



REGIONAL HOUSING AUTHORITY

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

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www.RegionalHA.org

September 12, 2018

TO: Chairperson Dan Miller
Commissioner Kent Boes
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Diane Hodges
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Andy Vasquez
Commissioner David Waite
Legal Counsel Brant Bordsen

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

NOTICE OF REGULAR MEETING

September 19, 2018

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, September 19, 2018 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
September 19, 2018, 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. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
 - 1. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
 - Conference with Labor Negotiator
 - Agency Negotiator: Patrick Clark
- E. AWARDS AND PRESENTATIONS: NONE
- 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.
 - 2. Approval of Minutes – August 15, 2018 pg. 1
 - 3. Approval of amended By-Laws pg. 5
 - 4. Approval of amended Procurement Policy pg. 15
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

5. Presentation of results from the US Department of Housing and Urban Development's Compliance Monitoring Review
Gustavo Becerra, Executive Director pg. 34
6. Recommend approval to award construction contract for replacement and repairs of stairs, landings, siding, and sidewalks at Yuba City Migrant Farmworker Center
Larry Tinker, Senior Development and Rehabilitation Specialist pg. 44
7. Recommend approval to award consulting contract for Information Technology (IT) Services to Syscon Computers, a Division of Ceniom, Inc.
Gustavo Becerra, Executive Director pg. 46
8. Approval of Grievance Committee
Dan Miller, Chairperson

I. ADMINISTRATIVE REPORT:

9. Finance Update
Gustavo Becerra, Executive Director pg. 47
10. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: October 3, 2018

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY

Minutes

Regular Board Meeting

August 15, 2018

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Waite led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR, AGENCY NEGOTIATOR: PATRICK CLARK:

Chairperson Miller said there was no action taken.

ITEM NO. E. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. F.2. through F.8. - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Suzanne Gallaty, Luis Uribe, Brian Foss,
Doug Lofton, John Loudon, David Waite and Kent Boes

Nays: None

Abstain: None

Absent: Commissioners Diane Hodges, Jeramy Chapdelaine, Toni Benson
and Andy Vasquez

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.9 – RECOMMEND APPROVAL FOR THE ASPHALT SEALING AND REPAIR PROJECT:

Senior Development and Rehab Specialist Larry Tinker stated staff went out to bid and had three (3) contractors sign out bids of which two (2) submitted bids. The project will include crack sealing, applying new sealant and new stripping of the parking lots.

Vice-Chairperson Cardoza was concerned with the difference between the two bids and Commissioner Waite wanted to be sure they were meeting the required specifications. Mr. Tinker said the job specifications were detailed in the bid documents and the bids received were reviewed to ensure they were complete.

Commissioner Lofton made a motion to approve the bid from D&S Asphalt Sealing Co, LLC in the amount of \$47,018.00 for the asphalt sealing/repair project planned for the eight properties referenced and authorize the Executive Director to execute the construction contract and all required documents. Vice-Chairperson Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Suzanne Gallaty, Luis Uribe, Brian Foss,
Doug Lofton, John Loudon, David Waite and Kent Boes
Nays: None
Abstain: None
Absent: Commissioners Diane Hodges, Jeramy Chapdelaine, Toni Benson
and Andy Vasquez

ITEM NO. H.10 –RECOMMEND APPROVAL FOR THE EXTERIOR REHABILITATION PROJECT AT RIVER CITY MANOR:

Mr. Tinker said the first phase of the project was finished a few months ago. The second phase will include four (4) of the residential buildings to replace the exterior siding, new windows and new exterior paint. He stated there were three (3) contractors who signed out bid documents and all three submitted bids.

Vice-Chairperson Cardoza made a motion to approve the bid from California Windows Industries in the amount of \$189,950.00 for the exterior rehabilitation project planned for four of the River City Manor residential buildings located at 655 Joann Way in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Boes made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Suzanne Gallaty, Luis Uribe, Brian Foss,
Doug Lofton, John Loudon, David Waite and Kent Boes
Nays: None
Abstain: None
Absent: Commissioners Diane Hodges, Jeramy Chapdelaine, Toni Benson
and Andy Vasquez

ITEM NO. H.11 – RESOLUTION 18-1577 – AMENDMENT OF STATE HCD OMS CONTRACT 17-OMS-11731:

Executive Director Gustavo Becerra explained the Board previously approved a resolution for the gas line and the electric upgrade projects for the Yuba City Migrant Farmworker Center. He stated because of the asphalt project Mr. Tinker is working on, staff approached OMS for authorization to use the residual funds to include the center in the asphalt project. Mr. Becerra said OMS agreed to amend the scope of work on the existing resolution to include the asphalt repairs at the center.

Commissioner Sullenger made a motion to approve Resolution 15-1577, Amendment of State HCD OMS Contract 17-OMS-11731. Commissioner Loudon made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Suzanne Gallaty, Luis Uribe, Brian Foss,
Doug Lofton, John Loudon, David Waite and Kent Boes
Nays: None
Abstain: None
Absent: Commissioners Diane Hodges, Jeramy Chapdelaine, Toni Benson
and Andy Vasquez

ITEM NO. I.12. – HOUSING OWNED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge stated staff strive to maintain a low vacancy rate. She shared all sites currently have a waiting list.

ITEM NO. I.13. – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Alisha Parker said the Housing Choice Voucher waiting list is open and there is no close date at this time. She shared the Stony Creek 2 was leased up by the end of April and has a healthy waiting list.

ITEM NO. I.14. – FINANCE UPDATE:

Chief Financial Officer Gail Allen went over the report provided in the packet stating a new annual to budget report is also included.

ITEM NO. I.15. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Beckie Flores stated staff remains busy with the Housing Rehabilitation Program. She said the wildfires in Lake County has caused some delays on a few first-time homebuyer contracts. Ms. Flores said the Rural Development rehabilitation project is on track to be completed in September. She mentioned staff is expecting the No Place Like Home NOFA to be released in September for the Richland Permanent Supportive Housing project on Garden Highway.

Ms. Flores shared bids for new construction projects are coming in higher than anticipated causing a gap in funding. She stated some contractors have moved to using modular construction to save costs. Mr. Becerra shared the modular construction is becoming very popular as this allows for portions of the buildings to be built off site and not trigger prevailing wages, saving on labor.

Mrs. Flores said a tax credit application was submitted for the Penn Valley Senior project and should be hearing soon if it will be funded. She said staff is working on the Cedar Lane Project in Yuba County.

ITEM NO. I.16. – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin the numbers are up for this quarter due to moving annual inspections to the spring freeing up staff's time during the summer to concentrate on heat related issues.

ITEM NO. I.12. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the first Tuesday of August is National Night Out and this year many of Housing Authority properties participated with good turnout. He mentioned the electrical upgrade project at the Office of Migrant Services is awaiting approval from PG&E but may be awhile due to the wildfires and the engineer suggested to go out to bid due prior to PG&E approval.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Loudon stated Commissioner Boes has been busy fighting the various fires affecting the surrounding areas.

Vice-Chairperson Cardoza mentioned that on the first day of each month the public can tour the bridge construction project. He also mentioned today is National Selfie Day.

Commissioner Lofton thought the presentation given by Mr. Becerra regarding the Cedar Lane Project was very informative.

Chairperson Miller mentioned Mr. Becerra gave a presentation at the Nevada County Board of Supervisors meeting held in Truckee, CA. He also stated RCRC is taking a No Position stance on Proposition 10, Affordable Housing Act.

ITEM NO. K – NEXT MEETING: September 5, 2018

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

**BY-LAWS OF
REGIONAL HOUSING AUTHORITY**

ARTICLE I. – NAME & PURPOSE

Section 1. – Name

The name of the Authority shall be “Regional Housing Authority”.

Section 2. – Purpose

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

Section 3. – Offices

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

ARTICLE II. – BOARD OF COMMISSIONERS

Section 1. – Powers of Commissioners

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

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

The Board shall be composed of two Commissioners appointed by the Governing Body of the City of Yuba City; two Commissioners appointed by the Governing Body of the City of Live Oak; two Commissioners appointed by the Governing Body of the City of Colusa; two Commissioners appointed by the Sutter County Board of Supervisors; two Commissioners appointed by the Nevada County Board of Supervisors; two Commissioners appointed by the Yuba County Board of Supervisors; two Commissioners appointed by the Colusa County Board of Supervisors and except as otherwise provided

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

Non-tenant Commissioners shall serve for a term of four (4) years. Vacancies shall be filled for the unexpired portion of the term. The Tenant Commissioner jointly appointed shall serve for a term of two (2) years. His/her successor shall be appointed jointly by the Governing Bodies of the respective jurisdictions for the terms of two (2) years except that a vacancy shall be filled for the unexpired term, but only so long as he/she remains a tenant of the Housing Authority. His/Her successor shall also be a tenant of the Housing Authority and shall be appointed jointly by the Governing Bodies for the term of two (2) years except that a vacancy shall be filled for the unexpired term.

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

Section 3. – Voting Rights

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

Section 4. – Additional Commissioners

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

Section 5. – Vacancies

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

Section 6. – Resignation

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

Section 7. – Attendance at Meetings

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

Section 8. – Removal

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

Section 9. – Withdrawal/Cancellation

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

Section 10. – Conflict of Interest

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

ARTICLE III. – MEETINGS OF THE BOARD

Section 1. – Annual Meeting

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

Section 2. – Regular Meetings

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

Section 3. – Place of Meetings

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

Section 4. – Special Meetings

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

Section 5. – Notices of Meetings and Posting of Agendas

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

Section 6. – Quorum

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

Section 7. – Manner of Voting

Voting on all Resolutions coming before the Housing Authority shall be by roll call, and the "yeas" and "nays" shall be entered upon the Minutes of such meeting. The

concurrence of a majority of the Commissioners appointed shall be necessary to take any action.

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

Section 8. – Open Meetings

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

Section 9. – Fees and Compensation

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

ARTICLE IV. – OFFICERS

Section 1. – Officers

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

Section 2. – Election

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

Section 3. – Chairperson

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

Section 4. – Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the

Chairperson until such time as the Housing Authority shall select a new Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 5. – Secretary

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

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

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

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

Section 6. – Additional Duties

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

Section 7. – Terms of Office

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

Section 8. – Vacancies

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

Section 9. – Removal and Resignation

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

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

ARTICLE V. – COMMITTEES OF THE BOARD

Section 1. – Committees Generally

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

Section 2. – Quorum, Meetings

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

Section 3. – Vacancies

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

Section 4. – Expenditures

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



Section 5. – Fees and Compensation

Commissioners shall not receive any salary for their services as members of a Committee; however, a stipend equal to the amount paid for attendance of all Regular or Special Board of Commissioner meetings shall be paid to Committee members as allowed by California Health and Safety Code Section 34274.

ARTICLE VI. – ADMINISTRATION

Section 1. – Executive Director/Secretary

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

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

Section 2. – Duties of Executive Director

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

- A. Exercising responsibility for the selection, employment and supervision of all other employees of the Housing Authority.
- B. Coordinating and carrying out the Housing Authority's purposes and objectives according to the policies and procedures of the Housing Authority, the policy direction of the Board and the approved work program; including reporting at the next regular meeting relative to the exercise of any significant powers of duties;
- C. Attending, as a non-voting member, the meetings of the Board and its committees;
- D. Representing the Board and the Housing Authority in dealings with the public and other organizations;
- E. Reporting the Housing Authority's activities to the parties to the Agreement at such times and in such manner as prescribed by them

- F. Performing such specific duties as are set forth in the Agreement; and
- G. Performing such specific duties that are delegated by the Board.

ARTICLE VII. – MISCELLANEOUS

Section 1. – Agents and Representatives

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

Section 2. – Bonding

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

Section 3. – Fiscal Year

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

Section 4. – Authority of Payments

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

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

Section 5. – Rules of Procedure for Meetings

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

ARTICLE VIII. – AMENDMENT OF BY-LAWS

The By-Laws of the Housing Authority shall be amended only with the approval of at least **eight (8)** Commissioners of the Housing Authority at a regular or a special meeting. No such amendment shall be adopted unless at least thirty (30) days written notice thereof has been previously given to all Commissioners of the Housing Authority. The secretary of the Housing Authority shall prepare and distribute any revisions to all parties to the Agreement.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly appointed and acting Secretary of the Regional Housing Authority.
2. That the forgoing By-Laws, comprising ten (10) pages, including this page, constitute the By-Laws of said Housing Authority as duly restated and adopted by the Board of Commissioners of said Housing Authority at a meeting duly held on September 19, 2018.

IN WITNESS WHEREOF, I hereunto subscribed my name this 19th day of September 2018.

Gustavo Becerra
Executive Director and Secretary

REGIONAL HOUSING AUTHORITY PROCUREMENT POLICY

Established for Regional Housing Authority (hereinafter referred to as RHA) and adopted by the Board of Commissioners on March 21/September 19, 2018.

This Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies," and the procurement standards of 2 CFR 200.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Statement of Procurement Policy (Policy) is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by RHA; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to RHA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that RHA's purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and state and local laws.

B. APPLICATION

This Policy applies to all contracts for the procurement of supplies, services, and construction entered into by RHA after the effective date of this Policy. It shall apply to every expenditure of funds by RHA for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds; however, nothing in this Policy shall prevent RHA from complying with the terms and conditions of any grant, contract, gift, or request that is otherwise consistent with law. The term "procurement," as used in this Policy, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

C. EXECUTIVE DIRECTOR'S RESPONSIBILITIES

The Executive Director or his/her designee shall ensure that:

1. Procurement requirements are subject to an annual planning process to assure equipment and material are available when needed, avoid emergency purchases, and contribute to the most efficient and economical purchasing. In most cases these plans will be made before the next budget year begins, and will include the relatively simple tasks such as; examining the inventory of management and maintenance supplies, equipment, and appliances; estimating the upcoming year's requirements; budgeting for items needed; and selecting the appropriate method of procurement. Other advance planning will be more complex and will include: the

purchase of such items as computer, and large construction efforts; determining whether to purchase some items in bulk to obtain the best price; scheduling purchases to coincide with projected use; planning contracts enough in advance to conduct proper public notice to generate competition; planning for recurring needs such as rodent and pest control, heating systems servicing, lawn and grounds maintenance, etc.; suspending contracts with expiration dates so that solicitations can be issued and new contracts awarded which will insure there is no break in coverage; deciding whether to consolidate or breakout some purchases to obtain the best price; determining the feasibility of purchasing seasonal goods (i.e. lawn mowing and landscaping equipment) during off-season when prices may be lowest; and deciding whether it would be more economical to lease rather than purchase equipment needed for a short period of time for seldom-recurring jobs;

2. Contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum, the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
3. For procurements other than small purchases, public notice is given of each upcoming procurement; an adequate time is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public;
4. Solicitation procedures are conducted in full compliance with Federal standards stated in 2 CFR 200.320;
5. An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
6. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to RHA, considering price, technical and other factors as specified in the solicitation (for contracts awarded based on competitive proposals). Unsuccessful firms are notified within ten days after contract award;
7. There are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders);
8. Work is inspected before payment, and payment is made promptly for contract work performed and accepted;

9. RHA complies with applicable HUD review requirements, as provided in Section III of this Policy; and
10. Procurement information is made a matter of public record and is made available to the public.

D. CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, RHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement or Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other PHAs), and financial and technical resources. If a prospective contractor is found to be nonresponsible, a written determination of nonresponsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination. RHA will not award contracts to contractors who have been debarred, suspended, or otherwise determined to be ineligible by HUD.

E. QUALIFIED BIDDER'S LISTS

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms, or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such qualified suppliers.

F. COMPETITIVE SPECIFICATIONS

Prior to procurement, and in accordance with all other terms and provisions of this Policy, RHA will adopt specifications for each procurement which shall incorporate a clear and accurate description of the technical requirements for the material product, or service to be procured. All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying RHA's needs; shall set forth those minimum essential characteristics and standards to which the proposed procurement must conform; shall identify all requirements which the bidders must fulfill and all other factors to be used in evaluating bids or proposals; and will be in compliance with federal, state and local laws, regulations and ordinances, and shall be made available to proposed bidders.

G. LIMITATIONS ON COMPETITION

The following specification limitations shall be avoided: features which unduly restrict competition; geographic restrictions (except for architect/engineering contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirement; brand name specifications (unless a written determination is made that only the identified item will satisfy RHA'S needs); and brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use), in which event, the specific feature of the named brand which must be met by bidders shall be clearly stated. Specifications must also insure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

II. PROCUREMENT METHODS

A. SELECTION OF METHOD

When making purchases, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

B. SMALL PURCHASE PROCEDURES

1. General. Any procurement not exceeding ~~\$25,000~~50,000 may be made in accordance with the small purchase procedures authorized in this Section. Purchases shall not be divided so as to make it possible to purchase under this Policy, except as may be reasonably necessary to contract with small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of RHA's projects.
2. Petty Cash Purchases. Small purchases under \$50.00 which can be satisfied by local sources may be processed through the use of a petty cash account. Such purchases shall be distributed equitably among qualified sources. The Contracting Officer shall ensure that: the account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one week), security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to the RHA Finance Department, and, the account is periodically audited by the Finance Department staff or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
3. Small Purchase of ~~\$3,000~~10,000 or Less. Purchases involving a yearly aggregate expenditure of ~~\$3,000.00~~10,000.00 or less per item or a grouping of similar items (also known as Micro Purchases), such as a group of plumbing or electrical parts,

may be made after obtaining one non-written price quotation, if the price received is considered reasonable. Previous purchases, where applicable, of the same or a similar item should be considered in determining price reasonableness. Such purchases must be distributed equitably among qualified sources and if practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.

4. Procurement of Professional Services of ~~\$3,000~~10,000 or Less. Procurement of professional services involving a yearly aggregate expenditure of ~~\$3,000.00~~10,000.00 or less for a particular service may be made after obtaining one non-written proposal is considered reasonable. Selection criteria will be the same as that set forth in Section II.E. of this Policy.
5. Small purchases of more than ~~\$3,000~~10,000 but not more than ~~\$10,000~~20,000. Purchases involving a yearly aggregate expenditure of more than ~~\$3,000.00~~10,000.00 but not more than ~~\$10,000.00~~20,000.00 per item or a grouping of similar items, such as a group of plumbing or electrical parts, shall be made from the lowest responsive and responsible bidder provided at least three price quotations have been obtained from qualified sources. Quotations may be obtained orally, by telephone, or in writing. The names, addresses, and/or telephone numbers of the offerors and persons contacted and the date and amount of each quotation shall be recorded and maintained in the records. Award shall be made to the offeror providing the lowest acceptable bid, unless justified in writing based on price and other specified factors. If non-price factors are used, they will be disclosed to all bidders.
6. Procurement of Professional Services of more than ~~\$3,000~~10,000 but not more than ~~\$10,000~~20,000. Procurement of professional services involving a yearly aggregate expenditure of more than ~~\$3,000.00~~10,000.00 but not more than ~~\$10,000.00~~20,000.00 for a particular service, may be made after obtaining at least three quotations either orally, by telephone, or in writing. The Executive Director will evaluate all proposals and select the most qualified competitor by using established selection factors and criteria set forth in Section II.E. of this Policy. The names, addresses, and/or telephone numbers of the persons and organizations contracted and the date and amount of each proposal shall be recorded and maintained in the records.
7. Small Purchases of more than ~~\$10,000~~20,000 but not more than ~~\$25,000~~50,000. Purchases involving a yearly aggregate expenditure of more than ~~\$10,000.20,000.00~~ but not more than ~~\$25,000.00~~50,000.00 per item or a grouping of similar items, such as a group of plumbing or electrical parts, shall be made from the lowest responsive and responsible bidder, provided at least three written bids have been obtained on forms furnished by RHA and signed by authorized personnel. No advertising is necessary provided a sufficient number of bids can be obtained. The Executive Director or his/her designee shall solicit competitive bids, and shall keep on file a tabulation of solicitations made and bids received. Award shall be made to

the offeror providing the lowest acceptable bid, unless justified in writing based on price and other specified factors. If non-price factors are used, they will be disclosed to all bidders.

8. Procurement of Professional Services of more than \$~~10,000~~20,000 but not more than \$~~25,000~~50,000. Procurement of professional services involving a yearly aggregate expenditure of more than \$~~10,000.20,000.00~~ but not more than \$~~25,000.00~~50,000.00 for a particular service, may be made after obtaining at least three written quotations. Quotations must be made on forms furnished by RHA or an offeror's letterhead, and be signed by authorized personnel. The Executive Director will evaluate all proposals and select the most qualified competitor by using established selection factors and criteria set forth in Section II.E. of this Policy. A record of solicitations made and proposals received shall be kept on file.

C. SEALED BIDDING

1. General. Purchases, except for procurement of professional services and purchases at the state contract price, involving a yearly aggregate expenditure of more than \$~~25,000.00~~50,000.00 per item shall be made only by obtaining competitive sealed bids.
2. Conditions for Use. Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price.
3. Solicitation and Receipt of Bids. An invitation for bids shall be advertised and published once each week for two consecutive weeks on RHA's website, or in a public newspaper of general circulation in the RHA area, specifying that the date for bid opening be not less than seven (7) working days after the last published notice. The invitation for bids will include a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of said invitation for bids, state the time and place for both the receipt of bids and the public bid opening, include specifications which sufficiently define the items or services so as to enable the bidder to properly respond, and state where complete specifications can be inspected or obtained by interested parties.
4. Specifications. A complete and realistic specification or purchase description shall be adopted and available to bidders. Specifications pertinent to such bidding shall be written so as not to exclude comparable equipment of domestic manufacture. RHA will endeavor in formulation of specifications, advertisements, etc., to incorporate a clear and accurate description of the technical requirements for the product or service to be procured. Such description shall not in competitive procurements, contain features which unduly restrict competition. The description

may include a statement of the qualitative nature of the product to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. RHA shall identify all requirements which the vendors must fulfill and all other factors to be used in evaluating bids or proposals.

5. Bid Opening and Award. The following procedures apply:
 - a. All bids received shall be time-stamped, but not opened, and shall be stored in a secure place until bid opening;
 - b. A bidder may withdraw its bid at any time prior to bid opening;
 - c. Bids shall be opened publicly, and in the presence of at least one witness, at the time and place prescribed in the invitation for bids;
 - d. An abstract of bids shall be recorded and the bids shall be available for public inspection;
 - e. RHA shall not accept a bid based upon items not included in the specifications;
 - f. A firm fixed-price contract award will be made by written notice to the successful bidder;
 - g. If equal low bids are received from responsible bidders, award shall be made by drawing lots or a similar random method;
 - h. If the lowest responsive and responsible bidder is not also the low bidder, then an explanation as to the reason the low bidder is not also the lowest responsive and responsible bidder shall be contained in the minutes of the meeting of RHA;
 - i. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price, and HUD approval has been received; and
 - j. Any and all bids may be rejected if there is a sound and documented reason. Awards will be made only to responsible parties possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as the party's integrity, compliance with public policy, record of past performance, and financial and technical resources.
6. Mistakes in Bids

- a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
- b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of RHA or fair competition shall be permitted.

D. CONSTRUCTION CONTRACTS

1. Bonds.

- a. Any contract for ~~\$25,000~~50,000 or more involving construction, alteration, or repair of any building or work shall require the contractor to furnish bonds with good and sufficient sureties as follows:

Bid Bond: A bid bond equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

Performance Bond: A performance bond payable to, in favor of, or for the protection on the housing authority as owner, for the work to be done in an amount not less than the amount of the contract conditioned for the full and faithful performance of the contract.

Payment Bond: A payment bond payable to RHA conditioned for the prompt payment, as required by law, of all persons supplying labor or material used in the prosecution of work under said contract, for the use of each such person in an amount not less than the amount of the contract.

- b. These bonds shall be provided by any surety company that is authorized to do business in the state of California and is listed in the Federal Register/Vol.54 No. 125/dated June 30, 1989 or applicable changes.
- c. A contract less than ~~\$25,000~~50,000 may be excepted from these bond requirements if RHA elects to make a single lump sum payment at the

completion and acceptance of the job. Under such circumstances performance and payment bonds will not be required.

2. Contract for ~~\$3,000~~10,000 or less. Construction contracts amounting to no more than ~~\$10,000.00~~3,000.00 shall be awarded after obtaining one non-written price quotation from a qualified source, if the price is considered reasonable. Previous contracts, where applicable, for the same or similar work should be considered in determining price reasonableness. Such contracts must be distributed equitably among qualified sources, and if practicable, a quotation shall be solicited from other than the previous before awarding a repeat contract.
3. Contracts for more than ~~\$3,000~~10,000 but not more than ~~\$10,000~~20,000. Construction contracts amounting to more than ~~\$3,000.00~~10,000.00 but not more than ~~\$10,000.00~~20,000.00 shall be awarded to the lowest responsive and responsible bidder provided at least three price quotations have been obtained from qualified sources. Quotations may be obtained orally, by telephone, or in writing. The names, addresses, and or/telephone numbers of the bidders or persons contacted, and the date and amount of each quotation shall be recorded and maintained in the records.
4. Contracts for more than ~~\$10,000~~20,000 but not more than ~~\$25,000~~50,000. Construction contracts amounting to more than ~~\$10,000.00~~20,000.00 but not more than ~~\$25,000.00~~50,000.00 shall be awarded to the lowest responsive and responsible bidder provided at least three written bids have been obtained from qualified sources. These bids shall be submitted on forms furnished by RHA or on the contractor's letterhead, and be signed by authorized personnel. The Executive Director or his or her designee shall solicit competitive bids, and not advertising is necessary provided a sufficient number of bids can be obtained. A tabulation of solicitations made and bids received shall be kept on file.
5. Contracts for more than ~~\$25,000~~50,000.00. Any construction contract where the amount of the contract exceeds ~~\$25,000.00~~50,000.00 shall be awarded after advertising for competitive sealed bids once each week for two (2) consecutive weeks, on RHA's website or in a regular newspaper of general circulation in the RHA area inviting competitive sealed bids to perform the work outlined in the plans and specifications. The date as published for the bid opening shall not be less than fifteen (15) working days after the last notice is published, and if an addendum is issued within seven calendar days of the bid opening date, the bid opening shall be postponed for at least seven calendar days from the date of the addendum. The invitation for bids will include a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirement of said invitation for bids, state the time and place for both the receipt of bids and the public bid opening, and state where complete plans and specifications can be inspected or obtained by interested parties. Paragraphs C5 (Bid opening and Award), and C6 (Mistakes in Bids) of this Section also apply to construction contracts.

6. Cost Plus Contracts. No construction contract shall be awarded on a cost plus a percentage of cost, or percentage of construction cost, method.
7. Contract Modifications. RHA shall comply with HUD requirements either to submit for prior HUD approval the proposed contract modification, or certify that such modifications are within the scope of the contract, and that any additional costs are within the latest HUD approved budget or otherwise approved by HUD.

E. PROFESSIONAL SERVICE CONTRACTS

1. General. Procurement procedures for professional services involving an expenditure of more than ~~\$25,000.00~~50,000.00 are set forth in this Section. RHA will not enter into, execute, or approve, any agreement or contract for Architectural and Engineering, Legal, Auditing, Insurance, Banking, or other professional services with any person or firm where the initial period or term of the contract is in excess of five (5) years, or where the contract contains a renewal provision for any period of time, without the written approval of HUD.
2. Architectural and Engineering Services. RHA shall use competitive proposal procedures for procurement of architectural and engineering services for all contracts of more than ~~\$25,000.00~~50,000.00. The Executive Director will evaluate all proposals and select the most qualified competitor by using established selection factors, subject to negotiating a fair and responsible fee. Geographic location may be used as a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. Legal Services. RHA shall use competitive proposal procedures for procurement of legal services for all contracts initially estimated to exceed ~~\$25,000.00~~50,000.00 in the aggregate annually. If there is a recurring need for long term services over a year, which services are estimated to exceed the ~~\$25,000~~50,000 limit, competitive procedures should be used to obtain an indefinite delivery or quantity contract rather than the small purchase procedures. All competitors' qualifications will be evaluated and considered and the Executive Director will make the selection based on qualifications and price/rate, which in his or her judgment is the most advantageous to RHA. Requirements for services aggregating greater than ~~\$25,000.00~~50,000.00 shall not be broken down into several procurements which are less than the limit merely to permit negotiations or small purchase procedures. HUD Regional Counsel must approve any litigation service contract where the fee is expected to exceed \$100,000 with a private attorney involving any RHA program, project, or activity receiving loan, grant, or other subsidy assistance from HUD.
4. Auditing Services. RHA shall use competitive proposal procedures for Procurement of Auditing services for all contracts of more than

~~\$25,000.00~~50,000.00. The Executive Director will evaluate all proposals and select the most qualified competitor by using established selection factors, including fee. However, price is not the sole determining factor.

5. Insurance Services. The procurement of insurance services involving an expenditure of more than ~~\$25,000.00~~50,000.00 will be accomplished by advertisement for competitive sealed bids. Such advertisement shall be published once each week for two consecutive weeks on RHA's website or in a public newspaper of general circulation in the RHA area. A contract shall then be awarded to the lowest responsive and responsible bidder who will comply with terms set forth by RHA.
6. Banking Services. In order to maximize the yield from the investment of funds, and to obtain the best possible services at the lowest cost, RHA will periodically solicit banking services by using the competitive proposal procurement procedures.

The competitive proposal process will require the following actions by RHA:

1. Determine the type and quantity of services needed;
2. Prepare a Request for Proposal and circulate it to the competing banks; and
3. Review the proposals received and make the criteria for selection public.

The banking institution whose proposal is the most advantageous to RHA will then be selected, and a depository agreement executed.

7. Other Professional Services. RHA shall use competitive proposal procedures for procurement of all other professional services, such as fee accounting, for all contracts of more than ~~\$25,000.00~~50,000.00. The Executive Director will evaluate all proposals and select the most qualified competitor by using established selection factors.

F. COMPETITIVE PROPOSAL PROCUREMENT

1. Conditions for Use. Competitive proposals may be used if RHA determines that conditions are not appropriate for the use of sealed bids. If this method of procurement is used, the procedures set forth in this Section apply.
2. Solicitation. The request for proposals (RFP) will be solicited from an adequate number of qualified sources, and shall clearly identify the relative importance of price and other evaluation factors including the weight given to each factor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued, and the proposals shall be evaluated only on the criteria stated in the request for proposals. Proposals shall be handled so as to prevent disclosure of the number of offerers, identity of the offerers, and the contents of their proposals.

3. Negotiations. Negotiations shall be conducted with offerers who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerers of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offerer shall be provided information about any other offerer's proposal, and no offerer shall be assisted in bringing its proposal up to the level of any other proposal. Offerers shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
4. Award. After evaluation of each proposal, including revisions if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to RHA.
5. Architect/Engineer Services. Architect/Engineering services may be obtained by either the competitive proposals method or "qualifications-based" selection procedures. However, sealed bidding shall not be used to obtain these services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation. However, price will not be used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect/engineering firms are potential sources.

G. NONCOMPETITIVE PROPOSAL PROCUREMENT

1. Conditions for Use. Procurements shall be conducted competitively to the maximum extent possible, and RHA may make procurements by noncompetitive proposals only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:
 - a. The item is available only from a single source, based on a good faith review of available sources;
 - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to RHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall

be limited to those supplies, services, or construction necessary to meet the emergency;

- c. HUD authorizes the use of noncompetitive proposals; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
2. Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.
 3. Price reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis.
 4. Purchase for less than \$25,00050,000. The Executive Director must approve all purchase for less than ~~\$25,000~~50,000 prior to procurement by noncompetitive proposal procedures.

H. EMERGENCY PURCHASES

In the event that an emergency exists in regard to purchase of items or repair contract so that delay incident to giving opportunity for competitive bidding would be detrimental to the health or safety of the people served by this authority, would not be in the best interest of the general public, or would result in the destruction of property, then the necessity for competitive bidding shall not apply, but the circumstances constituting the emergency shall be documented at the next board meeting, which shall include a description of the item purchase, the price, the nature of the emergency, etc.

I. LEASE/PURCHASE

RHA may acquire equipment and furniture by lease/purchase agreement and pay interest thereon for a term not to exceed five years without HUD approval. Funding for lease/purchase may be obtained from the vendor or from a third party after having solicited and obtained at least three written competitive bids for such funding.

III. HUD REVIEW REQUIREMENTS

The following contracting actions require HUD approval prior to award:

1. All solicitations and contracts where RHA fails to comply with the procurement standards in 2 CFR 200;
2. Noncompetitive procurements expected to exceed ~~\$25,000-00~~50,000.00, including any procurement over ~~\$25,000~~50,000 in which only one bid or proposal is received in response to a solicitation;

3. Brand name only procurements expected to exceed ~~\$25,000.00~~50,000.00;
4. Awards over ~~\$25,000.00~~50,000.00 to other than the apparent low bidder under a sealed bid procurement;
5. Proposed contract modifications changing the scope of a contract or increasing the contract amount by more than ~~\$25,000.00~~50,000.00;
6. Contracts for services whose initial period exceeds five years, or any option, extension, or renewal of a contract for services which makes the total length of the contract, as modified, exceed five years;
7. Procurement for legal or other services in connection with litigation;
8. Procurement which exceed the amount included in the HUD-approved Development Cost Budget or Operating Budget; and
9. Procurements which exceed the amount included in the HUD-approved Comprehensive Grant Annual Statement, if HUD has issued a notice of deficiency or corrective action order.

IV. COST AND PRICE ANALYSIS

- A. General. A cost or price analysis shall be performed for all procurement actions, including contract modifications and the degree of analysis shall depend on the facts surrounding each procurement. The method of analysis shall be determined as set forth in this Section.
- B. Submission of Cost or Pricing Information. If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by RHA (e.g., when contracting for professional, consulting, or architect/engineer services) the offerer shall be required to submit:
 1. a cost breakdown showing projected costs and profit;
 2. commercial pricing and sales information, sufficient to enable RHA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
 3. documentation showing that the offered price is set by law or regulation.
- C. Cost Analysis. Cost analysis shall be performed if an offerer/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; RHA shall have a right to audit the contractor's books and records pertinent to such costs; and profit shall

be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles. In establishing profit, RHA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.

- D. Price Analysis. A comparison of prices shall be used in all cases other than those described in Paragraph C above.

V. CANCELLATION OF SOLICITATION

- A. An invitation for bids, request for proposals, or other solicitation may be canceled before offers are due if: RHA no longer requires the supplies, services or construction; or RHA can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
- B. A solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to RHA; prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or, for good cause of a similar nature when it is in the best interest of RHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offerer solicited.
- D. A notice of cancellation shall be sent to all offerers solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, RHA shall cancel the solicitation and either:
 - 1. resolicit using a request for proposals; or
 - 2. complete the procurement by using the competitive proposals method, following paragraphs II.F.3 and II.F.4 above (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method and following paragraph II.G.2 above (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is

appropriate, all bidders are informed of RHA's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

VI. COOPERATIVE PURCHASING

RHA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. RHA is encouraged to use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

VII. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION

A. CONTRACT TYPES

Established procedures for the procurement of Architectural/ Engineering services allow for only two types of contracts; either a firm fixed price contract, or a cost-plus-fixed-fee (which includes an established ceiling) contract. For all other procurements, any type of contract which is appropriate to the procurement and which will promote the best interests of RHA may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy RHA's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles. A time and materials contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

B. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation; (ii) the option is a unilateral right of RHA; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to RHA than conducting a new procurement.

C. CONTRACT ADMINISTRATION

A contract administration system designed to insure that contractors perform in accordance with their contracts shall be maintained. The operational procedures required by Section I.C. above shall contain guidelines for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the applicable cost principles.

VIII. APPEALS AND REMEDIES

It is RHA's policy to resolve all contractual issues informally at the housing authority level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the housing authority level. When appropriate, RHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of RHA to review a complaint or protest.

A. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision in the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

B. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in the housing authority, such as the board of commissioners.

IX. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. REQUIRED EFFORTS

RHA will make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses and individuals or firms located in or owned in substantial part by persons residing in the RHA area of operation are used when possible. Such efforts shall include, but shall not be limited to:

1. Including such firms, when qualified, on solicitation mailing lists;
2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

X. ETHICS IN PUBLIC CONTRACTING

RHA shall adhere to the following code of conduct, consistent with applicable state or local law.

A. CONFLICT OF INTEREST

No employee, officer or agent of RHA shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister);
3. His/her partner; or,
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

B. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

RHA's officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

C. PROHIBITION AGAINST CONTINGENT FEES

Contractors shall not retain a person to solicit or secure a RHA contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

XI. DISPOSITION OF EXCESS PROPERTY

When a capital asset is deemed unusable, unrepairable or outdated, a request may be made to dispose of the asset. Approval must be obtained from the Executive Director.

When a salvageable value has been determined, disposal may be made utilizing one or more of the following methods:

1. Use of outside auction vendor.
2. Utilization of an advertisement on RHA's website or in the local newspaper stating minimum purchase price and acceptance of bids for a specified period.
3. Display of assets with "For Sale" signs with minimum purchase price and acceptance of bids for a specified period.
4. Donation of asset(s) to other non-profit agency to utilize property training or other appropriate use. A letter requesting assets shall be required and an acknowledgement of receipt of donation.

The method of disposition will be at the discretion of the Executive Director with input from staff.

XI. RECORDS

RHA shall maintain records sufficient to detail the significant history of procurements, which records shall document the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract price.



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
600 Harrison Street
San Francisco, California 94107-1387
www.hud.gov

espanol.hud.gov

RECEIVED

AUG 15 2018

RHA

JUL 31 2018

Gustavo Becerra
Executive Director (ED)
Regional Housing Authority
1455 Butte House Road
Yuba City, CA 95993

Re: PH Compliance Monitoring Review Report Transmittal for the
Regional Housing Authority

Dear Mr. Becerra:

This letter is to transmit the results of the PH Compliance Monitoring Review that San Francisco Field Office staff completed at the Regional Housing Authority (RHA) from May 7 to 10, 2018. The PH staff reviewed the performance of the RHA's programs and compliance with HUD program requirements and regulations.

The objective of the review team was to perform a limited review focused on compliance with program requirements and regulations. While performance issues may be noted in this report, the primary focus is compliance. Rather than examining any one area exhaustively, this review touches on multiple areas of compliance in an effort to provide RHA with meaningful feedback for sustained compliance.

The review team was composed of five San Francisco HUD Office of Public Housing staff:

- Andrew Q. Nguyen, Portfolio Management Specialist, Team Lead, and Reviewer of RHA's Low-Income Public Housing Program;
- Jose G. Gomez, Division Director, Lead and Reviewer of RHA's Governance;
- Carol M. Joseph, Portfolio Management Specialist, Lead and Reviewer of RHA's Section 8 Housing Choice Voucher Program;
- Michael L. Capener, Financial Analyst, Lead and Reviewer of RHA's Financial Management/Analysis; and
- Todd R. Greene, Engineer, Lead and Reviewer of RHA's Maintenance and Procurement, Capital Fund and Environmental Review programs.

The results of the RHA's review are enclosed in the attached report. It includes discussion areas where RHA's performance and compliance are strong, as well as recommendations for ongoing improvement. Please review the report in detail, and respond to this office within 30 calendar days from the date of this letter.

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We thank you and your staff for the courtesy and assistance provided during our review. If you have questions, please contact me at Gerard.Windt@hud.gov or Andrew Q. Nguyen, Portfolio Management Specialist at Andrew.Q.Nguyen@hud.gov. We appreciate your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gerard R. Windt', with a large, stylized initial 'G'.

Gerard R. Windt
Director
Office of Public Housing

Compliance Monitoring Review

Regional Housing Authority
May 7 – 10, 2018

Executive Summary

The Regional Housing Authority (RHA) was selected for a Compliance Monitoring Review by San Francisco HUD Office of Public Housing in 2018. Field Office staff reviewed the Authority's programs and compliance with HUD program requirements and regulations.

The review team found the RHA to be strong in several areas, including:

- RHA has a large, fifteen (15) member Board of Commissioners (Board). RHA Board Chairperson Dan Miller is very engaged and supportive of the aggressive and creative Executive Director (ED) Gustavo Becerra, who has been expanding RHA's operations and housing stock. RHA is pursuing development opportunities with the goal of shifting from a joint developer role to a sole developer role. RHA has been able to research, identify, and receive many different types of funding for development purposes/projects.
- RHA governance is good with written Board-approved by-laws, and policies such as Admission and Continued Occupancy, and Grievance Policy. Mr. Dan Miller (Board Chairperson) and Ms. Suzanne Galatty (Resident Commissioner) are very pleased with staff performance and the relationship with San Francisco HUD Field Office.
- RHA's Public Housing (PH) stock is generally in excellent condition. Accordingly, the Board and ED are not pursuing conversion of any PH units through the Rental Assistance Demonstration (RAD).
- RHA's housing portfolio is very diverse (e.g. solar farms, grocery market, trailer park, school, health center, PH units, Project-Base Voucher (PBV) units, US Department of Agriculture Office of Migrant Services (OMS) Multifamily units, Low Income Housing Tax Credit (LIHTC) units, etc.) with a very large geographical footprint in several counties.
- RHA has a proactive executive staff and dedicated line staff. They worked diligently prior to the on-site review to provide all HUD requested documentation and continued such cooperation during the on-site review. Any deficiencies raised by the review team were promptly corrected. Additionally, PHA staff worked closely with the review team to improve RHA's administration and overall performance.
- RHA consistently obligates and expends Capital fund Programs in a timely manner.
- RHA does an outstanding job assuring consistency in procurement and contract management across multiple functions.
- A review of PH tenant files on line revealed that files were auditable, intact, well-organized, and in chronological order.
- Low Rent Public Housing (LRPH) staff reviews Enterprise Income Verification (EIV) Multiple Subsidy Report for any deficiencies.
- Housing Choice Voucher (HCV) Program completed timely annual re-examinations in accordance with 24 CFR 982.516. Section 8 HCV staff reviews EIV Multiple Subsidy

Report for any deficiencies, a review of HCV files via microfiche also revealed that files were auditable, intact, well organized, and in chronological order; correct utility allowance and payment standard schedules.

- HUD review of the Davis Bacon and Labor Standards' internal files of RHA revealed that the Authority used US Department of Labor's wage rates on their construction contracts. Also, the Maintenance Wage Rate Determination (form HUD-52158) is current.

Background

The Regional Housing Authority is located in Yuba City, California and was established in 1946. Since its incorporation as a town in 1908, Yuba City has grown from a few thousand residents to its current population of more than 65,000 people. RHA is a combined agency which administers an Annual Contribution Contract (ACC) of 1,644 vouchers and 173 public housing units.

The Regional Housing Authority is governed by a Board of Commissioners totaling fifteen (15) Commissioners. Two seats of RHA commissioners are appointed by the Sutter County Board of Supervisors, two seats by the Yuba County Board of Supervisors, two seats by the Nevada County Board of Supervisors, two seats by the Colusa County, two seats by the Yuba City Council, two seats by the Live Oak City Council, two seats by the Colusa City Council to serve four-year, staggered terms with one Resident Commissioner appointed to two-year terms.

The PHA's most recent Section Eight Management Assessment Program (SEMAP) score for Regional Housing Authority for fiscal year ending March 31, 2017 was 93% with a High Performer designation. A SEMAP Quality Control Monitoring Review for fiscal year end June 30, 2017, confirmed that RHA is in compliance with the SEMAP as well as Section 8 HCV regulatory requirements. Additionally, the Regional Housing Authority PIC reporting rate for the Section 8 HCV program and Public Housing program is 100%.

The PHA's Public Housing Assessment System (PHAS) total score for fiscal year end March 31, 2017, was 96 out of maximum score of 100. The Real Estate Management Center (REAC) scoring report designation status as Small PHA Deregulation.

Results

Detailed results of the PH Compliance Monitoring Review are presented below, by area and program.

- **Governance:** The HUD review team reviewed the Regional Housing Authority's By-Laws, Board minutes, policies and (wherever possible) supporting materials.
- **Recommendation 1 – Board Lacks Program Training:** A new Board member receives an Orientation Binder, tour of the Agency's operations, and a one-on-one training session with the Executive Director. The current Board has not taken HUD's "Lead The Way" training or attended National Association of Housing and Redevelopment Officials (NAHRO) or other Board training sessions. The review team provided the Board Chairperson, ED, and CFO a copy of the "Lead The Way" training pamphlet and strongly encouraged the Board to take the free on-line self-paced training at: <https://www.hudexchange.info/trainings/courses/lead-the-way-pha-governance-and-financial-management/>. RHA should ensure that newly-appointed Board members also complete this training. HUD recommends that RHA track the Board members' self-paced training for completeness and provide HUD with an updated list of such. Of course, the Board can elect to complete the training (or portions thereof) together as a Board.
 - **Finding 1 – Lack of Board Budget Controls:** The Board reviewed and approved the Fiscal Year End 2018 Annual budget on January 17, 2018. The Board reviewed a CFO-prepared Financial Update (i.e. Projects' Net Income only) quarterly, but does not review Budget-to-Actual Reports monthly and address significant variances related to such. The Board does review and approve Tenant Accounts Receivable (TAR) write-offs monthly.
 - **Regulatory Citation: 24 CFR Part 990.285**
 - **Corrective Action:** The Board must review monthly Budget-to-Actual Reports and address significant variances related to such.
 - **Deliverable (s):** For the next three board meetings, RHA must provide HUD documentation verifying this monthly reporting to the Board and provide copies of Board meeting minutes indicating the actions discussed, considered, taken, and recommended by the Board to address budget variances.
 - **Observation 1 -- Strong Development Skills/Strategy:** RHA has a large fifteen (15) member Board of Commissioners (Board). The Board Chairperson is engaged and supportive of the aggressive and creative Executive Director (ED), who has been expanding RHA's operations and housing. RHA is pursuing development opportunities with the goal of shifting from a joint developer role to a sole developer role. RHA has been able to research, identify, and receive many different types of funding for development purposes/projects.
 - **Observation 2 – Excellent, Diverse Public Housing (PH) stock:** RHA's PH stock is generally in excellent shape. Accordingly, the Board and ED are not pursuing conversion of any public housing units through Rental Assistance Demonstration (RAD). RHA's PH portfolio is very diverse (e.g. solar farms, grocery market, trailer park, school, health center, PH units, Project-Based Voucher (PBV) units, Office of Migrant Services (OMS) units, US Department of Agriculture (USDA) Multifamily units, Low Income Housing Tax Credit (LIHTC) units, etc. with a very large geographical foot print in four different counties.

- **Financial:** The HUD review team reviewed the bank statements, reconciliation procedure, General Depository Agreement, Petty Cash Policy and Investment Policy, and Account Payable Procedures.

- **Concern 1 – Bank Reconciliation Procedure:** RHA provided HUD review team with bank statements and reconciliations from September 2017 through February 2018 for the Low Rent Public Housing (LRPH) program and Section 8 Housing Choice Voucher (HCV) program bank accounts. The Agency’s Bank Reconciliation Procedure states that bank accounts be reconciled monthly, but does not require the preparer to date and initial these reports. Since the reports were not dated by the person that reconciled them, HUD Reviewer could not determine if the PHA was following its written procedure. Moreover, the bank account reconciliations were not signed or initialed by the reviewing Chief Financial Officer (CFO).
 - **Recommendation:** During the on-site review, RHA’s management updated its Bank Reconciliation Procedure to include the requirement that the preparer and reviewing CFO initial and date each reconciliation and provided such to the review team. RHA should confirm to HUD that the accounting staff who reconcile bank accounts have received training regarding the updated Bank Reconciliation Procedure.

- **Concern 2 – General Depository Agreement (GDA):** RHA provided the review team an executed GDA. However, it incorrectly included RHA’s fifty-five (55) bank accounts and was not limited to RHA’s ten (10) HUD-related bank accounts.
 - **Recommendation:** Shortly after the on-site review, RHA’s management provided to HUD a corrected, fully-executed GDA. No additional follow-up is required.

- **Concern 3 – Petty Cash Policy and Investment Policy:** During the on-site review, it was noted that RHA had informal, but no formal Petty Cash Policy or Investment Policy. RHA management prepared these formal policies during the on-site review and these policies appear adequate and reasonable.
 - **Recommendation:** Shortly after the on-site review, RHA’s Board approved these Policies and provided HUD a copy of the final policies and Board resolutions approving such. No additional follow-up is required.

- **Concern 4 – Account Payable Procedures:** During the on-site review, the review team noted that RHA had informal, but no written Accounts Payable Procedures.
 - **Recommendation:** Shortly after the on-site review, RHA management prepared written Accounts Payable Procedures which appear adequate and reasonable. They were provide to HUD and no additional follow-up is required.

- **Recommendation 2 – Rotation of Independent Public Accountant (IPA):** CPA firm Smith & Newell, CPAs of Yuba City, California has been RHA's IPA Auditor for more than two decades. The firm won the latest five-year contract (now in the second year of such) by bidding the lowest audit fee. Other bidders were a firm from the Midwest and a firm with no PHA auditing experience. It is Best Practice to rotate IPA Auditors every three years. RHA should continue to seek other satisfactory options when the current IPA contract expires.

□ **Housing Choice Vouchers:** The HUD review team reviewed the PHA's policies, operating Procedures; Section Eight Management Assessment Program (SEMAP) Quality Control; PIC data reporting rate; criminal background checks; housing authority funding and leasing utilization, reporting requirements; monitoring changes in income of all Family Self-Sufficiency enrollees; targeting of families with extremely low income; Administrative Plan policies; Enterprise Income Verification; rent calculation including verification of income, assets, deductions, citizenship, social security information; HQS inspections as required by 24 CFR 982.305; rent burden in accordance with 24 CFR 982.305 & 24 CFR 982.508; timely annual re-examination in accordance with 24 CFR 982.516; duplicate subsidy; utility allowance & payment standards schedules; and review of tenant files.

- There were no findings, concerns, or observations by the review team.

- **Public Housing:** The HUD review team reviewed the PHA's PH PIC data reporting rate; Board-approved by-laws; Board-approved Admission and Continued Occupancy Policy (ACOP); Board-approved grievance policy; written procurement policy; Board-approved capitalization policy; Capital Fund Program obligation and expenditure end dates; flat or income-based rents annually; selection of PH tenants; targeting families at extremely low income; rent calculation including verification of income, assets, deductions, citizenship, social security information, timely re-exams, VAWA policies; duplicate subsidy; pet policy; rent roll; annual PHA Plan; documentation of background checks.
 - There were no findings, concerns, or observations on the above-listed items by the review team with the exception of the Capital Fund Program and Procurement Policy.
 - **Concern 1 – Capital Fund Program:** The review team reviewed the Regional Housing Authority's Capital Fund Program (CFP). The objective was to ensure that the Agency's CFP was obligated and expended by the applicable end dates. RHA has a total of 173 PH units and is therefore considered a Small Public Housing Authority (PHA). As a small non-troubled PHA, RHA has the option to allocate up to 100% of its annual CFP grant to budget line item (BLI) 1406, Operations. The PHA has allocated 100% of its CFP grant to BLI 1406, Operations, since 2007.
 - **Recommendation:** CFP funds placed in BLI 1406, Operations, may be used for maintenance (outlined in HUD Notice CPD-16-02 dated February 8, 2016) and are categorically excluded from environmental assessment under the National Environmental Policy Act (NEPA) and not subject to compliance requirements of the related federal environmental laws in 24 CFR 50.4 and 24 CFR 58.5, including the National Historic Preservation Act of 1966. Activities not specifically identified in HUD Notice CPD-16-02 as maintenance activities are considered rehabilitation and therefore require further environmental review. Moreover, during the review of selected RHA procurement files, the review team noted that several of files involved rehabilitation actions. While these rehabilitation actions could be considered environmentally reviewed by 2013 prepared documents, CFP grant funding for these rehabilitation procurement actions were improperly allocated to BLI 1406, rather the appropriate BLI.
 - **Observation 1 –Determination of Planned Procurement Actions:** RHA should annually reevaluate their 5 Year Action Plan (YAP) and Annual Statement/Budget/P&E to determine what planned procurement actions are considered rehabilitation, and to assure that these rehabilitation activities are properly identified and covered by the most current environmental review document. These annual evaluations should be documented in writing. All RHA staff involved with the preparation and evaluation of the 5 YAP and Annual Statement should become familiar with the contents of HUD Notice CPD-16-02 (<https://www.hudexchange.info/resources/documents/Guidance-Categorizing-Activity-as-Maintenance-Environmental-Regulations-24-CFR-Parts-50-and-58.pdf>). Work activities for rehabilitation procurements should be entered into the 5 YAP through EPIC utilizing the correct BLI 1480.

Conclusion

We thank the Regional Housing Authority Board and staff for the courtesy and cooperation shown to the HUD review team during our visit. As outlined in this report, RHA is performing effectively in a number of areas, and helping to serve important needs in the Yuba City area. We also appreciate Regional Housing Authority responsiveness to HUD's recommendations in areas where compliance is lacking or performance can be improved. Within 30 days of the date of this report, please respond with actions proposed to address each of the cited corrective actions. For your convenience, a summary of the report's one corrective action is provided below.

- **Finding 1 -- Lack of Board Budget Controls:** The Board reviewed and approved the Fiscal Year End 2018 Annual budget on January 17, 2018. The Board reviewed a CFO-prepared Financial Update (i.e. Projects' Net Income only) quarterly, but does not review Budget-to-Actual Reports monthly and address significant variances related to such. The Board does review and approve Tenant Accounts Receivable (TAR) write-offs monthly.
 - o **Corrective Action:** The Board must review monthly Budget-to-Actual Reports and significant variances related to such.

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: September 19, 2018
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Balconies, stairs and siding at Migrant Farmworker Housing Center, Yuba City

RECOMMENDATION: Award contract to Belz Construction Inc. for the balconies, stair guardrails, and siding replacement and repair project to be performed at the Migrant Farmworker Housing Center in Yuba City

FISCAL IMPACT: \$191,000 in grant funds held by the State Department of Housing and Community Development – Office of Migrant Services (“HCD-OMS”)

Background

The Migrant Farmworker Housing Center in Yuba City is a 79-unit development of farmworker multi-family housing that is managed by the Housing Authority.

In April 2016, the Housing Authority contracted with a Structural Engineering firm, Structural Designs, to inspect and assess the existing conditions of all twenty-four (24) balcony/stair landings in the 2-story buildings of the development. In May 2016, the Structural Engineer completed the report and indicated a significant amount of severe wood decay, guardrails not in compliance with current building code requirements, and landing sheathing support at vents missing, and an overall end of their useful life.

After lengthy discussions and funding approvals from HCD-OMS, in February 2018 the Structural Engineer completed the engineered design for the project, and for submission to the Yuba City Building Department. Plans have been approved by the Yuba City Building Department and are now ready for building permits.

The project will consist of the replacement of all balcony/stair landings, and guardrails. Additionally, areas of siding that will be removed during construction will be replaced with new siding.

Five General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on July 19, 2018,

with bids due to the Housing Authority on August 20, 2018. Four General Contractors submitted the following bids:

Bids Submitted:

Belz Construction Inc. (Sacramento, CA)	\$191,000.00
California Window Industries (Yuba City, CA)	\$193,000.00
CNW Construction Inc. (Rescue, CA)	\$394,000.00
JPB Designs Inc. (Sacramento, CA)	\$770,000.00

The above bids include the payment of State prevailing wage rates.

Staff's in-house cost estimate for the project scope of work totaled \$204,927.97.

The project is scheduled to commence at the conclusion and closing of the Migrant Center season in October-November 2018 to minimize resident disruption.

Recommendation

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from Belz Construction Inc., in the amount of \$191,000.00 for the balconies, stair guardrails, and siding replacement and repair project planned for the Migrant Farmworker Housing Center in Yuba City, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:

Submitted by:



Larry Tinker
Senior Development & Rehab Specialist



Gustavo Becerra
Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: September 19, 2018
To: Board of Commissioners
From: Gail Allen, Chief Financial Officer
Subject: Information Technology (IT) Contract

RECOMMENDATION: Approve 5-year Contract with Syscon Computers, A Division of Ceniom, Inc.
FISCAL IMPACT: \$45,812.16 per year

Overview – On January 20, 2010, the Consolidated Area Housing Authority of Sutter and Nevada Counties Board of Commissioners approved the engagement of the IT firm Ceniom, Inc. who, based on the information provided by the four companies interviewed, was the least expensive. On May 1, 2018, staff of the Regional Housing Authority, once again, published a Request for Proposal and through a Google search, formally notified over fourteen IT consulting firms. Although two responded with questions, only one submitted a formal bid. The Executive Director then contacted the City of Yuba City to ascertain their potential interest in handling the Regional Housing Authority IT needs, but based on their current staffing and IT needs, did not feel they could provide the RHA services needed.

RECOMMENDATION:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the selection of Syscon Computers, A Division of Ceniom, Inc. to provide Information Technology support until September 18, 2023 and provide the Executive Director authorization to enter into a contractual agreement with them.

Prepared by:

Submitted by:


Gail L. Allen, Chief Financial Officer


Gustavo Becerra, Executive Director

REGIONAL HOUSING AUTHORITY
STAFF REPORT

Date: September 19, 2018
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1, 2017, through July 31, 2018
Reserve Account Balances Through September 5, 2018

Although most of RHA's project income must stay within the project where the funding was derived, all but three projects (H2F, Devonshire and Kingwood Commons) saw positive Net Income through July.

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

- *Housing Assistance Payments (RNP)* -- >99% proration
\$32,750 net income deposited into reserve account to be used to offset future shortfalls
- *Administration Fee (UNP)* – Proration 80% (January-August)
\$108,503 net income deposited into reserve account to be used to offset future shortfalls.
Occupancy Staff continue their lease-up drive and have successfully increased voucher utilization even with two Staff currently out on leave.

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

\$397,848 combined net income – Net Income a result of FYE 2018 CFP allocation. Funds may be used for operations, as well as capital expenditures. It is anticipated that a majority of the \$397,848 CFP will be required for operational activities during FYE 2019. Current Operating Subsidy proration rate is 93.39%.

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

\$6,253 combined net income (includes \$69,386 deposited into mandated reserve accounts).

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

\$23,733 combined net income deposited into mandated reserve accounts

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

\$351 combined net income (\$691 Heather Glenn + <\$340 Teesdale) or deposited into reserve accounts

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

<\$2,577 combined net income resulting from 2018 retroactive management fee increase along with flooring, fencing and HVAC replacements in a number of units.

Unrestricted Properties (excluding restricted Devonshire) -- <\$51,343 unrestricted combined net income may be deposited into reserve accounts for past "borrowing" and/or future operations/rehab activities for any RHA project. PCD billings of \$69,280.16 will offset shortfall.

- **Cost Centers** (Management/Work Order/Fuel Fees) -- **\$12,862 net income**
- **Planning/Community Development** (First-Time Home Buyer, Owner Occupied Rehab, RHA Development/Maintenance, Developer Fees) -- **<\$67,545 net income** to be covered with future billings (\$69,280.16) to various government entities.
- **Devonshire** (30 restricted units) -- **<\$25,811 net income**. Negative receipts are a direct result of evictions and unit damage from those tenants.
- **Kingwood Commons** (64 units) -- **<\$68,195 net income**. Negative receipts are a result of roofing and new com-cable in two buildings and HVAC replacement.
- **Miscellaneous Programs** -- LC35 [Miles Market, School, Solar Farm], Stony Creek, Kristen Court, Development project & Solar-1 – **\$83,628 net income**
- **Percy Avenue** (8 units) -- **\$6,569 net income**
- **Trailer Park** (8 units) – **\$5,800 net income**
- **Transitional Trailer** (1 unit) -- **\$1,349 net income**

RESERVE ACCOUNTS:

All mandated reserve accounts are fully funded and restricted to the individual programs. The attached balances are through September 5, 2018. Accounts are considered restricted unless otherwise identified.

CALENDAR OF EVENTS:


FYE 2020 PFS to HUD	September 2018
FYE 2020 budget process begins	November 2018
Migrant Center closes.....	November 30, 2018
FYE 2018 audited REAC submission	December 31, 2018
FYE 2020 budget approval to Board and USDA.....	January 2019
FYE 2020-2021 proposed budget to OMS	February 2019
FYE 2018 fiscal year ends.....	March 31, 2019
Migrant Center opens	May 1, 2019
FYE 2018 financial audit (onsite)	May 2019
FYE 2018 unaudited REAC submission	May 31, 2019

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Executive Director

Restricted Accounts
as of September 5, 2018

Account	Origination	Uses	Approval	Balance
Checking Accounts				
Checking Central Office (6035)	Program Income	Daily Operations/Payroll	Internal	364,449.97
Checking Sweep (8277)	Program Income	Daily Operations/Payroll	Internal	0.00
				<u>364,449.97</u>
Federal Programs				
HUD - Housing Choice Voucher				
Checking HCV (6084)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	108,014.34
Reserve RNP HCV (2758)	Monthly Subsidy	Housing Assistance Payments (HAP's)	Internal	68,754.61
Reserve UNA HCV (2454)	Monthly Subsidy	Administrative Costs/HAP's	Internal	455,685.31
				<u>632,454.26</u>
HUD - Family Self Sufficiency				
Reserve FSS Escrow HCV (7896)	HAP's	Escrow Account	Payout to Participant	216,782.73
Reserve FSS Escrow PH (5595)	HAP's	Escrow Account	Payout to Participant	4,949.59
				<u>221,732.32</u>
HUD - Public Housing (CFP)				
Reserve General PH (3854)	Annual Capital Fund Grant	Operations/Capital Improvements	Internal	518,954.68
				<u>518,954.68</u>
USDA				
Grant Rehab RD 2 (2090)	Federal Rehab Grant - Existing Units	Capital Improvements	USDA	0.00
Supervised CA (8621)	Program Income - \$1,657 per month	Capital Improvements	USDA	73,038.39
Supervised BVE (0469)	Program Income - \$1,447 per month	Capital Improvements	USDA	66,036.04
Supervised BVE (Chase)	Program Income - \$800 per month	Capital Improvements	USDA	51,298.66
Supervised RD (6072)	Program Income - \$19,225 per month	Capital Improvements	USDA	1,240,849.83
				<u>1,431,222.92</u>
State Programs				
Mental Health Services				
Reserve Operating HG (2387)	Escrow	Capital Improvements	Internal	4,208.89
Reserve Replacement HG (2399)	Program Net Income	Operations/Capital Improvements	Internal	8,478.55
Reserve General Teesdale (7409)	Program Net Income	Operations/Capital Improvements	Internal	20,344.70
				<u>33,032.14</u>
Migrant Services				
Reserve Care OMS (3094)	PGE Discount	Capital Improvements	OMS	75,386.25
Reserve General OMS (3112)	Prior Unspent Budget	Capital Improvements	OMS	15,678.42
				<u>91,064.67</u>
Neighborhood Stabilization Program 1				
Reserve Operating NSP1 (8669)	Program Net Income	Operations/Capital Improvements	City of Yuba City	74,222.55
Reserve Replacement NSP1 (8657)	Program Income - \$1,288 per month	Capital Improvements	City of Yuba City	75,144.73
				<u>149,367.28</u>
Neighborhood Stabilization Program 3				
Reserve Operating NSP3 (2107)	Program Net Income	Operations/Capital Improvements	City of Yuba City	1,394.51
Reserve Replacement NSP3 (2119)	Program Income - \$3,370 per month	Capital Improvements	City of Yuba City	133,602.21
				<u>134,996.72</u>
State - Joe Serna				
Grant Rehab Serna 2 (8165)	USDA Rehab Grant	Capital Improvements	Return to State	7,088.69
				<u>7,088.69</u>

Account	Origination	Uses	Approval	Balance
Local Programs				
City of Yuba City - Homes2Families				
Reserve Operating H2F (6697)	Program Net Income	Operations/Capital Improvements	City of Yuba City	225,160.92
Reserve Replacement H2F (6430)	Program Income - \$1,200 per month	Capital Improvements	City of Yuba City	182,944.63
				408,105.55
TOTAL Restricted	Usage mandated by funding source			3,992,469.20
Security Deposit Accounts (Restricted)				
Security Deposits BVE (0147)	Tenant Income	Payout to Tenant	Internal	9,296.93
Security Deposits CA (8608)	Tenant Income	Payout to Tenant	Internal	11,768.44
Security Deposits Devonshire (4281)	Tenant Income	Payout to Tenant	Internal	11,640.51
Security Deposits H2F (8937)	Tenant Income	Payout to Tenant	Internal	6,300.16
Security Deposits HG (4931)	Tenant Income	Payout to Tenant	Internal	2,500.08
Security Deposits KC (6443)	Tenant Income	Payout to Tenant	Internal	22,745.95
Security Deposits NSP1 (8645)	Tenant Income	Payout to Tenant	Internal	4,754.17
Security Deposits NSP3 (1814)	Tenant Income	Payout to Tenant	Internal	5,750.27
Security Deposits OMS (5601)	Tenant Income	Payout to Tenant	Internal	9,130.41
Security Deposits Percy (9073)	Tenant Income	Payout to Tenant	Internal	2,892.50
Security Deposits PH (9085)	Tenant Income	Payout to Tenant	Internal	46,399.28
Security Deposits RD (6030)	Tenant Income	Payout to Tenant	Internal	17,800.63
Security Deposits Teesdale (9303)	Tenant Income	Payout to Tenant	Internal	1,354.04
Total Security Deposits				152,333.37
Miscellaneous Accounts (Unrestricted)				
Checking PH (6047)	Pass-through	Minimum Balance	Internal	100.00
Checking USDA (6011)	Pass-through	Minimum Balance	Internal	100.00
Reserve General BBP (1711)	Program Income	Minimum Balance	Internal	100.00
Reserve General HH (1723)	Program Income	Minimum Balance	Internal	100.25
Reserve General LC (4955)	Program Income	Minimum Balance	Internal	102.53
Reserve General LC (8949)	Program Income	Operations/Capital Improvements	Internal	1,829.13
Reserve General LC (9133)	Program Income	Minimum Balance	Internal	100.08
Reserve General PCD (8633)	Program Income	Operations/Capital Improvements	Internal	190,490.17
Reserve General Percy (4943)	Program Net Income	Operations/Capital Improvements	Internal	44,614.56
Reserve General TT (4505)	Program Net Income	Operations/Capital Improvements	Internal	35,562.32
Reserve Solar Farm (4918)	Program Income	Inverter Replacement (2023)	Internal	562.34
Reserve Solar Farm (RVCB)	Program Income	Inverter Replacement (2023)	Internal	42,535.84
Reserve Unfunded Liabilities LC (6375)	Program Income	Net Pension/OPEB	Internal	95,142.46
Total Unrestricted Accounts				411,339.68

Housing Choice Voucher

Period = Apr 2018-Jul 2018

Admin Fee, FSS & Port-ins

	Admin Fee		Family Self-Sufficiency		Port-Ins		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
3000-00-000 INCOME								
3410-02-000 Admin. Fee	374,009.00	317,645.56	0.00	0.00	0.00	374,009.00	317,645.56	
3410-03-000 FSS Grant	0.00	0.00	45,930.72	0.00	0.00	45,930.72	0.00	
3410-04-000 Port-in Admin Fees	0.00	0.00	0.00	0.00	-308.82	-308.82	0.00	
3410-06-000 Port-in Hap Earned	0.00	0.00	0.00	0.00	-4,753.00	-4,753.00	0.00	
3611-00-000 Investment	133.28	92.08	0.00	0.00	0.00	133.28	92.08	
3640-00-000 Fraud Recovery	4,019.34	4,003.16	0.00	0.00	0.00	4,019.34	4,003.16	
3650-00-000 Miscellaneous	10.50	30.84	0.00	0.00	0.00	10.50	30.84	
3999-00-000 Total Income	378,172.12	321,771.64	45,930.72	0.00	-5,061.82	419,041.02	321,771.64	
4000-00-000 EXPENSES								
4199-00-000 Administrative	256,342.70	305,836.28	8,112.23	0.00	0.00	264,454.93	305,836.28	
4299-00-000 Tenant Services	0.00	0.00	34,662.17	0.00	0.00	34,662.17	0.00	
4399-00-000 Utility	2,966.22	3,354.40	0.00	0.00	0.00	2,966.22	3,354.40	
4499-00-000 Maintenance	7,901.67	3,836.36	0.00	0.00	0.00	7,901.67	3,836.36	
4599-00-000 General	2,177.32	3,151.84	0.00	0.00	0.00	2,177.32	3,151.84	
4799-00-000 Housing Assistance Payments	0.00	0.00	0.00	0.00	-1,624.00	-1,624.00	0.00	
8000-00-000 Total Expenses	269,387.91	316,178.88	42,774.40	0.00	-1,624.00	310,538.31	316,178.88	
9000-00-000 NET INCOME	108,784.21	5,592.76	3,156.32		-3,437.82	108,502.71	5,592.76	

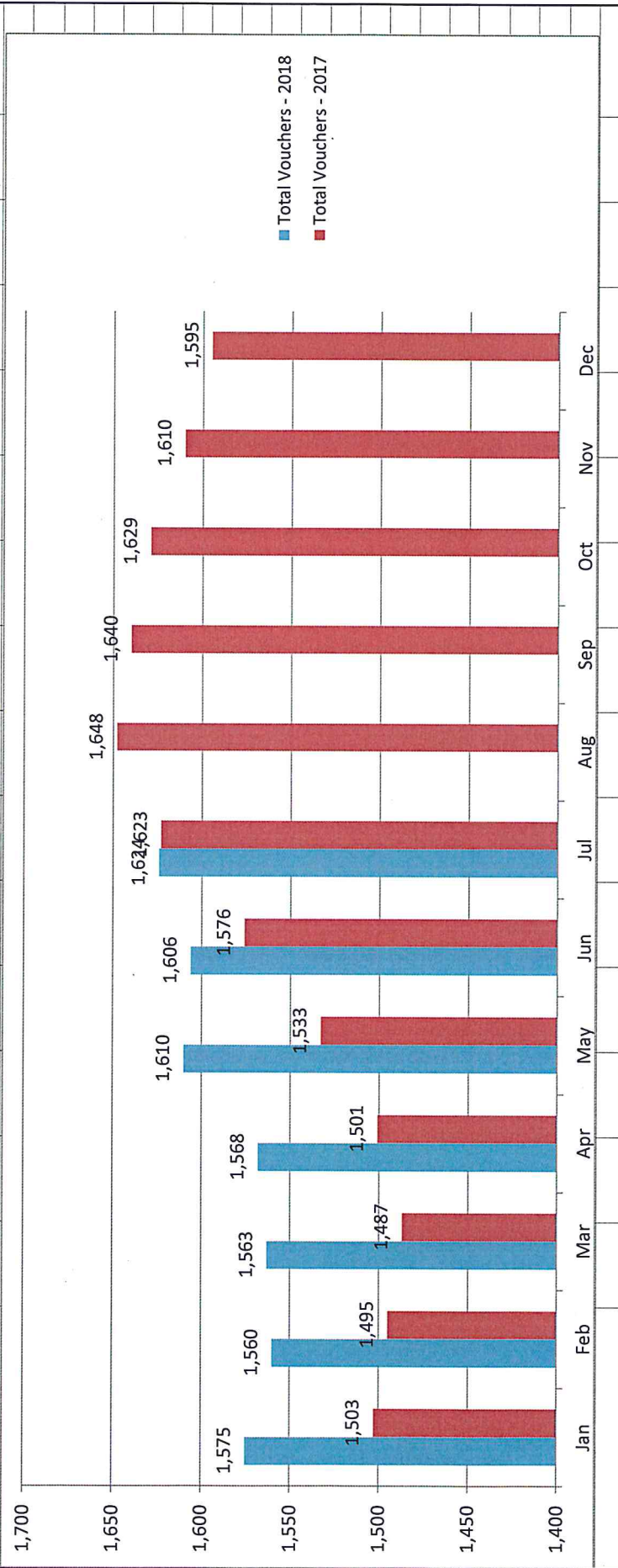
Housing Assistance Payments

	Sutter	Colusa	Maple Park	Maple Park-1 (PBV)	Maple Park-2 (PBV)	Nevada	Stony Creek (PBV)	VASH	Yolo (PBV)	Yuba	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
3000-00-000 INCOME											
3410-01-000 HAP Earned	3,338,839.00	0.00	0.00	0.00	0.00	0.00	0.00	40,566.00	0.00	0.00	3,379,405.00
3611-00-000 Investment	15.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.70
3640-00-000 Fraud Recovery	3,508.64	142.50	0.00	0.00	0.00	189.00	0.00	0.00	0.00	179.12	4,019.26
3999-00-000 Total Income	3,342,363.34	142.50	0.00	0.00	0.00	189.00	0.00	40,566.00	0.00	179.12	3,383,439.96
4000-00-000 EXPENSES											
4715-00-000 Housing Assistance Payments	1,285,293.00	46,864.00	15,513.00	119,442.00	68,939.00	717,115.00	66,681.00	62,288.00	7,986.00	859,947.00	3,250,068.00
4715-01-000 Tenant Utility Payments	10,937.00	105.00	0.00	3,903.00	229.00	3,537.00	64.00	280.00	0.00	6,961.00	26,016.00
4715-02-000 Port-Out HAP's	31,847.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	5,438.00	38,485.00
4715-03-000 FSS Escrow Payments	27,045.00	0.00	0.00	0.00	0.00	236.00	0.00	0.00	0.00	8,839.93	36,120.93
4799-00-000 Total Housing Assistance Payments	1,355,122.00	46,969.00	15,513.00	123,345.00	69,168.00	722,088.00	66,745.00	62,568.00	7,986.00	881,185.93	3,350,689.93
9000-00-000 NET INCOME	1,987,241.34	-46,826.50	-15,513.00	-123,345.00	-69,168.00	-721,899.00	-66,745.00	-22,002.00	-7,986.00	-881,006.81	32,750.03

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Housing Choice Voucher Utilization

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Vouchers - 2018	1,575	1,560	1,563	1,568	1,610	1,606	1,624	1,648	1,640	1,629	1,610	1,595	11,106
Total Vouchers - 2017	1,503	1,495	1,487	1,501	1,533	1,576	1,623	1,648	1,640	1,629	1,610	1,595	18,840
Total Vouchers - Port-Outs	11	10	10	10	10	9	10						70



Public Housing

Period = Apr 2018-Jul 2018

	Date Street		Joann Way		Richland		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
3000-00-000 INCOME								
3199-00-000 Tenant	57,122.12	54,957.08	23,234.84	23,104.36	167,557.31	158,623.00	247,914.27	236,684.44
3401-00-000 HUD Operating Grants/Subsidy	34,833.83	32,596.68	15,771.35	23,387.20	114,019.82	78,798.16	164,625.00	134,782.04
3415-00-000 Other Government Grants	0.00	0.00	0.00	0.00	40,000.00	0.00	40,000.00	0.00
3420-00-000 Capital Fund Grants	86,245.05	30,582.04	39,054.38	14,679.32	282,330.57	60,552.28	407,630.00	105,813.64
3611-00-000 Investment	38.05	22.52	20.61	4.52	93.22	5.60	151.88	32.64
3641-00-000 FSS Escrow Forfeitures	0.00	0.00	0.00	0.00	803.83	0.00	803.83	0.00
3650-00-000 Miscellaneous	0.00	0.00	0.00	0.00	0.01	0.00	0.01	0.00
3999-00-000 Total Income	178,239.05	118,158.32	78,081.18	61,175.40	604,804.76	297,979.04	861,124.99	477,312.76
4000-00-000 EXPENSES								
4199-00-000 Administrative	25,053.63	35,656.16	16,739.48	26,335.12	70,578.00	121,135.76	112,371.11	183,127.04
4299-00-000 Tenant Services	3,323.83	4,239.52	2,747.63	2,904.88	3,637.51	5,893.88	9,708.97	13,038.28
4399-00-000 Utility	21,211.99	23,638.56	8,253.45	9,512.20	44,122.02	43,866.48	73,587.46	77,017.24
4499-00-000 Maintenance	53,135.47	43,988.32	23,308.98	17,171.76	65,913.08	90,003.20	142,357.53	151,163.28
4599-00-000 General	8,532.75	8,589.52	2,595.39	4,715.24	112,181.49	20,972.40	123,309.63	34,277.16
4799-00-000 Housing Assistance Payments	0.00	0.00	2.00	0.00	1,940.00	508.68	1,942.00	508.68
8000-00-000 Total Expenses	111,257.67	116,112.08	53,646.93	60,639.20	298,372.10	282,380.40	463,276.70	459,131.68
9000-00-000 NET INCOME	66,981.38	2,046.24	24,434.25	536.20	306,432.66	15,598.64	397,848.29	18,181.08
3420-00-000 Capital Fund Grants - Operating	-86,245.05	0.00	-39,054.38	0.00	-282,330.57	0.00	-407,630.00	0.00
9000-00-000 NET INCOME (REVISED)	-19,263.67	2,046.24	-14,620.13	536.20	24,102.09	15,598.64	-9,781.71	18,181.08
3420-00-000 Capital Fund Grants	86,245.05	0.00	39,054.38	0.00	282,330.57	0.00	407,630.00	0.00
9000-00-000 Net Income	-19,263.67	0.00	-14,620.13	0.00	24,102.09	0.00	-9,781.71	0.00
3420-00-000 Capital Fund Grants (remain)	66,981.38	0.00	24,434.25	0.00	306,432.66	0.00	397,848.29	0.00

USDA

Period = Apr 2018-Jul 2018

	Butte View Estates		Centennial Arms		Richland Housing		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
3000-00-000 INCOME								
3111-00-000 Tenant Rent	29,649.00	44,595.60	23,469.60	27,762.12	285,836.02	280,755.20	338,954.62	353,112.92
3111-05-000 RD Rental Assistance	0.00	64,288.72	49,472.00	49,518.56	401,676.00	412,607.44	451,148.00	526,414.72
3112-00-000 HUD Rental Assistance	69,400.00	0.00	0.00	0.00	0.00	0.00	69,400.00	0.00
3113-00-000 Less: Vacancies	0.00	-3,266.52	0.00	-5,316.00	0.00	-10,400.44	0.00	-18,982.96
3115-05-000 RD Prepayments	0.00	0.00	-510.00	0.00	0.00	0.00	-510.00	0.00
3120-01-000 Laundry and Vending	507.59	456.08	381.77	0.00	0.00	0.00	889.36	456.08
3120-02-000 Cleaning Fee	0.00	146.68	230.00	69.20	1,020.00	0.00	1,250.00	215.88
3120-03-000 Damages	0.00	0.00	0.00	0.00	123.55	0.00	123.55	0.00
3120-04-000 Late Charges	30.00	13.32	0.00	0.00	270.00	157.00	300.00	170.32
3120-05-000 Legal Fees	0.00	0.00	0.00	0.00	688.63	0.00	688.63	0.00
3120-06-000 NSF Charges	0.00	0.00	0.00	0.00	25.00	0.00	25.00	0.00
3120-07-000 Utility Reimbursement	0.00	0.00	0.00	0.00	299.45	0.00	299.45	0.00
3120-09-000 Miscellaneous	445.95	155.76	225.81	13.76	2,812.74	1,371.16	3,484.50	1,540.68
3999-00-000 Total Income	100,032.54	106,389.64	73,269.18	72,047.64	692,751.39	684,490.36	866,053.11	862,927.64
4000-00-000 EXPENSES								
4199-00-000 Administrative	22,912.08	21,838.76	14,391.17	14,176.96	130,035.29	157,154.52	167,338.54	193,170.24
4299-00-000 Tenant Services	4,500.91	5,171.92	1,940.39	3,337.20	3,827.05	7,207.68	10,268.35	15,716.80
4399-00-000 Utility	12,583.38	14,225.04	8,755.75	9,662.12	93,128.02	90,316.08	114,467.15	114,203.24
4499-00-000 Maintenance	27,075.29	29,540.92	8,247.67	19,709.32	277,408.99	241,650.52	312,731.95	290,900.76
4599-00-000 General	1,295.56	3,109.64	899.84	2,338.08	39,356.35	30,684.92	41,551.75	36,132.64
4799-00-000 Housing Assistance Payments	10.00	0.00	12.00	143.32	0.00	628.68	22.00	772.00
4899-00-000 Financing	22,332.44	22,332.48	18,985.29	18,951.24	79,586.97	79,526.48	120,904.70	120,810.20
5999-00-000 Mandated Reserves	8,987.32	8,987.32	6,628.00	6,628.00	76,900.00	76,900.00	92,515.32	92,515.32
8000-00-000 Total Expenses	99,696.98	105,206.08	59,860.11	74,946.24	700,242.67	684,068.88	859,799.76	864,221.20
9000-00-000 NET INCOME	335.56	1,183.56	13,409.07	-2,898.60	-7,491.28	421.48	6,253.35	-1,293.56

Homes2Families
Period = Apr 2018-Jul 2018

	h2f-1055	h2f-1082	h2f-1483	h2f-529	h2f-545	h2f-590	h2f-514	h2f-625	h2f-716	h2f-732	h2f-764	h2f-815	h2f-817	h2f-825	h2f-829	h2f-833	h2f-847	h2f-889	h2f-925	Total	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
3000-00-000 INCOME																					
3199-00-000 Tenant	3,840.00	3,640.00	3,640.00	0.00	4,400.00	2,920.00	0.00	0.00	-1,001.00	3,700.00	4,200.00	2,800.00	0.00	4,000.00	4,200.00	0.00	4,000.00	0.00	3,800.00	44,139.00	
3699-00-000 Other	12.04	8.47	7.03	1.32	11.18	2.29	1.39	0.79	36.53	7.92	12.90	7.10	4.60	13.60	9.39	0.67	15.02	15.82	8.79	176.85	
3999-00-000 Total Income	3,852.04	3,648.47	3,647.03	1.32	4,411.18	2,922.29	1.39	0.79	-964.47	3,707.92	4,212.90	2,807.10	4.60	4,013.60	4,209.39	0.67	4,015.02	15.82	3,808.79	44,315.85	
4000-00-000 EXPENSES																					
4199-00-000 Administrative	1,150.00	1,150.00	1,150.00	0.00	1,150.00	1,150.00	0.00	0.00	250.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	0.00	1,150.00	1,370.50	1,150.00	16,570.50	
4399-00-000 Utility	569.69	503.52	640.29	0.00	532.00	542.64	0.00	0.00	22.81	746.93	521.13	731.15	143.16	503.52	516.31	0.00	503.52	-58.42	504.19	6,922.44	
4499-00-000 Maintenance	545.00	545.00	1,463.70	0.00	3,665.00	545.00	0.00	0.00	150.00	874.14	2,535.00	745.00	860.00	1,110.00	723.25	0.00	7,764.25	830.50	1,026.81	23,382.65	
4599-00-000 General	1.32	1.32	1.32	0.00	1.32	1.32	0.00	0.00	0.00	1.32	1.32	1.32	0.00	1.32	1.32	0.00	1.32	1.32	1.32	17.16	
8000-00-000 Total Expenses	2,266.01	2,199.84	3,255.31	0.00	5,348.32	2,238.96	0.00	0.00	422.81	2,772.39	4,207.45	2,627.47	2,153.16	2,764.84	2,390.88	0.00	9,419.09	2,143.90	2,682.32	46,892.75	
9000-00-000 NET INCOME	1,586.03	1,448.63	391.72	1.32	-937.14	683.33	1.39	0.79	-1,387.28	935.53	5.45	179.63	-2,148.56	1,248.76	1,818.51	0.67	-5,404.07	-2,128.08	1,126.47	-2,576.90	

Neighborhood Stabilization Program -- 1 & 3
Period = Apr 2018-Jul 2018

	nsp-1942	nsp-2085	nsp-2368	nsp-2660	nsp-3050	nsp-3117	nsp-714	nsp-760	nsp-898	nsp-124	nsp-139	nsp-147	nsp-176	nsp-180	nsp-185	nsp-199	nsp-200	nsp-238	nsp-344	nsp-380	nsp-391	nsp-911	nsp-954	Total	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
3000-00-000 INCOME																									
3199-00-000 Tenant	3,428.00	3,620.00	3,679.48	3,453.00	3,388.00	3,463.00	3,698.52	3,620.00	3,428.00	3,941.88	3,453.00	3,413.00	3,652.93	3,428.00	3,572.00	4,254.26	4,468.83	3,428.00	3,388.00	2,821.54	3,388.00	2,821.54	0.00	3,388.00	74,987.44
3699-00-000 Other	2.19	5.71	6.45	2.83	5.09	6.31	4.71	3.72	2.12	4.33	3.81	2.27	3.43	2.22	4.40	3.81	2.10	3.81	3.89	3.84	3.84	3.84	0.82	3.68	81.54
3999-00-000 Total Income	3,430.19	3,625.71	3,685.93	3,455.83	3,393.09	3,469.31	3,703.23	3,623.72	3,430.12	3,946.21	3,456.81	3,415.27	3,656.36	3,430.22	3,576.40	4,258.07	4,470.93	3,431.81	3,391.89	2,825.38	3,391.89	2,825.38	0.82	3,391.68	75,068.98
4000-00-000 EXPENSES																									
4199-00-000 Administrative	1,363.74	1,022.94	779.92	821.44	880.31	846.01	712.21	726.97	767.75	873.70	1,068.05	911.32	921.19	859.70	874.92	797.17	904.71	811.47	730.83	931.98	423.14	845.69	18,875.16		
4399-00-000 Utility	534.16	620.57	547.03	547.03	547.03	547.03	610.81	513.03	421.30	579.71	393.03	521.57	527.22	520.32	641.89	581.01	562.19	562.09	367.93	567.43	567.43	0.00	768.49	11,321.66	
4499-00-000 Maintenance	2,917.66	1,589.35	443.96	647.57	2,189.32	501.67	470.01	358.23	659.19	486.66	693.03	485.91	804.98	1,255.47	787.87	343.62	1,414.72	599.12	328.62	834.31	42.34	590.79	18,444.40		
4599-00-000 General	80.88	87.96	55.84	52.76	57.28	75.80	77.40	70.24	51.80	97.72	80.12	41.64	1,256.38	62.96	93.52	81.72	105.68	85.56	59.12	51.76	51.76	0.00	69.36	2,695.50	
8000-00-000 Total Expenses	4,896.44	3,320.82	1,826.75	2,068.80	3,673.94	1,811.30	1,870.43	1,668.47	1,900.04	2,037.79	2,234.23	1,960.44	3,509.77	2,698.45	2,398.20	1,803.52	2,987.30	2,058.24	1,486.50	2,385.48	465.48	2,274.33	51,336.72		
9000-00-000 NET INCOME	-1,466.25	304.89	1,859.18	1,387.03	-280.85	1,658.01	1,832.80	1,955.25	1,530.08	1,908.42	1,222.58	1,454.83	146.59	731.77	1,178.20	2,454.55	1,483.63	1,373.57	1,905.39	439.90	-464.66	1,117.35	23,732.26		

Mental Health Services Act

Period = Apr 2018-Jul 2018

	<i>Heather Glenn</i>		<i>Teesdale</i>		<i>Total</i>	
	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>
3000-00-000 INCOME						
3199-00-000 Tenant	13,511.00	9,526.68	9,599.07	10,664.36	23,110.07	20,191.04
3499-00-000 Grant	0.00	5,666.68	0.00	0.00	0.00	5,666.68
3699-00-000 Other	0.20	0.00	3.68	2.96	3.88	2.96
3999-00-000 Total Income	13,511.20	15,193.36	9,602.75	10,667.32	23,113.95	25,860.68
4000-00-000 EXPENSES						
4199-00-000 Administrative	2,496.24	4,292.40	3,162.19	3,532.80	5,658.43	7,825.20
4399-00-000 Utility	5,138.54	5,580.52	3,557.49	3,445.12	8,696.03	9,025.64
4499-00-000 Maintenance	4,355.02	3,950.64	3,010.12	3,461.84	7,365.14	7,412.48
4599-00-000 General	830.56	763.36	178.71	202.56	1,009.27	965.92
4899-00-000 Financing	0.00	0.00	34.03	0.00	34.03	0.00
5999-00-000 Non-Operating Items	0.00	583.32	0.00	0.00	0.00	583.32
8000-00-000 Total Expenses	12,820.36	15,170.24	9,942.54	10,642.32	22,762.90	25,812.56
9000-00-000 NET INCOME	690.84	23.12	-339.79	25.00	351.05	48.12

TRIO

Period = Apr 2018-Jul 2018

	<i>tr-134</i>	<i>tr-185</i>	<i>tr-463</i>	<i>trio</i>	<i>Total</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
3000-00-000 INCOME					
3199-00-000 Tenant	7,900.00	5,500.00	1,154.50	0.00	14,554.50
3699-00-000 Other	-425.00	0.00	0.00	57,425.78	57,000.78
3999-00-000 Total Income	7,475.00	5,500.00	1,154.50	57,425.78	71,555.28
4000-00-000 EXPENSES					
4199-00-000 Administrative	700.00	0.00	322.50	310.28	1,332.78
4499-00-000 Maintenance	0.00	737.54	0.00	110.33	847.87
4599-00-000 General	1,097.36	87.44	143.24	24.00	1,352.04
4899-00-000 Financing	0.00	0.00	0.00	36,397.96	36,397.96
5999-00-000 Non-Operating Items	5,677.64	0.00	688.76	-6,366.40	0.00
8000-00-000 Total Expenses	7,475.00	824.98	1,154.50	30,476.17	39,930.65
9000-00-000 NET INCOME	0.00	4,675.02	0.00	26,949.61	31,624.63

Unrestricted Properties

Period = Apr 2018-Jul 2018

	cc-fleet		cc-h2f		cc-mp		cc-mp2		cc-nonpr		cc-pay		dev-mp2		Devonshire		Kingwood Commons		Kristen Court		LC-35		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
3000-00-000 INCOME																							
3199-00-000 Tenant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98,758.25	79,187.72	174,986.77	173,287.96	0.00	0.00	0.00	0.00	34,645.99	30,098.88
3499-00-000 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,289.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3699-00-000 Other	38,578.62	28,210.50	28,210.50	8,592.50	4,342.75	21,622.73	0.00	51,321.90	0.00	51,321.90	0.00	51,321.90	0.00	98,760.15	79,197.80	232,281.43	173,290.96	17,193.86	17,193.86	17,193.86	17,193.86	42,677.67	42,730.24
Total Income	38,578.62	28,210.50	28,210.50	8,592.50	4,342.75	21,622.73	0.00	51,321.90	0.00	51,321.90	0.00	51,321.90	0.00	98,760.15	79,197.80	232,281.43	173,290.96	17,193.86	17,193.86	17,193.86	17,193.86	77,323.66	72,829.12
4000-00-000 EXPENSES																							
4199-00-000 Administrative	181.77	7,604.91	1,529.10	253.38	13,138.49	0.00	4,581.75	0.00	23,526.62	16,149.00	29,880.43	33,467.60	760.72	7,208.89	8,587.60	3,648.10	4,994.28	0.00	0.00	0.00	0.00	9,557.36	10,081.24
4299-00-000 Tenant Services	0.00	0.00	0.00	0.00	1,372.22	0.00	0.00	0.00	7,208.89	19,626.20	25,222.66	26,048.96	0.00	19,088.33	19,626.20	25,222.66	26,048.96	0.00	0.00	0.00	0.00	0.00	0.00
4399-00-000 Utility	0.00	156.33	0.00	0.00	322.69	0.00	0.00	0.00	40,318.85	12,458.04	77,019.73	47,918.16	58.06	40,318.85	12,458.04	77,019.73	47,918.16	58.06	58.06	58.06	2,706.20	0.00	
4499-00-000 Maintenance	25,606.87	7,971.01	6,500.90	1,536.44	5,792.23	0.00	0.00	0.00	9,460.95	1,070.04	110,825.80	6,960.40	0.00	9,460.95	1,070.04	110,825.80	6,960.40	0.00	0.00	0.00	0.00	644.56	85.64
4599-00-000 General	1,915.40	46.96	0.00	0.00	96.84	14,459.33	0.00	0.00	374.00	105.32	0.00	0.00	0.00	374.00	105.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4799-00-000 Housing Assistance Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,593.08	24,593.08	53,880.20	53,880.20	0.00	24,593.08	24,593.08	53,880.20	53,880.20	0.00	0.00	0.00	0.00	23,989.80	23,989.80
4899-00-000 Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5999-00-000 Non-Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.09	0.00
Total Expenses	27,704.04	15,779.21	8,030.00	1,789.82	20,722.47	14,459.33	0.00	4,581.75	124,570.72	82,589.28	300,476.92	173,269.60	818.78	124,570.72	82,589.28	300,476.92	173,269.60	818.78	818.78	818.78	36,897.83	34,156.68	
9000-00-000 Net Income	10,874.58	12,431.29	562.50	2,552.93	900.26	-14,459.33	0.00	46,740.15	-25,810.57	-3,391.48	-68,195.49	21.36	16,375.08	-25,810.57	-3,391.48	-68,195.49	21.36	16,375.08	16,375.08	16,375.08	0.00	0.00	38,672.44
4588-00-000 Fixed Assets (>\$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Revised)	10,874.58	12,431.29	562.50	2,552.93	900.26	-14,459.33	0.00	46,740.15	-25,810.57	-3,391.48	-68,195.49	21.36	16,375.08	-25,810.57	-3,391.48	-68,195.49	21.36	16,375.08	16,375.08	16,375.08	0.00	0.00	38,672.44

	Planning/Community Development		Perry		Solar-1		Stony Creek		Trailer Park		Transitional Trailer		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
3000-00-000 INCOME														
3199-00-000 Tenant	0.00	0.00	18,441.38	17,883.96	0.00	0.00	0.00	0.00	16,329.48	15,697.76	2,960.00	3,120.00	346,121.87	319,276.28
3499-00-000 Grant	0.00	15,615.68	13,987.93	66,778.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,276.93	82,394.40
3699-00-000 Other	3,804.04	1,975.52	6,469.13	7,785.44	29.29	27.52	952.21	2,008.41	0.00	0.00	8.32	8.08	225,819.49	52,539.88
Total Income	3,804.04	17,591.20	18,470.67	17,911.48	952.21	27.52	952.21	2,008.41	16,329.48	15,697.76	2,968.32	3,128.08	643,218.29	454,210.56
4000-00-000 EXPENSES														
4199-00-000 Administrative	38,178.22	15,147.40	48,666.69	73,249.08	5,367.02	5,258.16	0.00	2,873.90	2,065.07	5,169.84	484.20	254.48	188,649.63	158,776.80
4299-00-000 Tenant Services	0.00	0.00	2,150.24	1,979.48	0.00	5.00	0.00	0.00	0.00	11.68	0.00	0.00	14,379.45	15,578.04
4399-00-000 Utility	0.00	0.00	14.71	48.48	2,865.60	0.00	0.00	0.00	4,056.77	3,466.36	301.87	295.92	51,990.66	52,351.52
4499-00-000 Maintenance	15.00	0.00	2,112.14	1,222.80	3,410.90	6,773.80	0.00	0.00	4,341.03	3,713.28	784.83	1,738.32	178,174.19	73,824.40
4599-00-000 General	0.00	0.00	397.03	266.24	296.12	427.52	1,070,846.65	0.00	66.32	155.44	48.34	52.04	1,209,104.80	9,017.32
4799-00-000 Housing Assistance Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	374.00	105.32
4899-00-000 Financing	0.00	0.00	272.15	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	122,735.23	102,463.08
5999-00-000 Non-Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.09	0.00
Total Expenses	38,193.22	15,147.40	53,612.96	76,766.08	11,901.34	15,330.08	1,090,846.65	2,873.90	10,529.19	12,516.60	1,619.74	2,340.76	1,765,407.87	412,116.48
9000-00-000 Net Income	-34,389.18	2,443.80	-33,155.90	-2,201.92	6,569.33	2,581.40	-1,089,894.44	-865.49	5,800.29	3,181.16	1,348.58	787.32	-1,122,189.58	42,094.08
4588-00-000 Fixed Assets (>\$5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,070,846.65	0.00
Net Income (Revised)	-34,389.18	2,443.80	-33,155.90	-2,201.92	6,569.33	2,581.40	-19,047.79	-865.49	5,800.29	3,181.16	1,348.58	787.32	-51,342.93	42,094.08

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