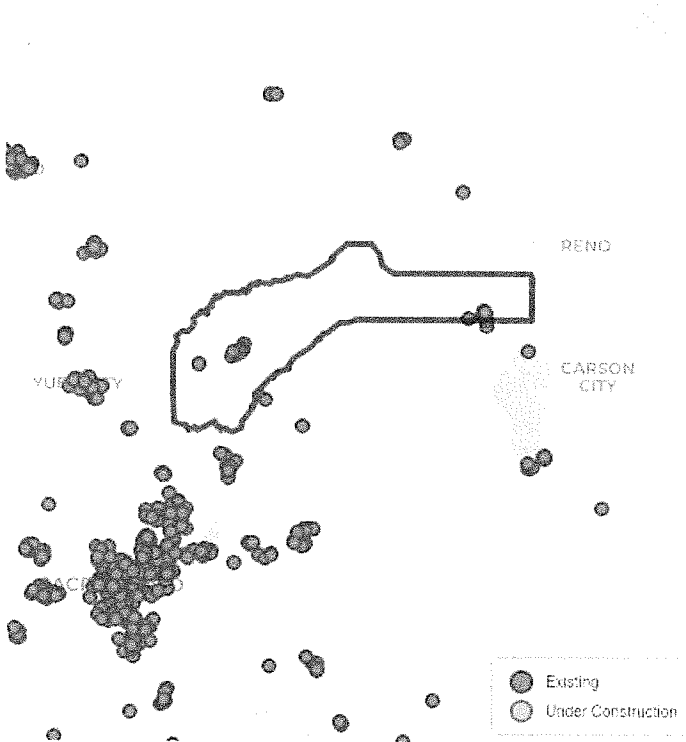
LIHTC	\$940,000 per year
HUD	\$1,000,000
USDA	\$0
HCD	\$0
CalHFA	\$65,000
TOTAL	\$2,000,000



Nevada County: Benefits of Affordable Rental Housing

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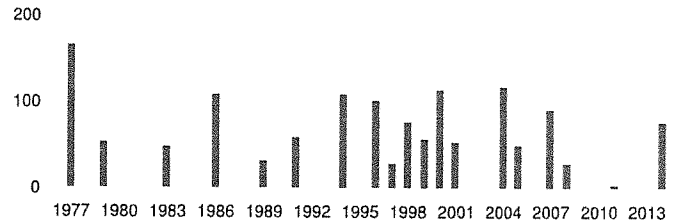


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	1,589	26
HUD	78	1
USDA	600	11
HCD	247	4
CalHFA	135	3
TOTAL	1,720	30

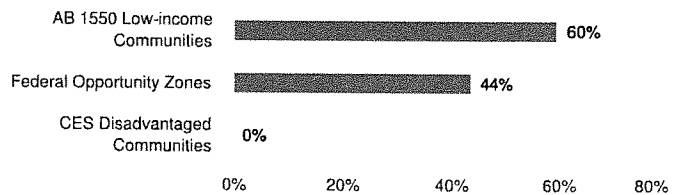
Affordable Homes Added Per Year



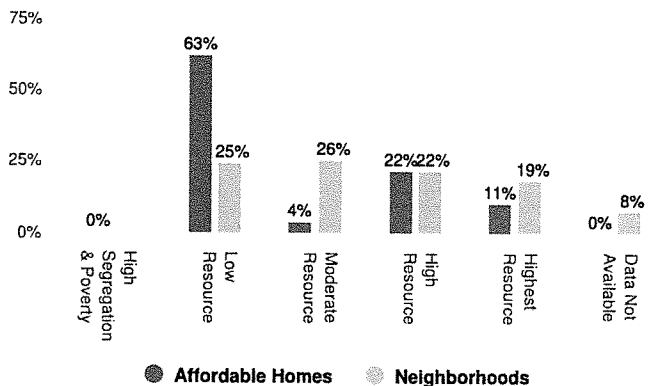
Social & Economic Benefits from Affordable Homes

Household Rent Savings	GHG Emission Reductions from Proximity to Transit
\$800 per month	400 MTCO ₂ e per year
Total Rent Savings	GHG Emission Reductions from Proximity to Jobs
\$7,000,000 per year	400 MTCO ₂ e per year
Lifetime Earnings Boost	Jobs Supported
\$52,000 per child	1,140 per year
Pediatric Health Savings from Living in a Lower Poverty Community	Wages and Business Income Generated
\$2,000,000 per year	\$43,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits	State and Local Taxes Generated
\$8,000 per year	\$12,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes	
\$345,000 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Nevada County: Benefits of Affordable Rental Housing

Social & Economic Benefits in Nevada County by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$800 per month
HUD	\$0
USDA	\$560
HCD	\$0
CalHFA	\$0
TOTAL	\$800

Total Rent Savings

LIHTC	\$6,000,000 per year
HUD	\$0
USDA	\$1,000,000
HCD	\$2,000,000
CalHFA	\$0
TOTAL	\$7,000,000

Lifetime Earnings Boost

LIHTC	\$52,000 per child
HUD	\$49,000
USDA	\$52,000
HCD	\$0
CalHFA	\$0
TOTAL	\$52,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$2,000,000 per year
HUD	\$24,000
USDA	\$85,000
HCD	\$368,000
CalHFA	\$0
TOTAL	\$2,000,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$7,000 per year
HUD	\$0
USDA	\$420
HCD	\$2,000
CalHFA	\$1,000
TOTAL	\$8,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$301,000 per year
HUD	\$11,000
USDA	\$114,000
HCD	\$53,000
CalHFA	\$0
TOTAL	\$345,000

GHG Emission Reductions from Proximity to Transit

LIHTC	360 MTCO ₂ e per year
HUD	15
USDA	150
HCD	59
CalHFA	30
TOTAL	400

GHG Emission Reductions from Proximity to Jobs

LIHTC	360 MTCO ₂ e per year
HUD	15
USDA	150
HCD	59
CalHFA	30
TOTAL	400

Jobs Supported

LIHTC	1,050 per year
HUD	51
USDA	390
HCD	160
CalHFA	94
TOTAL	1,140

Wages and Business Income Generated

LIHTC	\$39,000,000 per year
HUD	\$2,000,000
USDA	\$13,000,000
HCD	\$6,000,000
CalHFA	\$4,000,000
TOTAL	\$43,000,000

State and Local Taxes Generated

LIHTC	\$11,000,000 per year
HUD	\$621,000
USDA	\$4,000,000
HCD	\$2,000,000
CalHFA	\$1,000,000
TOTAL	\$12,000,000

AFFORDABLE HOUSING MAP & BENEFITS CALCULATOR

Existing Properties

New Property Calculator

Filter to state, county, city, or legislative district

Nevada City (city)

Download Estimated Benefits Report for Nevada City (city)

Download PDF

Filter by funding program and/or rural status

Funding Program	Rural Status	
<input checked="" type="checkbox"/> HUD 0	<input checked="" type="checkbox"/> Rural 50	
<input checked="" type="checkbox"/> USDA 0	<input checked="" type="checkbox"/> Non-Rural 0	
<input checked="" type="checkbox"/> LIHTC 50	<i>Showing 50 total affordable homes</i>	
<input checked="" type="checkbox"/> HCD 0		
<input checked="" type="checkbox"/> CalHFA 0		

APPLY

SOCIAL & ECONOMIC BENEFITS (2020\$)

Lifetime Earnings Boost

\$47,000 PER CHILD HOUSED

Pediatric Health Savings from Living in a Lower Poverty Community

\$251,000 PER YEAR

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

\$480 PER YEAR

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

\$61,000 PER YEAR

GHG Emission Reductions from Proximity to Transit

12 MTCO₂E PER YEAR

GHG Emission Reductions from Proximity to Jobs

12 MTCO₂E PER YEAR

Jobs Supported

33 PER YEAR

Wages and Business Income Generated

\$1,000,000 PER YEAR

State and Local Taxes Generated

\$344,000 PER YEAR



- Existing Property
- Property Under Construction
- Selected Property



< Return to main site



Search by Property Address or Name

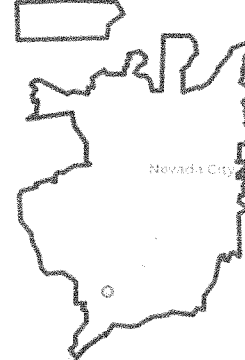
Map Layers

Map Layers clear layers

- CalEnviroScreen 4.0
- TCAC/HCD Opportunity Map
- Federal Opportunity Zones
- AB 1550 Low-Income Communities

Boundaries clear layers

- Counties
- U.S. Congressional Districts
- State Assembly Districts
- State Senate Districts



Grass Valley

Log In

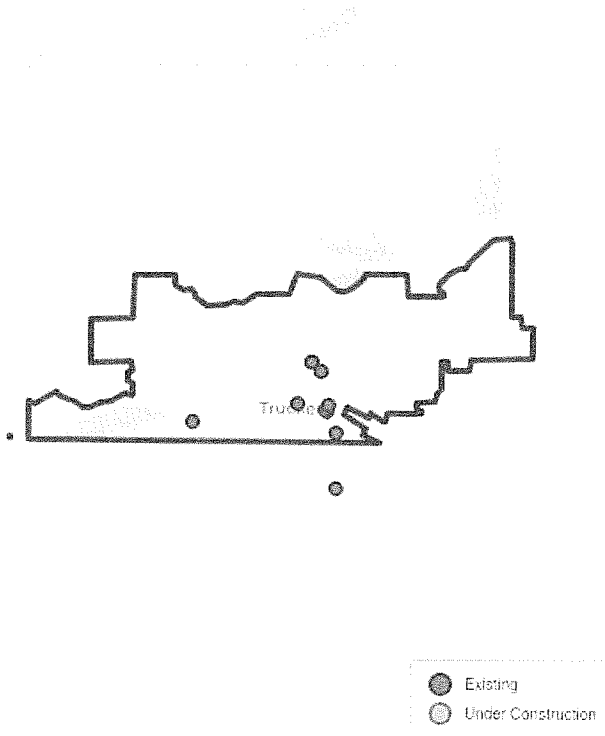
METHODOLOGY



Truckee (city): Benefits of Affordable Rental Housing

The California Affordable Housing Map and Benefits Calculator is a statewide database of federally- and state-subsidized affordable rental homes and their social and economic benefits in each local community.

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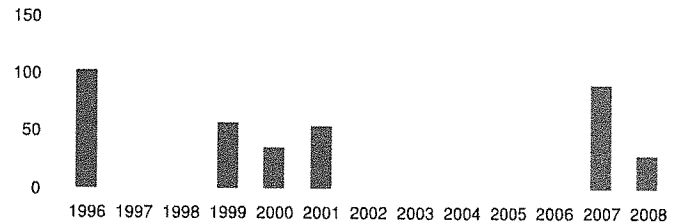


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	570	9
HUD	0	0
USDA	59	1
HCD	170	3
CalHFA	0	0
TOTAL	570	9

Affordable Homes Added Per Year



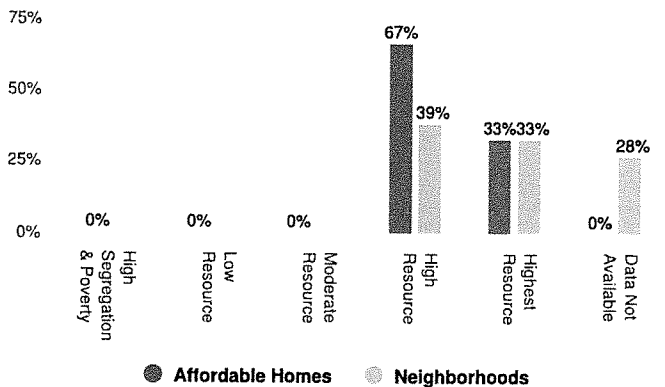
Social & Economic Benefits from Affordable Homes

Household Rent Savings	GHG Emission Reductions from Proximity to Transit
\$810 per month	130 MTCO ₂ e per year
Total Rent Savings	GHG Emission Reductions from Proximity to Jobs
\$6,000,000 per year	130 MTCO ₂ e per year
Lifetime Earnings Boost	Jobs Supported
\$78,000 per child	380 per year
Pediatric Health Savings from Living in a Lower Poverty Community	Wages and Business Income Generated
\$1,000,000 per year	\$15,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits	State and Local Taxes Generated
\$4,000 per year	\$4,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes	
\$158,000 per year	

Share of Affordable Homes Within:

AB 1550 Low-income Communities	0%
Federal Opportunity Zones	0%
CES Disadvantaged Communities	0%

Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Truckee (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Truckee (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$810 per month
HUD	\$0
USDA	\$560
HCD	\$0
CalHFA	\$0
TOTAL	\$810

Total Rent Savings

LIHTC	\$6,000,000 per year
HUD	\$0
USDA	\$394,000
HCD	\$2,000,000
CalHFA	\$0
TOTAL	\$6,000,000

Lifetime Earnings Boost

LIHTC	\$78,000 per child
HUD	\$0
USDA	\$80,000
HCD	\$0
CalHFA	\$0
TOTAL	\$78,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$1,000,000 per year
HUD	\$0
USDA	\$9,000
HCD	\$368,000
CalHFA	\$0
TOTAL	\$1,000,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$4,000 per year
HUD	\$0
USDA	\$0
HCD	\$1,000
CalHFA	\$0
TOTAL	\$4,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$158,000 per year
HUD	\$0
USDA	\$0
HCD	\$53,000
CalHFA	\$0
TOTAL	\$158,000

GHG Emission Reductions from Proximity to Transit

LIHTC	130 MTCO ₂ e per year
HUD	0.00
USDA	14
HCD	44
CalHFA	0.00
TOTAL	130

GHG Emission Reductions from Proximity to Jobs

LIHTC	130 MTCO ₂ e per year
HUD	0.00
USDA	14
HCD	44
CalHFA	0.00
TOTAL	130

Jobs Supported

LIHTC	380 per year
HUD	0
USDA	38
HCD	110
CalHFA	0
TOTAL	380

Wages and Business Income Generated

LIHTC	\$15,000,000 per year
HUD	\$0
USDA	\$1,000,000
HCD	\$5,000,000
CalHFA	\$0
TOTAL	\$15,000,000

State and Local Taxes Generated

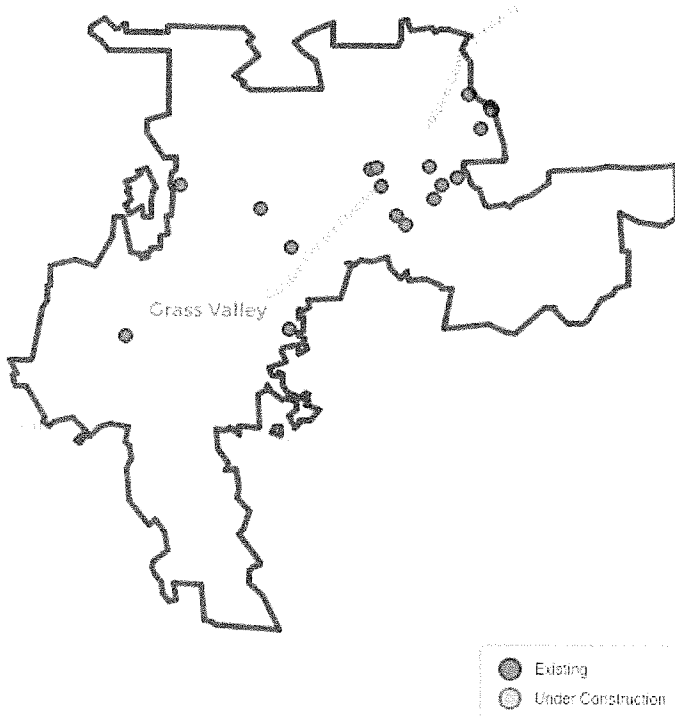
LIHTC	\$4,000,000 per year
HUD	\$0
USDA	\$392,000
HCD	\$1,000,000
CalHFA	\$0
TOTAL	\$4,000,000



Grass Valley (city): Benefits of Affordable Rental Housing

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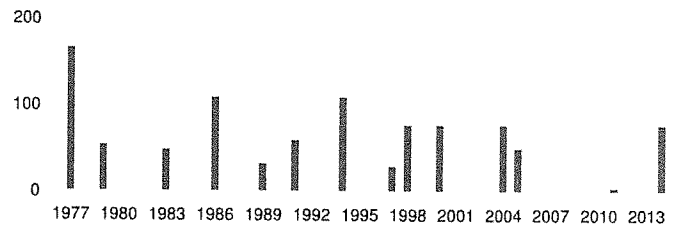


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	898	14
HUD	78	1
USDA	541	10
HCD	77	1
CalHFA	135	3
TOTAL	1,029	18

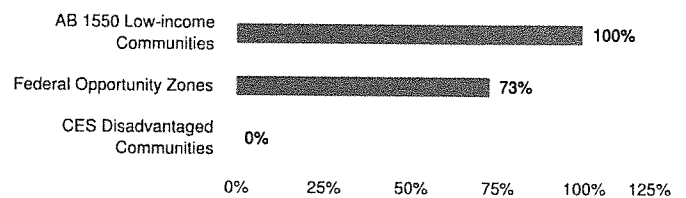
Affordable Homes Added Per Year



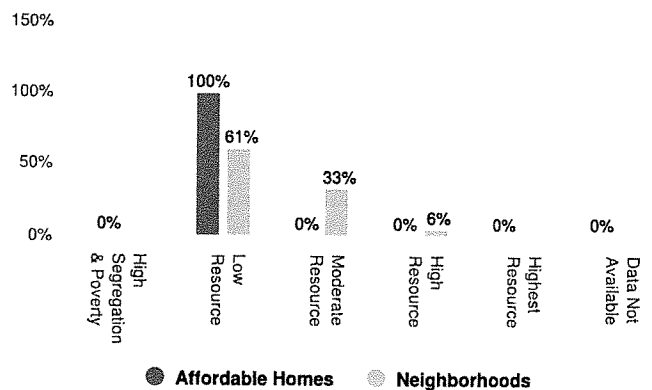
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$440 per month	GHG Emission Reductions from Proximity to Transit 240 MTCO _{2e} per year
Total Rent Savings \$661,000 per year	GHG Emission Reductions from Proximity to Jobs 240 MTCO _{2e} per year
Lifetime Earnings Boost \$51,000 per child	Jobs Supported 670 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$99,000 per year	Wages and Business Income Generated \$25,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$3,000 per year	State and Local Taxes Generated \$7,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$125,000 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Grass Valley (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Grass Valley (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$660 per month
HUD	\$0
USDA	\$440
HCD	\$0
CalHFA	\$0
TOTAL	\$440

Total Rent Savings

LIHTC	\$547,000 per year
HUD	\$0
USDA	\$661,000
HCD	\$0
CalHFA	\$0
TOTAL	\$661,000

Lifetime Earnings Boost

LIHTC	\$50,000 per child
HUD	\$49,000
USDA	\$52,000
HCD	\$0
CalHFA	\$0
TOTAL	\$51,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$41,000 per year
HUD	\$24,000
USDA	\$75,000
HCD	\$0
CalHFA	\$0
TOTAL	\$99,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$3,000 per year
HUD	\$0
USDA	\$420
HCD	\$370
CalHFA	\$1,000
TOTAL	\$3,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$81,000 per year
HUD	\$11,000
USDA	\$114,000
HCD	\$0
CalHFA	\$0
TOTAL	\$125,000

GHG Emission Reductions from Proximity to Transit

LIHTC	200 MTCO _{2e} per year
HUD	15
USDA	140
HCD	15
CalHFA	30
TOTAL	240

GHG Emission Reductions from Proximity to Jobs

LIHTC	200 MTCO _{2e} per year
HUD	15
USDA	140
HCD	15
CalHFA	30
TOTAL	240

Jobs Supported

LIHTC	590 per year
HUD	51
USDA	350
HCD	49
CalHFA	94
TOTAL	670

Wages and Business Income Generated

LIHTC	\$21,000,000 per year
HUD	\$2,000,000
USDA	\$11,000,000
HCD	\$2,000,000
CalHFA	\$4,000,000
TOTAL	\$25,000,000

State and Local Taxes Generated

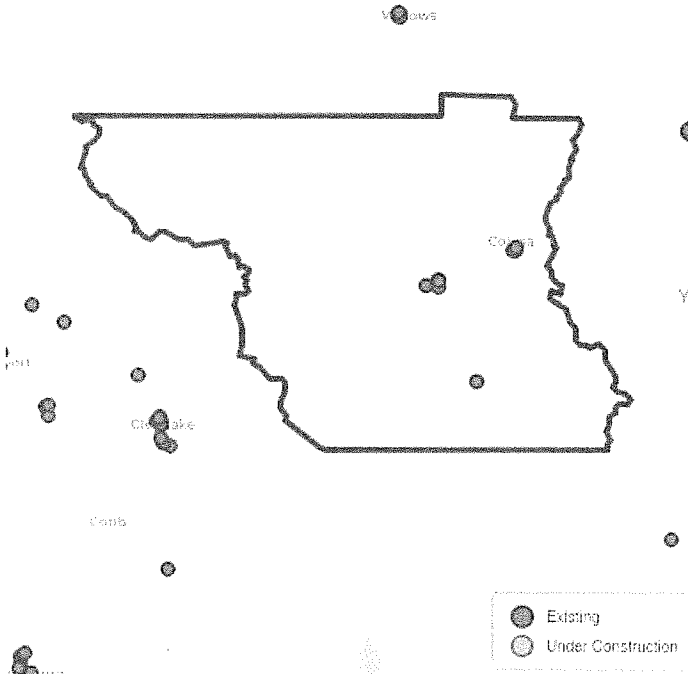
LIHTC	\$6,000,000 per year
HUD	\$621,000
USDA	\$3,000,000
HCD	\$505,000
CalHFA	\$1,000,000
TOTAL	\$7,000,000



Colusa County: Benefits of Affordable Rental Housing

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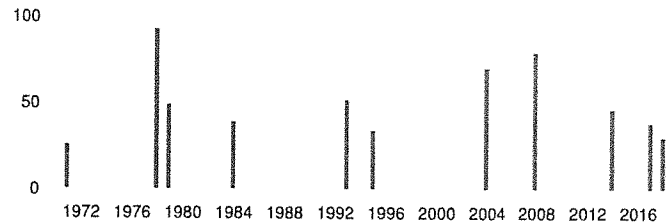


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	448	9
HUD	106	3
USDA	258	5
HCD	24	1
CalHFA	0	0
TOTAL	567	12

Affordable Homes Added Per Year



Social & Economic Benefits from Affordable Homes

Household Rent Savings

\$300 per month

Total Rent Savings

\$2,000,000 per year

Lifetime Earnings Boost

\$54,000 per child

Pediatric Health Savings from Living in a Lower Poverty Community

\$887,000 per year

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

\$2,000 per year

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

\$334,000 per year

GHG Emission Reductions from Proximity to Transit

190 MTCO_{2e} per year

GHG Emission Reductions from Proximity to Jobs

190 MTCO_{2e} per year

Jobs Supported

370 per year

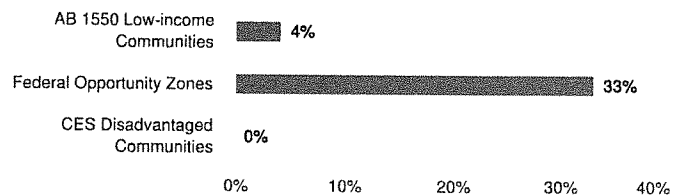
Wages and Business Income Generated

\$14,000,000 per year

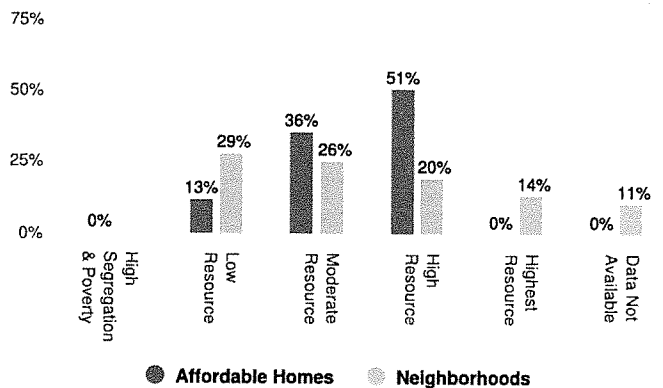
State and Local Taxes Generated

\$4,000,000 per year

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Colusa County: Benefits of Affordable Rental Housing

Social & Economic Benefits in Colusa County by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$270 per month
HUD	\$390
USDA	\$490
HCD	\$0
CalHFA	\$0
TOTAL	\$300

Total Rent Savings

LIHTC	\$1,000,000 per year
HUD	\$392,000
USDA	\$1,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000,000

Lifetime Earnings Boost

LIHTC	\$54,000 per child
HUD	\$51,000
USDA	\$54,000
HCD	\$0
CalHFA	\$0
TOTAL	\$54,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$841,000 per year
HUD	\$25,000
USDA	\$263,000
HCD	\$0
CalHFA	\$0
TOTAL	\$887,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$2,000 per year
HUD	\$0
USDA	\$750
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$296,000 per year
HUD	\$36,000
USDA	\$159,000
HCD	\$0
CalHFA	\$0
TOTAL	\$334,000

GHG Emission Reductions from Proximity to Transit

LIHTC	140 MTCO ₂ e per year
HUD	38
USDA	91
HCD	8
CalHFA	0.00
TOTAL	190

GHG Emission Reductions from Proximity to Jobs

LIHTC	140 MTCO ₂ e per year
HUD	38
USDA	91
HCD	8
CalHFA	0.00
TOTAL	190

Jobs Supported

LIHTC	290 per year
HUD	68
USDA	170
HCD	16
CalHFA	0
TOTAL	370

Wages and Business Income Generated

LIHTC	\$11,000,000 per year
HUD	\$2,000,000
USDA	\$6,000,000
HCD	\$738,000
CalHFA	\$0
TOTAL	\$14,000,000

State and Local Taxes Generated

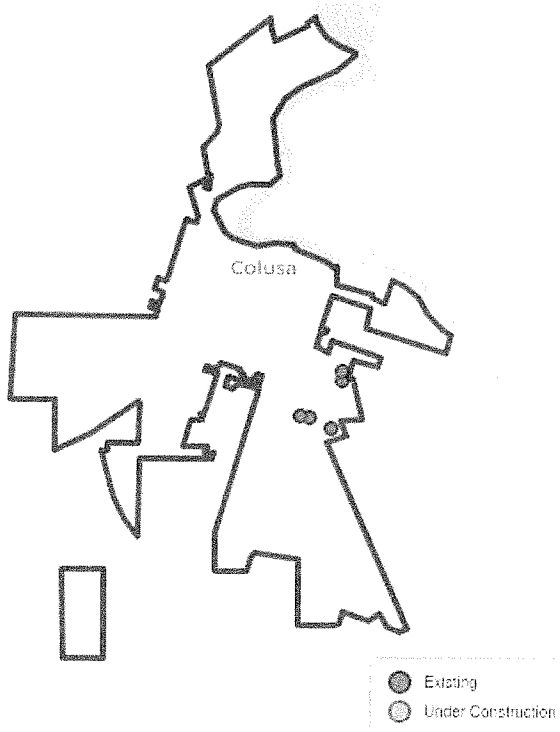
LIHTC	\$3,000,000 per year
HUD	\$675,000
USDA	\$2,000,000
HCD	\$212,000
CalHFA	\$0
TOTAL	\$4,000,000



Colusa (city): Benefits of Affordable Rental Housing

The California Affordable Housing Map and Benefits Calculator is a statewide database of federally- and state-subsidized affordable rental homes and their social and economic benefits in each local community.

This report provides data on the existing stock of federally- and state-subsidized affordable housing in the specified geography, including information on funding programs and the characteristics of communities where this housing is located. The report also leverages academic studies to estimate the benefits these affordable homes generate for both residents and surrounding communities—such as higher earnings and improved health for residents, and new jobs and tax revenue for local jurisdictions.

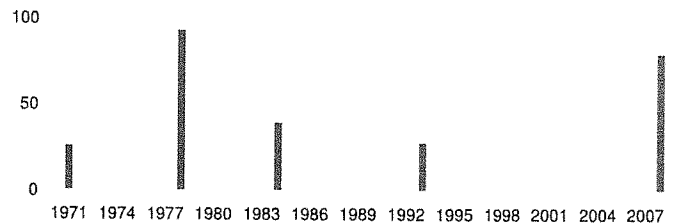


Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	201	3
HUD	56	2
USDA	134	2
HCD	0	0
CalHFA	0	0
TOTAL	270	5

Affordable Homes Added Per Year



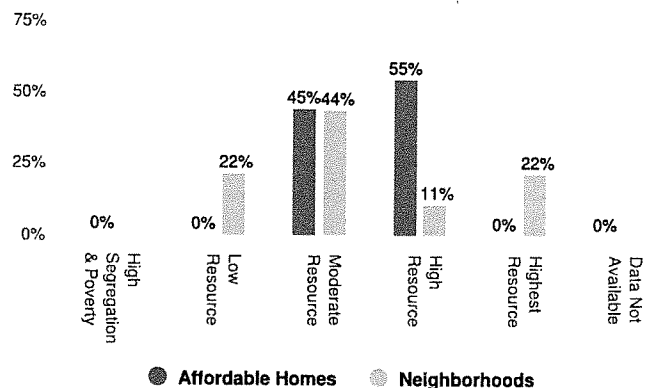
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$300 per month	GHG Emission Reductions from Proximity to Transit 95 MTCO _{2e} per year
Total Rent Savings \$758,000 per year	GHG Emission Reductions from Proximity to Jobs 95 MTCO _{2e} per year
Lifetime Earnings Boost \$65,000 per child	Jobs Supported 170 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$493,000 per year	Wages and Business Income Generated \$6,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$910 per year	State and Local Taxes Generated \$2,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$175,000 per year	

Share of Affordable Homes Within:

AB 1550 Low-income Communities	0%
Federal Opportunity Zones	0%
CES Disadvantaged Communities	0%

Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Colusa (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Colusa (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$270 per month
HUD	\$270
USDA	\$300
HCD	\$0
CalHFA	\$0
TOTAL	\$300

Total Rent Savings

LIHTC	\$532,000 per year
HUD	\$87,000
USDA	\$363,000
HCD	\$0
CalHFA	\$0
TOTAL	\$758,000

Lifetime Earnings Boost

LIHTC	\$54,000 per child
HUD	\$48,000
USDA	\$68,000
HCD	\$0
CalHFA	\$0
TOTAL	\$65,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$471,000 per year
HUD	\$1,000
USDA	\$34,000
HCD	\$0
CalHFA	\$0
TOTAL	\$493,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$910 per year
HUD	\$0
USDA	\$130
HCD	\$0
CalHFA	\$0
TOTAL	\$910

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$161,000 per year
HUD	\$12,000
USDA	\$61,000
HCD	\$0
CalHFA	\$0
TOTAL	\$175,000

GHG Emission Reductions from Proximity to Transit

LIHTC	71 MTCO _{2e} per year
HUD	20
USDA	47
HCD	0.00
CalHFA	0.00
TOTAL	95

GHG Emission Reductions from Proximity to Jobs

LIHTC	71 MTCO _{2e} per year
HUD	20
USDA	47
HCD	0.00
CalHFA	0.00
TOTAL	95

Jobs Supported

LIHTC	130 per year
HUD	36
USDA	85
HCD	0
CalHFA	0
TOTAL	170

Wages and Business Income Generated

LIHTC	\$4,000,000 per year
HUD	\$1,000,000
USDA	\$2,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$6,000,000

State and Local Taxes Generated

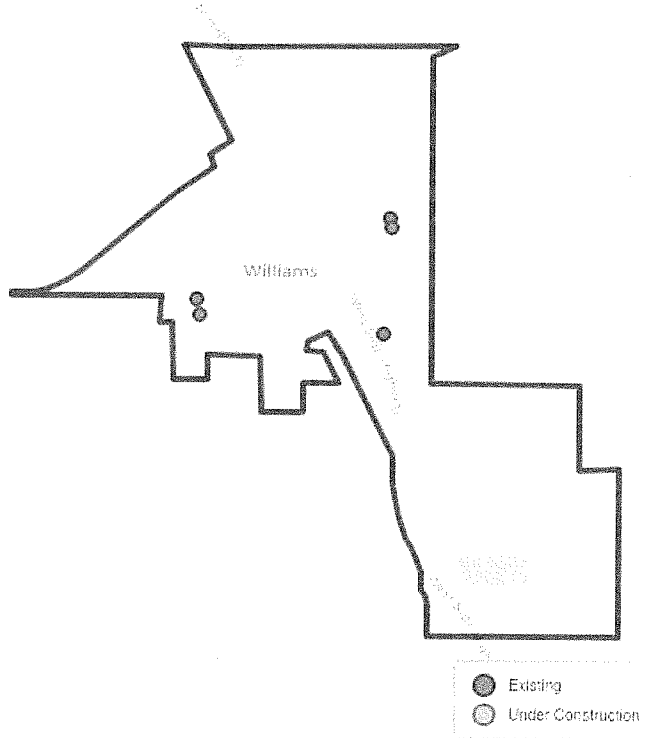
LIHTC	\$1,000,000 per year
HUD	\$363,000
USDA	\$691,000
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000,000



Williams (city): Benefits of Affordable Rental Housing

The California Affordable Housing Map and Benefits Calculator is a statewide database of federally- and state-subsidized affordable rental homes and their social and economic benefits in each local community.

This report provides data on the existing stock of federally- and state-subsidized affordable housing in the specified geography, including information on funding programs and the characteristics of communities where this housing is located. The report also leverages academic studies to estimate the benefits these affordable homes generate for both residents and surrounding communities—such as higher earnings and improved health for residents, and new jobs and tax revenue for local jurisdictions.



Affordable Homes and Developments by Funding Source

Some developments have financing from multiple programs, so the sum of homes and developments may not match the total shown.

Funding Source	Affordable Homes	Developments
LIHTC	214	5
HUD	0	0
USDA	65	2
HCD	0	0
CalHFA	0	0
TOTAL	214	5

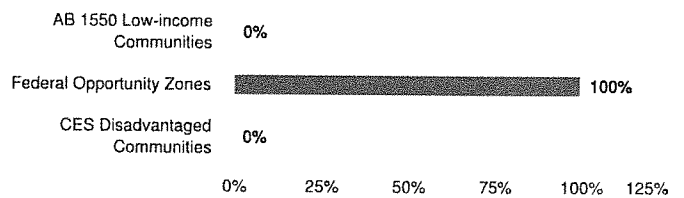
Affordable Homes Added Per Year



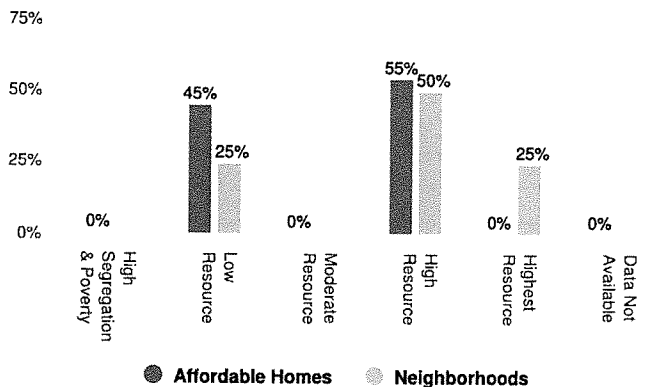
Social & Economic Benefits from Affordable Homes

Household Rent Savings \$210 per month	GHG Emission Reductions from Proximity to Transit 57 MTCO _{2e} per year
Total Rent Savings \$646,000 per year	GHG Emission Reductions from Proximity to Jobs 57 MTCO _{2e} per year
Lifetime Earnings Boost \$77,000 per child	Jobs Supported 140 per year
Pediatric Health Savings from Living in a Lower Poverty Community \$320,000 per year	Wages and Business Income Generated \$6,000,000 per year
Medical Cost Savings from Reduction in Pediatric Asthma ED Visits \$1,000 per year	State and Local Taxes Generated \$2,000,000 per year
Medical Cost Savings from Reduction in Severe Obesity and Diabetes \$103,000 per year	

Share of Affordable Homes Within:



Share of Affordable Homes and Neighborhoods in Each Resource Designation (TCAC/HCD Opportunity Map)





Williams (city): Benefits of Affordable Rental Housing

Social & Economic Benefits in Williams (city) by Funding Program

Some developments have financing from multiple programs, so the total estimated co-benefits may not sum

Household Rent Savings

LIHTC	\$210 per month
HUD	\$0
USDA	\$360
HCD	\$0
CalHFA	\$0
TOTAL	\$210

Total Rent Savings

LIHTC	\$646,000 per year
HUD	\$0
USDA	\$302,000
HCD	\$0
CalHFA	\$0
TOTAL	\$646,000

Lifetime Earnings Boost

LIHTC	\$77,000 per child
HUD	\$0
USDA	\$64,000
HCD	\$0
CalHFA	\$0
TOTAL	\$77,000

Pediatric Health Savings from Living in a Lower Poverty Community

LIHTC	\$320,000 per year
HUD	\$0
USDA	\$155,000
HCD	\$0
CalHFA	\$0
TOTAL	\$320,000

Medical Cost Savings from Reduction in Pediatric Asthma ED Visits

LIHTC	\$1,000 per year
HUD	\$0
USDA	\$570
HCD	\$0
CalHFA	\$0
TOTAL	\$1,000

Medical Cost Savings from Reduction in Severe Obesity and Diabetes

LIHTC	\$103,000 per year
HUD	\$0
USDA	\$43,000
HCD	\$0
CalHFA	\$0
TOTAL	\$103,000

GHG Emission Reductions from Proximity to Transit

LIHTC	57 MTCO _{2e} per year
HUD	0.00
USDA	19
HCD	0.00
CalHFA	0.00
TOTAL	57

GHG Emission Reductions from Proximity to Jobs

LIHTC	57 MTCO _{2e} per year
HUD	0.00
USDA	19
HCD	0.00
CalHFA	0.00
TOTAL	57

Jobs Supported

LIHTC	140 per year
HUD	0
USDA	43
HCD	0
CalHFA	0
TOTAL	140

Wages and Business Income Generated

LIHTC	\$6,000,000 per year
HUD	\$0
USDA	\$2,000,000
HCD	\$0
CalHFA	\$0
TOTAL	\$6,000,000

State and Local Taxes Generated

LIHTC	\$2,000,000 per year
HUD	\$0
USDA	\$504,000
HCD	\$0
CalHFA	\$0
TOTAL	\$2,000,000

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 17, 2021
 To: Board of Commissioners
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q2-2021) report for quarter ending September 30, 2021

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	July	August	September
Public Housing (Yuba City, Live Oak)	171	168	168	167

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

Development	Units Available	July	August	September
USDA/Farm Labor (Yuba City)	188	185	184	184
Centennial Arms (Live Oak)	21	20	20	20
Butte View (Live Oak)	31	31	31	31

Office of Migrant (OMS) Services

Development	Units Available	July	August	September
Migrant Center (Yuba City)	75	74	73	73

RHA Owned and/or Managed Affordable Housing Properties:

Development	Units Available	July	August	September
Kingwood Commons (Yuba City)	63	62	62	61
Percy Avenue (Yuba City)	8	8	8	8
Homes2Families (Yuba City)	9	9	9	9
MH-Teesdale-SRO's (Yuba City)	6	6	6	6
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	8	9	9
Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12
Regional Housing Authority Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	6	6	6	6

Sutter Community Affordable Housing

Development	Units Available	July	August	September
Town Center (Yuba City)	27	26	27	25
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	54	54
Kristen Court (Live Oak)	55	55	55	55
Kristen Court II (Live Oak)	24	24	24	24
New Haven Court (Yuba City)	39	39	38	39

Commercial Space

Development	Units	July	August	September
Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

Building Better Partnerships Inc.

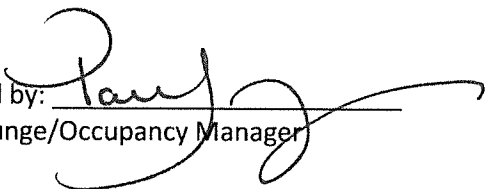
Development	Units Available	July	August	September
MH-814 F-SRO's (Marysville)	10	10	10	10
Maple Park II (Live Oak)	34	34	33	33
Stony Creek II (Williams)	31	31	31	31
Grass Valley Terrace (Grass Valley)	69	67	66	65
Devonshire (Colusa)	27	27	26	26
Lone Oak (Penn Valley)	30	28	30	30
Truckee Artist Lofts (Truckee)	76	28	35	38

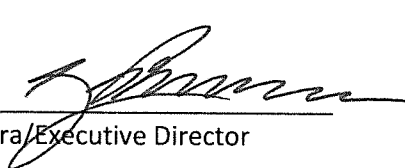
Comments:

Currently the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, and Kristen Court.

Two units at Richland Public Housing are offline for rehabilitation work which will occur on a rotation basis. The application for Streamline Voluntary Conversion was submitted to US Department of Housing and Urban Development (HUD) and we received a conditional approval pending final steps to complete the conversion.

The seasonal Migrant Farmworker property in Yuba City through the HCD-Office of Migrant Services (OMS) received approval for an extension and the site will now close November 27, 2021.

Prepared by: 
 Pattra Runge/Occupancy Manager

Submitted by: 
 Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 17, 2021
 To: Board of Commissioners
 From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q21-FY 2021) report for quarter ending September 30, 2021

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	July	August	September
HCV/Section 8	Budget Based	Total-1,623	Total-1,641	Total-1,638
Mainstream	140	73	77	83
Emergency Housing Vouchers	127	0	0	3
Foster Youth to Independence	2	2	2	2
HCV Port-Out Administered	N/A	7	5	5
VASH	23 units for Nevada County 29 units for Yuba City	32	33	34

Wait List Information as of November 9, 2021

Bedrooms					
	1	2	3	4	N/A
Property/Program					
Courtyard at Penn Valley		1,309	554		

Bedrooms					
	1	2	3	4	N/A
Property/Program					
Devonshire Apartments		387	64		
Grass Valley Terrace	450	415	236		
Lone Oak Senior Apartments	205	10			
Maple Park 2	311	66			
Maple Park I		138	96	448	
New Haven Court Behavioral Health					32
New Haven Court Hands of Hope					25
Percy Apartments	57				
Stony Creek 2	91	152			
Truckee Artist Lofts	792	545	80		
Yolo Apartments	94	682	48		
Housing Choice Voucher					1,617

Comments: All units at Lone Oak Senior Apartments were leased in August. Truckee Artist Lofts started leasing units in August, the second building is now leasing as of October. As of December 2021, the only waiting lists that will be open are our senior properties, and our referral only waiting lists (New Haven Court and Brunswick Commons), we will be closing the remainder of the waiting lists for annual purging and updating applications. Our Housing Choice Voucher Section 8 waiting list closed in July, as previously reported we received the expected number of applications with the usual local response. The Emergency Housing Vouchers went online in July, these vouchers are another referral-only voucher program where the referral must come from the local Coordinated Entry offices. To date we have received 63 referrals from Yuba-Sutter, 8 have been housed; we received 5 referrals from Colusa County, 1 has been housed; and Nevada County has sent 3 referrals but no leased vouchers at this time.

Prepared by: 
Alisha Parker/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: November 17, 2021
To: Board of Commissioners
From: Beckie Flores, Planning & Community Development Manager

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

Department Updates:

HOUSING PROGRAMS

Housing Rehabilitation Program – The PCD Department continues to administer owner-occupied housing rehabilitation programs for the following jurisdictions: County of Butte, City of Gridley, City of Yuba City, City of Colusa and County of Lake. Since August 2021, **three** projects were approved for Butte County.

First Time Homebuyer – The PCD Department currently administers first time homebuyer programs for the City of Yuba City and County of Lake. Since August 2021, **one** project was approved for Lake County.

RHA CAPITAL PROJECTS

476 Garden Highway Remodel (Yuba City) – The renovation of the units at 476 Garden Highway continues. So far 13 of the 14 units have been completed. Rehab on the final unit is expected to be complete by mid-December.

New Office and Storage Building (Yuba City) – Work on the interior of the new Maintenance Department building continues. Sheetrock installation is complete and taping/texture has started. The contractor hopes to have the interior work finished by the end of the year.

TAX CREDIT PROJECTS – PRE-DEVELOPMENT

Richland Village (Yuba City) – Co-developer: Sage Housing Group; Number of units: 176; Target population: low-income families. The Housing Authority has committed 20 project-based Housing Choice Vouchers to the development as well as a land loan for \$2,110,000. The City of Yuba City also approved a \$1,000,000 capital funds grant to the project. RHA and Sage submitted an application for Affordable Housing and Sustainable Communities (AHSC) funding on June 8th. Awards will be announced in January, 2022.

Local Financing Commitments:

- Sutter County Fee Deferral = \$453,552

- Regional Housing Authority Land Loan = \$2,110,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)
- City of Yuba City Capital Funds = \$1,000,000

River Oaks Apartments (Plumas Lake) – Co-developer: Pacific West Communities; Number of units: 48; Target population: low-income families. PWC has site control of a property located on Algodon Road at River Oaks Boulevard in Plumas Lake (APN 016-640-105). Our application for Multifamily Housing Program (MHP) funds was successful and staff has applied for 4% tax credits. Awards will be announced in December, 2021.

Local Financing Commitments:

- Yuba County Fee Deferral = \$248,136

Bear Ridge Apartments (Wheatland) – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC has site control of a property located on Spenceville Road in Wheatland (APN 015-360-001). Our application for Multifamily Housing Program (MHP) funds was successful and staff has applied for 4% tax credits. Awards will be announced in December, 2021.

Wheatland Senior Housing Project (Wheatland) – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property located on the corner of First Street and E Street in Wheatland (APN 015-350-012). The City of Wheatland approved a development impact fee deferral loan in the amount of \$650,000. The City also committed to supporting a HOME Investment Partnerships Program (HOME) application as soon as the 2021 HOME NOFA is released. If HOME funds are awarded, we will then apply for 4% tax credits in 2022.

Local Financing Commitments:

- City of Wheatland Fee Deferral = \$650,000

Northview Senior Apartments (Williams) – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property on 8th and C Streets in Williams (APN 005-056-014). Plans are to apply for HOME Investment Partnerships Program (HOME) funds as soon as the 2021 NOFA is released. If HOME funds are awarded, we will then apply for 4% tax credits in 2022.

Williams Family Housing Project (Williams) – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC and RHA are looking for another site and plan to apply for Multifamily Housing Program (MHP) as well as 4% tax credits to fund the project.

Lone Oak Senior Apartments II (Penn Valley) – Co-developer: Pacific West Communities; Number of units: 31 units; Target population: low-income seniors. Predevelopment activities are underway for the second phase of the Lone Oak Senior Apartments. Staff is working with the Nevada County Planning Department to secure entitlements. Project will be adjacent to the existing Phase I and will also include 31 units.

Pacific Crest Commons (Truckee) – Co-developer: Pacific West Communities; Number of units: 55 units; Target population: low-income families, homeless and mentally disabled persons. PWC has site control of a property located at 10077 State Route 89 South in Truckee. The project will mainly serve low-income families with a portion of the units set aside for households struggling with mental health issues and homelessness. PWC and RHA submitted applications for Permanent Local Housing Allocation (PLHA) and Multifamily Housing Program (MHP) funds in September, 2021 and will also be applying for No Place Like Home (NPLH) funds in January, 2022. If NPLH funds are awarded, we will then apply for 4% tax credits at the earliest opportunity.

Rancho Colus (Colusa) – Co-developer: Sage Housing Group; Number of units: 49; Target population: low-income families, homeless and mentally disabled persons. Nevada County Health and Human Services has committed funding for the development of an affordable housing project targeting households struggling with mental health issues and homelessness. RHA has secured a site located at 1717 Highway 20 in Colusa. RHA and Sage will apply for No Place Like Home (NPLH) funds in January, 2022, then 4% tax credits in February, 2022.

TAX CREDIT PROJECTS – UNDER CONSTRUCTION

Truckee Artist Lofts (Truckee) – Co-developer: CFY Development; Number of units: 76; Target population: low-income artists. Construction financing closed in October, 2019 and the project is currently under construction and received a temporary certificate of occupancy in November, 2021. Leasing is underway.

Local Financing Commitments:

- Town of Truckee = \$1,650,000
- Tahoe Truckee Community Foundation = \$2,150,000
- Regional Housing Authority = 19 Project Based Vouchers (20-year contract)

Brunswick Commons Permanent Supportive Housing (Grass Valley) – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on December 16, 2020. The project is currently under construction with an estimated completion date of February, 2022.

Local Financing Commitments:

- Nevada County Land Contribution = \$500,000
- Nevada County competitive State HCD NPLH = \$1,601,076
- Homeless Resource Council of the Sierras HEAP = \$500,000
- Homeless Resource Council of the Sierras HHAP = \$200,000
- Nevada County Capital Funds = \$150,000
- Regional Housing Authority = 40 Project Based Vouchers (20-year contract)

Cedar Lane Permanent Supportive Housing (West Linda/Olivehurst) – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on April 20, 2021. The project is currently under construction with an estimated completion date of June, 2022.

Local Financing Commitments:

- Yuba County Land Loan = \$570,000
- Yuba County Fee Deferral = \$136,037
- Yuba County competitive State HCD NPLH = \$3,373,963
- Linda County Water District Fee Deferral = \$403,940
- Sutter-Yuba Homeless Consortium HHAP = \$262,000
- Regional Housing Authority = 40 Project Based Vouchers (20-year contract)

Cedar Lane Family Apartments (West Linda/Olivehurst) – Co-developer: Pacific West Communities; Number of units: 108; Target population: low-income families. Construction financing closed on May 12, 2021 with an estimated completion date of June, 2022.

Local Financing Commitments:

- Yuba County Land Loan = \$1,460,000
- Yuba County Fee Deferral = \$461,739
- Linda County Water District Fee Deferral = \$648,744

Cashin's Field (Nevada City) – Co-developer: Central California Housing Corporation; Number of units: 51; Target population: low-income families. Construction financing closed on May 18, 2021 with an estimated completion date of September, 2022.

Local Financing Commitments:

- Nevada County HMOIT = \$50,000
- Nevada County Regional Housing Trust Fund = \$1,575,000
- City of Nevada City Competitive PLHA = \$2,485,447
- City of Nevada City Fee Deferral = \$200,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)

Kristen Court Phase III (Live Oak) – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. Construction financing closed on October 19, 2021 with an estimated completion date of November, 2022.

TAX CREDIT PROJECTS – CONSTRUCTION COMPLETE

Grass Valley Terrace (Grass Valley) - Co-developer: Impact Development Group; Number of units: 70; Target population: low-income families. Construction financing closed on March 20, 2020. Project construction is complete and the project is fully leased. Permanent financing closed on September 20, 2021.

Local Financing Commitments:

- Regional Housing Authority = 25 Project Based Vouchers (20-year contract)

TAX CREDIT PROJECTS – CONSTRUCTION COMPLETE/WAITING FOR PERM CONVERSION

Lone Oak Senior Apartments (Penn Valley) – Co-developer: Pacific West Communities; Number of units: 31; Target population: low-income seniors. Construction financing closed on March 23, 2020. Construction is complete and the project is fully leased. Permanent loan conversion is scheduled to occur in December, 2021.

Local Financing Commitments:

- Nevada County HOME = \$304,768
- Nevada County Capital Funds = \$898,000
- Regional Housing Authority = 30 Project Based Vouchers (20-year contract)

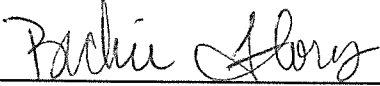
Devonshire Apartments (Colusa) – Co-developer: Central California Housing Corporation; Number of units: 28; Target population: low-income families. Renovations to the Devonshire Apartments were completed in August and the project is fully leased. Permanent loan conversion is scheduled to occur in November, 2021.

Local Financing Commitments:

- City of Colusa CDBG = \$826,000
- City of Colusa HOME = \$290,000

- Regional Housing Authority Seller Financing = \$401,090
- Regional Housing Authority = 5 Project Based Vouchers (20-year contract)

Prepared by:



Beckie Flores
Planning & Community Development Manager

Submitted by:



Gustavo Becerra
Executive Director

**TAX CREDIT PROJECTS
PROGRESS CHART**

	# Units	PRE-DEVELOPMENT				UNDER CONSTRUCTION					CONSTRUCTION COMPLETE		
		Site Control	Project Design/Entitlements	Funding Applications	All Funds Awarded, Pending Close on Construction Financing	0-6 months	6-12 months	12-15 months	15-18 months	18-24 months	Pending Close on Permanent Financing	Permanent Financing Closed	NO Permanent Financing
18	Williams Family Housing (Williams)												
17	Northview Senior Apts (Williams)												
16	Rancho Colus (Colusa)												
15	Wheatland Senior Housing (Wheatland)												
14	Lone Oak Senior Apts II (Penn Valley)												
13	Pacific Crest Commons (Truckee)												
12	Richland Village (Yuba City)												
11	River Oaks Apts (Plumas Lake)												
10	Bear Ridge Apts (Wheatland)												
9	Kristen Court III (Live Oak)												
8	Cedar Lane PSH (West Linda)												
7	Cedar Lane Family (West Linda)												
6	Cashin's Field (Nevada City)												
5	Brunswick Commons PSH (Grass Valley)												
4	Truckee Artist Lofts (Truckee)												
3	Lone Oak Senior Apts I (Penn Valley)												
2	Devonshire Apartments (Colusa)												
1	Grass Valley Terrace (Grass Valley)												

REGIONAL HOUSING AUTHORITY STAFF REPORT

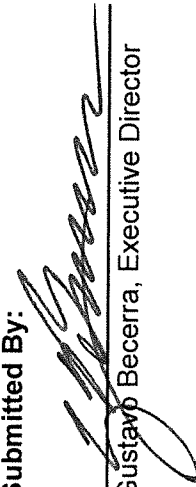
DATE: November 17, 2021
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for July, August, September, 2021 were 1047, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	kris-tha	lc-35	mh	mp	nsp	other	oms	percya	rd	rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	4	2	9		1	2	24		1	6	9	9			1	32	27	3						130
Make Ready's		1	2				3				4	1				6	1	4		1			1	24
Routine	27	20	81		8	58	67		32	52	101	43	1	2	7	212	116	42		1		3	13	886
Scheduled											6						1							7
Total Property	31	23	92	0	9	60	94	0	33	58	120	53	1	2	8	250	145	49	0	2	0	3	14	1047
Pending							1		1		3				1	2	1	1						10
Completed	31	23	92		9	60	93		32	58	111	53	1	2	7	248	114	48		2	0	3	14	0
Pest	1	1	3				9		2	3		8			1	24	19	5		1			15	92
Cancelled																								0
HQS			20			32				29						59	21					4		165
Total Completed																						1047		

Prepared By: Tom Goodwin
 Tom Goodwin, Operations Manager

Submitted By: 
 Gustavo Becerra, Executive Director

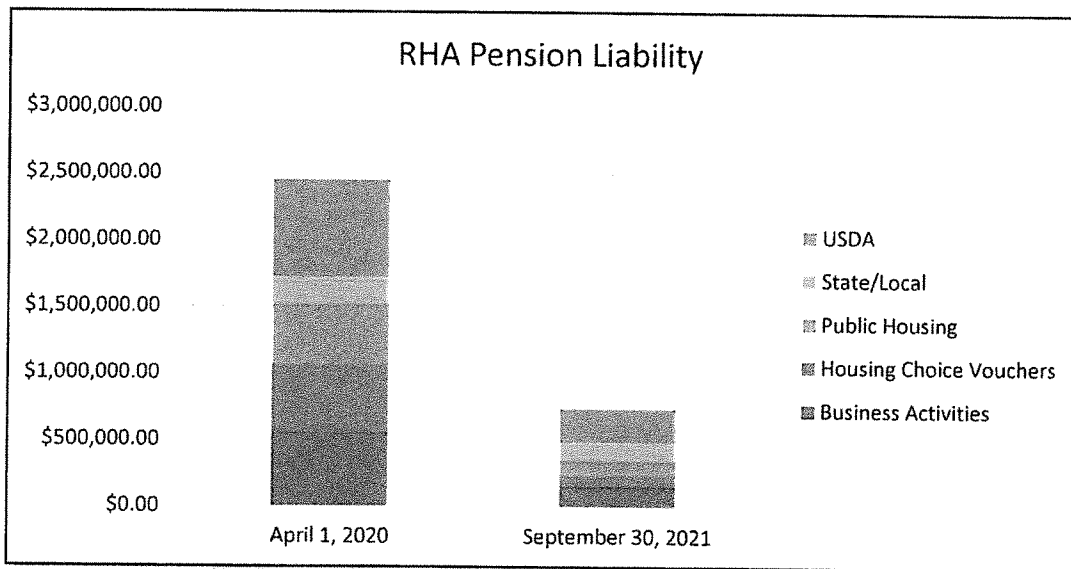
**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

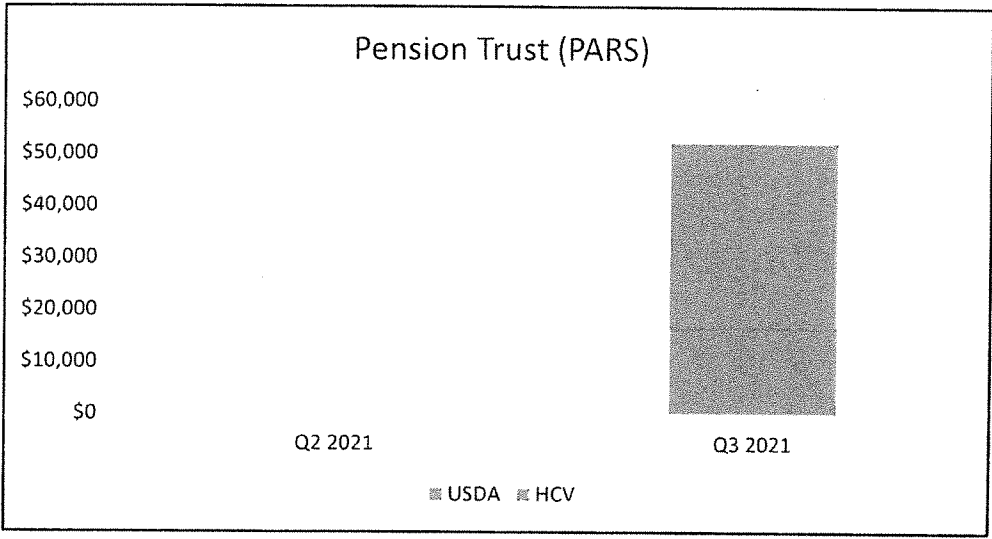
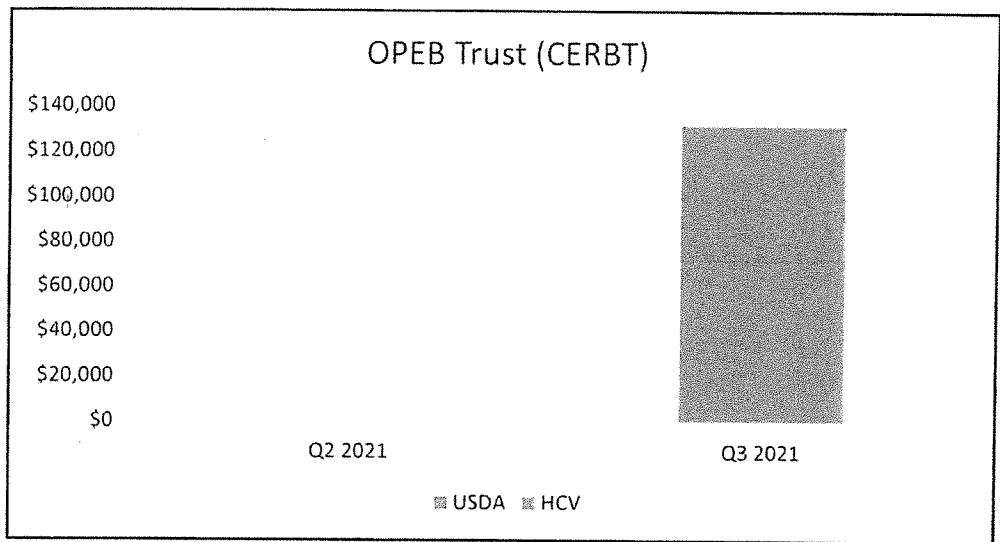
Date: November 17, 2021
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1, 2021, to September 30, 2021

Pension/OPEB Liabilities

Since April 1, 2020, the Regional Housing Authority (RHA) has made Additional Discretionary Payments (ADP's) in the amount of \$1,465,000. The remaining liability is concentrated in the USDA and Business Activities programs. While CalPERS had investment returns of 21.3% ending June 2021 it has also lowered the discount rate from 7.0% to 6.8%. CalPERS has stated the discount rate change will halve the gain on investment return for 2021.

Starting in Q3 2021 RHA has begun funding both its OPEB trust with CalPERS and pension trust with PARS. Gains or losses on investment will be recognized every year end on March 31st.





Financials

Public Housing:

Public Housing had Net Income of \$336,745 vs \$132,079 budgeted. Most of this positive variance is due to early withdrawals of the Capital Fund Grants to complete the rehabilitation work on the Garden Highway units. Non-capital Contract Maintenance is significantly lower than budget.

Business Activities

Kingwood Commons made a \$100,000 unbudgeted ADP and a \$10,000 payment on the principal. Without those items it would have had a net income \$72,000. PCD also made a \$100,000 ADP but otherwise revenue has offset expenses. Both our Lc-35 and solar projects continue to contribute to the operating income positive variance.

Housing Choice Voucher:

HCV Admin had a net income of \$194,603 vs \$254,216 budgeted. Revenue is higher than expected across all programs but expenses were higher as well. Additional expenses were driven by an unbudgeted ADP, early recognition of software licensing fees, and higher than expected staffing costs. \$55,000 was granted to assist with New Haven's initial service costs. HCV Voucher is currently negative as HUD catches up with the current positive leasing trend. The variance will return to zero by year end.

USDA:

USDA had a net income of \$209,605 vs \$170,568 budgeted. Revenues are \$25,000 higher than expected offset by maintenance expenses higher by \$31,000, primarily for the Richland property.

State/Local:

Neighborhood Stabilization has a negative income of \$41,841 as significant repairs were made to several units. The work has been completed though the portfolio will not catch up by the end of the fiscal year. Homes 2 Families has net income of \$17,042. Mental Health Teesdale has a net income of \$5,897.

OMS (July 2021-September 2021)

OMS's fiscal year is July-June. Rental income is forwarded to OMS and they in turn reimburse operating and overhead expenses in full. YTD, revenues match expenses.

Prepared by:

Submitted by:



Marco Cruz, Chief Financial Officer



Gustayo Becerra, Executive Director

Public Housing

Period = Apr 2021-Sep 2021

		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	441,868	428,502	13,365
3499-00-000	GRANT INCOME	727,898	551,132	176,766
3699-00-000	OTHER INCOME	24	0	24
3999-00-000	TOTAL INCOME	1,169,789	979,634	190,155
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	172,180	155,327	-16,853
4299-00-000	TENANT SERVICES EXPENSES	26,736	13,748	-12,987
4399-00-000	UTILITY EXPENSES	128,726	126,696	-2,030
4499-00-000	MAINTENANCE EXPENSES	199,386	302,662	103,276
4599-00-000	GENERAL EXPENSES	301,783	249,122	-52,661
4799-00-000	HOUSING ASSISTANCE PAYMEI	234	0	-234
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	829,044	847,555	18,511
9000-00-000	NET INCOME	336,745	132,079	204,666

Business Activities

Period = Apr 2021-Sep 2021

		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	566,353	334,398	231,955
3499-00-000	GRANT INCOME	679,563	93,203	586,360
3699-00-000	OTHER INCOME	1,263,141	6	1,263,135
3999-00-000	TOTAL INCOME	2,509,057	427,607	2,081,450
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	511,322	134,618	-376,704
4299-00-000	TENANT SERVICES EXPENSES	17,597	7,388	-10,209
4399-00-000	UTILITY EXPENSES	59,208	44,454	-14,754
4499-00-000	MAINTENANCE EXPENSES	145,669	77,572	-68,097
4599-00-000	GENERAL EXPENSES	651,886	48,231	-603,655
4899-00-000	FINANCING EXPENSES	344,212	89,070	-255,141
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	1,729,894	401,334	-1,328,560
9000-00-000	NET INCOME	779,163	26,273	752,890

HCV Rental Assistance				
Period = Apr 2021-Sep 2021				
		YTD Actual	No Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	-108	0	0
3499-00-000	GRANT INCOME	5,471,076	0	0
3699-00-000	OTHER INCOME	28,743	0	0
3999-00-000	TOTAL INCOME	5,499,711	0	0
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	2	0	0
4799-00-000	HOUSING ASSISTANCE PAYMEI	5,748,936	0	0
8000-00-000	TOTAL EXPENSES	5,748,938	0	0
9000-00-000	NET INCOME	-249,227	0	0

HCV Administration				
Period = Apr 2021-Sep 2021				
		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3499-00-000	GRANT INCOME	792,334	634,434	157,900
3699-00-000	OTHER INCOME	17,375	12,198	5,177
3999-00-000	TOTAL INCOME	809,709	646,632	163,077
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	515,196	365,146	-150,051
4299-00-000	TENANT SERVICES EXPENSES	0	84	84
4399-00-000	UTILITY EXPENSES	1,253	1,464	211
4499-00-000	MAINTENANCE EXPENSES	29,692	17,731	-11,961
4599-00-000	GENERAL EXPENSES	68,965	7,992	-60,973
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	615,106	392,416	-222,689
9000-00-000	NET INCOME	194,603	254,216	-59,612

USDA				
Period = Apr 2021-Sep 2021				
		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	1,549,608	1,525,962	23,646
3699-00-000	OTHER INCOME	1,474	6	1,468
3999-00-000	TOTAL INCOME	1,551,082	1,525,968	25,114
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	316,229	309,296	-6,933
4299-00-000	TENANT SERVICES EXPENSES	13,446	23,732	10,286
4399-00-000	UTILITY EXPENSES	197,488	193,482	-4,006
4499-00-000	MAINTENANCE EXPENSES	342,183	310,761	-31,422
4599-00-000	GENERAL EXPENSES	294,306	341,268	46,962
4899-00-000	FINANCING EXPENSES	177,823	176,860	-963
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	1,341,476	1,355,400	13,924
9000-00-000	NET INCOME	209,606	170,568	39,038

State/Local				
Period = Apr 2021-Sep 2021				
		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	204,492	19,727	184,766
3699-00-000	OTHER INCOME	110	0	110
3999-00-000	TOTAL INCOME	204,602	19,727	184,876
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	44,692	5,756	-38,936
4399-00-000	UTILITY EXPENSES	30,307	5,136	-25,171
4499-00-000	MAINTENANCE EXPENSES	110,854	8,404	-102,449
4599-00-000	GENERAL EXPENSES	37,651	354	-37,297
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	223,503	19,650	-203,853
9000-00-000	NET INCOME	-18,901	76	-18,977

OMS

Period = Jul 2021-Sep 2021

		YTD Actual	YTD Budget	Variance
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	2,942.00	0.00	2,942.00
3499-00-000	GRANT INCOME	223,251.01	147,000.00	76,251.01
3699-00-000	OTHER INCOME	-4.92	0.00	-4.92
3999-00-000	TOTAL INCOME	226,188.09	147,000.00	79,188.09
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	70,131.17	50,944.18	-19,186.99
4399-00-000	UTILITY EXPENSES	70,787.05	51,420.62	-19,366.43
4499-00-000	MAINTENANCE EXPENSES	54,123.65	39,316.11	-14,807.54
4599-00-000	GENERAL EXPENSES	7,322.40	5,319.09	-2,003.31
8000-00-000	TOTAL EXPENSES	202,364.27	147,000.00	-55,364.27
9000-00-000	NET INCOME	23,823.82	0.00	23,823.82