



REGIONAL HOUSING AUTHORITY

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

1455 Butte House Road • Yuba City, CA 95993

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

www.RegionalHA.org

December 11, 2019

TO: Chairperson Kent Boes
Commissioner Dan Miller
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner David Waite
Commissioner Suzanne Gallaty
Commissioner Rick Millhollin
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Randy Fletcher
Commissioner Bob Woten
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
Rob Choate, County of Nevada
The Union
Judy Sanchez, City of Yuba City

NOTICE OF REGULAR MEETING

December 18, 2019

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, December 18, 2019 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Executive Director



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
December 18, 2019, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 1. Approval of Minutes – November 20, 2019 pg. 1
 - 2. Approval of Reappointment of Tenant Commissioner Suzanne Gallaty pg. 4
 - 3. Approval of Out of State Travel for 2020 pg. 5
 - 4. Resolution 19--1648, Approval of PHA Certifications of Compliance with PHA Plans and Related Regulations for Annual Plan pg. 7
 - 5. Resolution 19-1649, Civil Rights Certification for Annual Plan pg. 9
 - 6. Resolution 19-1650, Approval of PHA Certifications of Compliance with PHA Plans and Related Regulations for 5-Year Plan pg. 10

7. Resolution 19-1651 – Civil Rights Certification for 5-Year Plan pg. 12

8. Resolution 19-1652 – Approval of Administrative Plan pg. 13

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

9. Recommend Approval to Award Construction Contract for Rehab pg. 20
Project at Butte View Estates to California Window Industries
Larry Tinker, Senior Development and Rehab
Specialist

I. ADMINISTRATIVE REPORT:

10. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: January 15, 2020

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
November 20, 2019

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Ron Sullenger, Rick Millhollin, John Loudon, Randy Fletcher, Manny Cardoza, Dan Miller, Suzanne Gallaty, Doug Lofton, Brian Foss, Bob Woten and Jeramy Chapdelaine were present. Commissioners David Waite and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioners Gallaty and Miller led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1. THROUGH F.6 - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger,
Randy Fletcher, John Loudon, Manny Cardoza, Suzanne
Gallaty, Rick Millhollin, Dan Miller, Jeramy Chapdelaine,
Doug Lofton, Bob Woten and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite and Toni Benson

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H. – NEW BUSINESS: NONE

ITEM NO. I.7. – RHA OWNED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge stated staff continues to maintain low vacancy rates at all properties. She mentioned there are a few units offline in Richland Public Housing due to rehabilitation. Ms. Runge shared the Office of Migrant Services (OMS) families received an extension to stay through November 25, 2019.

ITEM NO. I.8. – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Alisha Parker said the Housing Choice Voucher numbers are going up. She shared the waiting list for HCV will open for local residents only. Ms. Parker stated the waiting list for Courtyards at Penn Valley remains open.

ITEM NO. I.9. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Beckie Flores shared staff received approval for three (3) owner-occupied rehabilitation projects. She mentioned staff will soon begin working with families affected by the 2017 fires in the Disaster Recovery program.

Ms. Flores stated the exterior of the units at Richland Rural Development are being painted. She said the water coolers at the OMS site will be replaced by the opening of next season. Ms. Flores mentioned the last roof replacement for Kingwood Commons will begin the end of November, beginning of December.

Ms. Flores shared the demolition at 448 Garden Highway is underway. She stated the financing will be closing in March 2020 with construction possibly starting in April 2020. Ms. Flores explained both the Kristen Court Phase 2 project in Live Oak and Truckee Artist Lofts in Truckee are under construction.

Ms. Flores mentioned the Grass Valley Terrace, Lone Oak and Devonshire projects are all slated to close financing in March 2020. She shared a Tax Credit application will be submitted in March for Brunswick Commons. Ms. Flores stated staff are working on an application for No Place Like Home funds for the Cedar Lane project.

ITEM NO. I.10. – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin stated work orders remain status quo.

ITEM NO. I.11. – FINANCE UPDATE:

Chief Financial Officer Marco Cruz explained it has been a solid year. He went over the report provided in the packet. Mr. Cruz mentioned there was a withdraw of \$90,000 from the NSP reserve account due to some invoices not being covered when submitted by the City of Yuba City.

Mr. Cruz shared a new program he is using with staff called the LEAN initiative. This initiative looks at a process and identifies ways to streamline. Mr. Cruz explained staff used this initiative on the 49 water bills received by the City of Yuba City. Before the initiative it would take staff 4 minutes and 29 seconds to process each invoice, now it takes staff 7 seconds to process an invoice saving staff hours of time.

Mr. Cruz stated there are several bank accounts and he will be consolidating some of those accounts so there not so many.

ITEM NO. I.12. – ADMINISTRATIVE UPDATE:

Mr. Becerra thanked Mr. Cruz and staff on embracing the LEAN initiative. He also thanked staff at the City of Yuba City for the data dumps for this initiative.

Mr. Becerra explained staff has reviewed the HCV regulations and cannot find anything preventing the opening of the waiting list to local residents only.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cardoza wanted to give a shout out to Salvation Army and Yuba County for providing 8 transitional homes in Olivehurst. He stated the project was slated to take 18 months, and it only took 7 months.

Commissioner Sullenger stated the Sutter County Board of Supervisors are trying to be proactive regarding the homeless issue and at last night's meeting they passed a new homeless ordinance.

ITEM NO. K – NEXT MEETING: December 4, 2019

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:59 PM.

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: December 18, 2019
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Tenant Commissioner Term Expiration
RECOMMENDATION: Re-Appointment of Tenant Commissioner
FISCAL IMPACT: Not applicable

Background

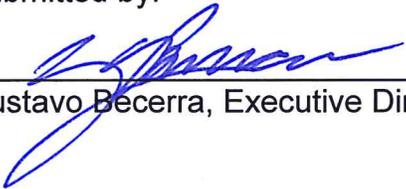
Commissioner Suzanne Gallaty has been the Tenant Commissioner representative on the Board of Commissioners since November 2010, and her term as Tenant Commissioner expires in December 2019.

Staff advertised the position to interested residents and received four (4) applications. Interviews were conducted by Chairperson Kent Boes, Executive Assistant/HR Coordinator Jennifer Ruiz, and myself on November 20, 2019.

Recommendation

It is recommended that the Board of Commissioners of the Regional Housing Authority support the reappointment of Tenant Commissioner Suzanne Gallaty to the Governing Bodies for their approval.

Submitted by:



Gustavo Becerra, Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: December 18, 2019
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Out-of-State travel for meetings/trainings/conferences for Board Chairperson, Commissioner Rick Millhollin, Executive Director, Planning and Community Development Manager, and both Occupancy Managers

RECOMMENDATION: Authorize staff to attend referenced conferences and meetings

FISCAL IMPACT: Approximately \$14,500 for all four conferences/meetings and business trip expenses (inclusive of transportation, lodging, meals, conference registration)

Background:

The Regional Housing Authority (RHA) is a member of the National Association of Housing & Redevelopment Officials (NAHRO). NAHRO is the largest and strongest advocate for Housing Authorities nationwide. NAHRO also conducts three conferences per year, the Legislative, the Summer, and the Fall Conference. It is important for the Housing Authority to be tied into the information at a national level with NAHRO, and for staff to learn the various changes in regulations, legislation, and best practices as it relates to federal housing programs.

In 2020, if approved by the Board of Commissioners, the Chairperson and the Asset Portfolio Occupancy Manager would attend the Legislative Conference in Washington DC, from March 29-31; the Housing Choice Voucher Occupancy Manager would attend the Summer Conference in New York, NY, from July 23-25 and the Executive Director would attend the National Conference in Orlando, FL, from October 1-3.

Additionally, it is requested that Commissioner Rick Millhollin, Executive Director, and Planning and Community Development Manager be approved to travel to Boise, ID, between May and September (dates to be determined) to meet with The Pacific Companies (TPC), development partner of Regional Housing Authority on a number of projects, to tour a permanent supportive housing (PSH) project recently constructed by

TPC, that will be very similar in size, and operational supportive services, as the PSH projects that RHA is working on developing in Grass Valley, Olivehurst and Yuba City. The interest of RHA is to meet with supportive service providers and tour the New Path PSH development for the benefit of Hands of Hope who will be our service provider for New Haven Court and Cedar Lane PSH Apartments.

It is also requested that Executive Director attend the National Rural Housing Conference in Washington, DC from December 2-4.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the out-of-state travel for the referenced staff members, Board Chairperson and Commissioner Rick Millhollin.

Prepared and submitted by:



Gustavo Becerra
Executive Director

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications
Resolution 19-1648**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the [^] 5-Year and/or [^] Annual PHA Plan for the PHA fiscal year beginning 04/2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

7

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Regional Housing Authority _____
 PHA Name

CA048 _____
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2020

5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Kent Boes	Title Chairperson
Signature	Date 12/18/2019

8

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Resolution 19-1649

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Regional Housing Authority _____
PHA Name

CA048 _____
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Kent Boes	Title Chairperson
Signature	Date 12/18/2019

9

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications
Resolution 19-1650**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ^ 5-Year and/or ^ Annual PHA Plan for the PHA fiscal year beginning 04/2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

10

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Regional Housing Authority _____
 PHA Name

CA048 _____
 PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20____

5-Year PHA Plan for Fiscal Years 2020 - 2024

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Kent Boes	Title Chairperson
Signature	Date 12/18/2019

11

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Resolution 19-1651

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Regional Housing Authority _____
PHA Name

CA048 _____
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Kent Boes

Title

Chairperson

Signature

Date 12/18/2019

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: December 9, 2019
To: Board of Commissioners
From: Alisha Parker, Occupancy Manager

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

RECOMMENDATION: Approve updated Administrative Plan

Background

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

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

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

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

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

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

- Approval by the board of commissioners or other authorized officials to charge the administrative fee reserve (Chapter 16);
- Procedural guidelines and performance standards for conducting required housing quality standards inspections (Chapter 8); and
- PHA screening of applicants for family behavior or suitability for tenancy (Chapter 3).

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

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

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

The following changes were made to the 2019 Administrative Plan:

Chapter 16- Program Administration

The PHA has designated the following to serve as hearing officers:

Executive Assistant/HR Coordinator
Retired Professionals
Other Housing Authority's Hearing Officer
Attorneys
Occupancy Manager (Assets)

Chapter 17- PBV

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects:

1. **Yolo PBV Program**
2. **Maple Park Phase 1 PBV Program**
3. **Maple Park Phase II PBV Program**
4. **Stony Creek Senior Apartments Phase II**
5. **Kingwood Commons**
6. **Percy Avenue Apartments**

- 7. Teesdale Apartments
- 8. Courtyard at Penn Valley
- 9. Truckee Artist Lofts (Opening 2020)
- 10. Grass Valley Terrace (Opening 2020)
- 11. Devonshire Apartments (Opening 2020)

Yolo PBV Program

- 2 pts Live in the City of Yuba City
- 2 pts Work/Disabled in the City of Yuba City (or disabled)
- 1 pt Live in Sutter County
- 1 pt Work in Sutter County (or disabled)
- 1 pt Veteran
- 1 pt Homeless

Maple Park Phase I PBV Program

- 2 pts Live in the City of Live Oak
- 2 pts Work/Disabled in the City of Live Oak (or disabled)
- 1 pt Live in Sutter County
- 1 pt Work in Sutter County (or disabled)
- 1 pt Veteran
- 1 pt Homeless

Maple Park Phase II PBV Program

- 2 pts Live in the City of Live Oak
- 2 pts Work/Disabled in the City of Live Oak
- 1 pt Live in Sutter County
- 1 pt Work in Sutter County
- 1 pt Veteran
- 1 pt Homeless

Stony Creek Senior Apartments Phase II

- 2 pts Live in the City of Williams
- 2 pts Work/Disabled in the City of Williams
- 1 pt Live in Colusa County
- 1 pt Work in Colusa County
- 1 pt Veteran
- 1 pt Homeless

Kingwood Commons

- 2 pts Live in the City of Yuba City
- 2 pts Work/Disabled in the City of Yuba City
- 1 pt Live in Sutter County
- 1 pt Work in Sutter County
- 1 pt Veteran
- 1 pt Homeless

Percy Avenue Apartments

- 2 pts Live in the City of Yuba City
- 2 pts Work/Disabled in the City of Yuba City

- 1 pt Live in Sutter County
- 1 pt Work in Sutter County
- 1 pt Veteran
- 1 pt Homeless

Teesdale Apartments

Placement requires referral from Yuba/Sutter Behavioral Health

Courtyard at Penn Valley

- 1 pt Live in Nevada County
- 1 pt Work/Disabled in Nevada County
- 1 pt Veteran
- 1 pt Homeless

Truckee Artist Lofts (Opening 2020)

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

Grass Valley Terrace

- 2 pts Live in the City of Grass Valley
- 2 pts Work/Disabled in the City of Grass Valley
- 1 pt Live in Nevada County
- 1 pt Work/Disabled in Nevada County
- 1 pt Veteran
- 1 pt Homeless

Devonshire

- 2 pts Live in the City of Colusa
- 2 pts Work/Disabled in the City of Colusa
- 1 pt Live in Colusa County
- 1 pt Work in Colusa County
- 1 pt Veteran
- 1 pt Homeless

Chapter 6- Income

Minimum Rent [24 CFR 5.630]

PHA Policy

The minimum rent for this locality is \$0.

Recommendation

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

Submitted by:



Alisha Parker, Occupancy Manger

Approved by:



Gustavo Becerra, Executive Director



REGIONAL HOUSING AUTHORITY

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

1455 Butte House Road • Yuba City, CA 95993

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

www.RegionalHA.org

RESOLUTION 19-1652

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

WHEREAS, the Regional Housing Authority (RHA) manages up to 1,711 Housing Choice Voucher Participants; and

WHEREAS, federal regulations require RHA to review and update the Administrative Plan for the Housing Choice Voucher Program as needed; and

WHEREAS, the proposed 2019-2020 edition of the Administrative Plan was posted for public review and notice was posted to actively seek public comment, and no comments were received;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority that:

1. The Board finds that RHA needs to adopt an updated Administrative plan this year.
2. A copy of the Administrative Plan is posted online at www.regionalha.org.
3. The Administrative Plan, is hereby adopted for use by RHA and is effective 1/1/2020.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on the 18th day of December, 2019, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

(SEAL)

ATTEST: _____
Kent Boes, Chairperson

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: December 18, 2019
To: Board of Commissioners
From: Larry Tinker, Senior Development & Rehab Specialist

SUBJECT: Rehabilitation Project – Butte View Estates – 9400 Larkin Road, Live Oak
RECOMMENDATION: Award contract to California Window Industries for the rehabilitation project to be performed at 9400 Larkin Road, Live Oak
FISCAL IMPACT: \$85,120.00 in project capital reserve funds

Background

Butte View Estates is a 32-unit apartment complex located in Live Oak, CA for elderly/disabled residents. The development was acquired by the Housing Authority in November 2004. The financing for the rehab project is being funded by existing capital reserves.

The project scope of work will consist of the replacement of 30 residential water heaters, replace the 100-gallon water heater for the community room/laundry room, ADA improvements to the community room bathrooms, replace all windows and doors in the community room, and replace the door and hardware to the laundry room.

Staff's in-house cost estimate for the project scope of work totaled \$85,983.45.

Seven General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on September 25, 2019 with bids due to the Housing Authority on October 15, 2019. Three General Contractors submitted the following bids:

Bids Submitted:

California Window Industries (Yuba City, CA)	\$85,120.00
Fletcher's Plumbing & Contracting, Inc. (Yuba City, CA)	\$106,900.00
Experts In Your Home (Chico, CA)	\$107,958.35

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

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from California Window Industries in the amount of \$85,120.00 for the rehabilitation project planned for Butte View Estates located at 9400 Larkin Road in Live Oak, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:



Larry Tinker
Senior Development & Rehab Specialist

Submitted by:



Gustavo Becerra
Executive Director