



# 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

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[www.RegionalHA.org](http://www.RegionalHA.org)

May 10, 2023

TO: Chairperson Manny Cardoza  
Vice-Chairperson Bob Woten  
Commissioner Tony Kurlan  
Commissioner Lisa Swarhout  
Commissioner Sue Hoek  
Commissioner Denise Conrado  
Commissioner Jeramy Chapdelaine  
Commissioner Marc Boomgaarden  
Commissioner Suzanne Gallaty  
Commissioner Kent Boes  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
Commissioner John Loudon  
Commissioner Don Blaser  
Legal Counsel Brant Bordsen

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

## NOTICE OF REGULAR MEETING

May 17, 2023

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, May 17, 2023, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Executive Director



Regional Housing Authority is an equal opportunity employer and housing provider



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

**Richland Neighborhood Center,  
420 Miles Avenue, Yuba City, CA 95991  
May 17, 2023, 12:15 PM**

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

- 1. Recommend Approval of Minutes – April 5, 2023 pg. 1
- 2. Resolution 23-1796 – Approval of SEMAP pg. 6
- 3. Approval of Reclassification of an Eligibility Clerk to Eligibility Specialist and Approval of Changes to the Organizational Chart pg. 11
- 4. Approval to Payout Forty (40) Hours of Administration Leave for for the Executive Director pg. 13
- 5. Resolution 23-1797, Resolution of Guarantor for Rancho Colus pg. 15

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

6. RHA Owned/Managed Properties Occupancy/Eligibility Update      pg. 21  
    Pattra Runge, Occupancy Manager

7. Housing Choice Voucher Occupancy/Eligibility Update      pg. 23  
    Alisha Parker, Occupancy Manager

8. Maintenance Update      pg. 26  
    Tom Goodwin, Operations Manager

9. Planning and Community Development Update      pg. 27  
    Gustavo Becerra, Executive Director

10. Administrative Update  
    Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: June 7, 2023

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
April 5, 2023

ITEM NO. A - CALL TO ORDER:

Chairperson Marc Boomgaarden called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Doug Lofton, Bob Woten, Tony Kurlan, Sue Hoek, Jeramy Chapdelaine, Denise Conrado, Suzanne Gallaty, Kent Boes, John Loudon, and Don Blaser were present. Commissioners Lisa Swarhout and Nicholas Micheli were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Blaser led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.2- FAMILY SELF-SUFFICIENCY GRADUATE MICHELLE VARGAS:

Alisha Parker, Occupancy Manager, mentioned Michelle Vargas joined the Family Self-Sufficiency program in August 2021. Ms. Vargas was working part-time when she joined the program and is now working full-time. She has a goal to purchase a home in the future. Ms. Vargas is graduating from the program with an escrow account of \$5,288.17.

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.5-14. - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeramy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarhout

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H.15. – RECOMMEND APPROVAL OF AN ALLOCATION OF \$55,000 FROM THE HOUSING CHOICE VOUCHER (HCV) ADMINISTRATIVE FEE RESERVES TO HANDS OF HOPE FOR CEDAR LANE PERMANENT SUPPORTIVE HOUSING PROJECT-BASED VOUCHER DEVELOPMENT COSTS:

Chief Financial Officer Marco Cruz mentioned Cedar Lane is in Yuba County and consists of 41 permanent supportive housing units. He stated Sutter-Yuba Behavioral Health and Hands of Hope will be providing supportive services to the residents. Mr. Cruz shared there is extra care needed during the first year and staff is asking for a one-year allocation of \$55,000 to be used to extend hours of care.

Executive Director Gustavo Becerra stated residents are through referrals from both Hands of Hope and Sutter-Yuba Behavioral Health. He mentioned the main targeted population is for homeless individuals. Mr. Becerra said it is a difficult population to serve.

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

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton

Nays: None

Abstain: None

Absent: Commissioners Nicholas Micheli and Lisa Swarthroat

ITEM NO. H.16. – RESOLUTION 23-1793 – RECOMMEND APPROVAL OF A CAPITAL FUNDS LOAN IN THE AMOUNT OF \$500,000 TO RANCHO COLUS LP TO COMPLETE THE RANCHO COLUS AFFORDABLE HOUSING PROJECT:

Mr. Cruz stated Rancho Colus is a 49-unit affordable housing project in Colusa, CA. He shared 15 units will have Project Based Vouchers assigned to them. He explained the Housing Choice Voucher (Section 8) Administrative Fee Reserves can only be used for voucher purposes. Mr. Cruz said staff reached out to a law firm who specializes in Section 8 and to the regional office of HUD and asked if administrative fees reserves can be used as Capital Fund loans to help get projects built that have Project Based Vouchers attached to them. He explained it would be a deferred residual receipt loan and will only be paid back if there is a positive cash flow.

Commissioner Lofton made a motion to approve Resolution 23-1793- A Capital Funds Loan in the amount of \$500,000 to Rancho Colus LP to complete the Rancho Colus affordable housing project. Vice-Chairperson Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeramy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarthout

ITEM NO. H.17. – RESOLUTION 23-1794 – RECOMMEND AUTHORIZATION OF A \$4,000,000 LINE OF CREDIT WITH TRI COUNTIES BANK:

Mr. Cruz stated this resolution, and the next resolution coincides with each other for the Rancho Colus project. He shared this resolution would be used to cover a gap in funding due to timing. Mr. Cruz explained there is funding through the No Place Like Home program coming in later in the process. He said staff is proposing that the Regional Housing Authority (RHA) secure a line of credit with Tri Counties bank in the amount of \$4 million and then a line of credit will be made between RHA and Rancho Colus LP. Mr. Cruz said when the project needs funds, the project will use the funds through RHA.

Vice-Chairperson Cardoza made a motion to approve Resolution 23-1794 – Authorization to Contract with Tri Counties Bank for a \$4,000,000 Line of Credit. Commissioner Conrado made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeramy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarthout

ITEM NO. H.18. – RESOLUTION 23-1795 – RECOMMEND AUTHORIZATION OF A \$4.5 MILLION BRIDGE LOAN TO RANCHO COLUS LP:

Mr. Cruz stated due to the timing of the financing for Rancho Colus the project requires a bridge loan during the course of construction not to exceed \$4.5 million. He explained the funds for the bridge loan will come through the line of credit with Tri Counties bank and the RHA unrestricted reserves.

Commissioner Conrado made a motion to approve Resolution 23-1795 – Authorization to Offer Rancho Colus LP a \$4.5 million bridge loan. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarthout

ITEM NO. H.19. – ELECTION OF OFFICERS:

Commissioner Kurlan nominated Marc Boomgaarden as Chairperson. Commissioner Gallaty made the second.

Commissioner Lofton nominated Manny Cardoza as Chairperson. Vice-Chairperson Cardoza made the second.

Chairperson Boomgaarden withdrew his nomination.

Commissioner Gallaty nominated Kent Boes as Chairperson. Commissioner Loudon made the second.

Commissioner Boes withdrew his nomination.

Commissioner Boes made a motion to close nominations. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarthout

Chairperson Cardoza nominated Bob Woten as Vice-Chairperson. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Manny Cardoza, Commissioners Marc Boomgaarden, Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Don Blaser, Denise Conrado, Kent Boes, John Loudon, Suzanne Gallaty, and Doug Lofton  
Nays: None  
Abstain: None  
Absent: Commissioners Nicholas Micheli and Lisa Swarthout

ITEM NO. I.19. – ADMINISTRATIVE UPDATE:

Mr. Becerra mentioned the Rancho Colus project closing is this highest on the priority list right now. He mentioned four projects will be submitting tax credit applications at the end of April. Those projects include a project in Yuba City off Plumas Street, a senior project in Williams, a senior project in Wheatland and Pacific Crest Commons in Truckee. Mr. Becerra said the Richland Village project is not looking good for getting approved for tax credits.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Kurlan thanked Marc Boomgaarden for his leadership.

Commissioner Conrado said she is happy with the project in Colusa. She also stated next year the Board should consider nominating a woman for Chairperson and Vice-Chairperson. Chairperson Cardoza mentioned he had the pleasure of attending the ribbon cutting event for Cashin's Field and stated it was a beautiful complex. He also thanked Commissioner Boomgaarden for being Chairperson this past year.

Commissioner Boomgaarden thanked staff and stated it was a privilege to serve as Chairperson.

ITEM NO. K – NEXT MEETING: April 19, 2023

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:17 PM.





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## RESOLUTION NO. 23-1796

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING THE SUBMISSION OF THE SECTION 8 MANAGEMENT ASSESSMENT CERTIFICATION

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) uses the Section 8 Management Assessment Program (SEMAP) scores to annually evaluate the quality and efficiency of the operation of the Section 8 Housing Choice Voucher program;

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) requires that Housing Authorities to self-evaluate and to annually report to HUD on the quality and efficiency of the operation of their Section 8 Housing Choice Voucher program, using HUD Form 52648;

**WHEREAS**, HUD also requires that the Regional Housing Authority (RHA) submit a Board Resolution approving the annual submission of the Section 8 Management Assessment Program (SEMAP) scores to HUD, as reflected on HUD Form 52648;

**NOW THEREFORE, BE IT RESOLVED** that the RHA Board of Commissioners authorizes and approves the submission of the Certification for the Section 8 Management Assessment Program (SEMAP) using HUD Form 52648. The Executive Director is hereby authorized to submit to HUD the HUD Form 52648 by its due date of May 30, 2023.

**PASSED AND ADOPTED** by the Board of Commissioners of the Regional Housing Authority of, this 17<sup>th</sup> day of May 2023 by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

ATTEST: \_\_\_\_\_  
Manny Cardoza, Chairperson



# Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215  
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2023	05/18/2023

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

- 1. Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes  No
- 2. Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled
- 3. Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled
- 4. Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes  No
- 5. HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes  No
- 6. HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response  At least 98% of cases sampled  Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).  
**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**  
 Check here if not applicable
- (a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.  
 PHA Response Yes  No
- (b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.  
 PHA Response Yes  No
- (c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.  
 PHA Response Yes  No
- (d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.  
 PHA Response Yes  No
- (e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.  
 PHA Response Yes  No
- (f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.  
 PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)
- PHA Response Yes  No
- Enter current FMRs and payment standards (PS)
- |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|
| 0-BR FMR _____ | 1-BR FMR _____ | 2-BR FMR _____ | 3-BR FMR _____ | 4-BR FMR _____ |
| PS _____       | PS _____       | PS _____       | PS _____       | PS _____       |
- If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)
- PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)
- PHA Response Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)
- PHA Response Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))
- PHA Response Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.
- PHA Response Yes  No

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)  
**Applies only to PHAs required to administer an FSS program.**  
 Check here if not applicable
- PHA Response
- a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)
- 
- or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305) Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 05/17/2023

Date (mm/dd/yyyy) 05/17/2023

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

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# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

## Regional Housing Authority

### Staff Report

**Date:** May 17, 2023  
**To:** Board of Commissioners  
**From:** Alisha Parker, Occupancy Manager

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**Subject:** Reclassification  
**Recommendation:** Approval to reclassify Eligibility Clerk to Eligibility Specialist  
**Fiscal Impact:** \$2,832.00 annually

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#### Background:

Currently the Occupancy Department of the Regional Housing Authority (RHA) consists of the Occupancy Manager, Family Self-Sufficiency (FSS) Coordinator, Interim Family Self-Sufficiency (FSS) Coordinator, Housing Inspector, three (3) Eligibility Specialists, and an Eligibility Clerk (front desk). Currently the front desk's staff member is an Eligibility Clerk who in addition to covering the desk during office hours, inputs applications and processes change forms. With the change in office hours to 8am-12pm, the position now has time in the afternoon to assist Eligibility Specialists with mailing and processing paperwork. By reclassifying this position to Eligibility Specialist, this position would be able to still focus on the front desk duties, as well as assisting with processing applicant's incoming paperwork. Depending on the impact of these new duties, the goal is also for this position to help with a small caseload for the Housing Choice Voucher program.

#### Recommendation:

It is recommended that the Board of Commissioners of Regional Housing Authority approve the reclassification of one Eligibility Clerk to an Eligibility Specialist.

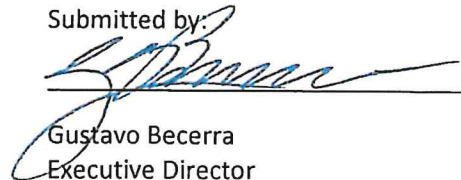
Prepared by:



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Alisha Parker  
Occupancy Manager

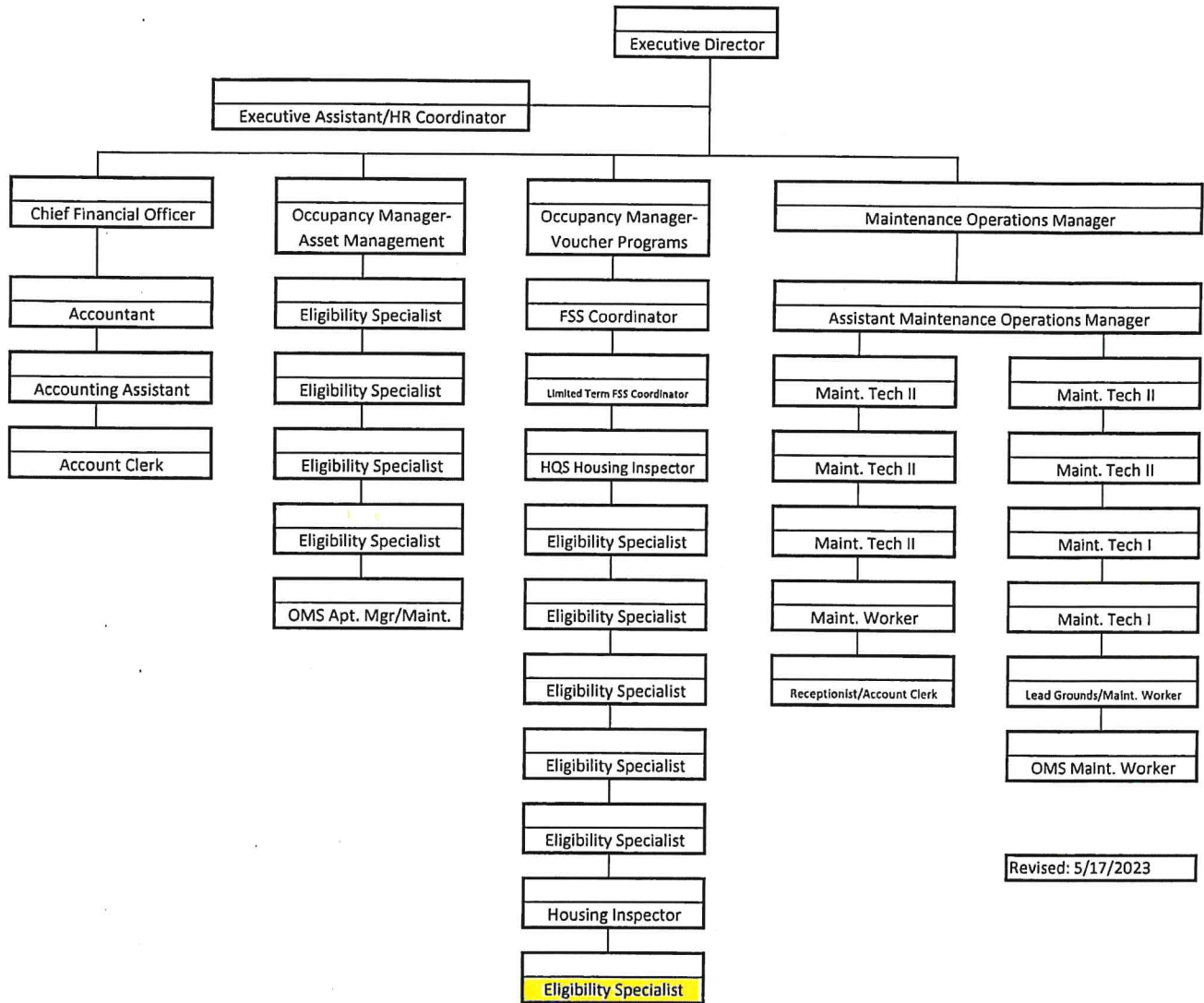
Submitted by:



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Gustavo Becerra  
Executive Director

Regional Housing Authority Organizational Chart



Revised: 5/17/2023

\*\*Yellow highlighted position is currently an Eligibility Clerk.  
Staff is requesting approval to reclassify as an Eligibility Specialist.

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** May 17, 2023  
**To:** Board of Commissioners  
**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Payout of Administrative Leave for Executive Director  
**RECOMMENDATION:** Approval of cash payment of forty (40) hours of administrative leave  
**FISCAL IMPACT:** \$4060.80

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**Background**

The Board of Commissioners approved a Management Plan for confidential and at-will employees. Section XIII. Administrative Leave states "Exempt employees are not eligible for overtime nor for compensative time off (CTO). In lieu of such benefits, exempt employees shall be eligible for forty (40) hours of Administrative Leave per calendar year (taken between January 1 and December 31, remaining balance of hours may not be rolled over to the next calendar year). An exempt employee may request a cash payment of up to forty (40) hours of Administrative Leave per calendar year. The Board of Commissioners will review each request."

Executive Director, Gustavo Becerra, submitted a request for cash payment of forty (40) hours of administrative leave.

**Recommendation**

It is recommended that the Board of Commissioners of Regional Housing Authority approve the request from Gustavo Becerra, Executive Director, to pay out forty (40) hours of administrative leave.

Prepared/Submitted by:

  
\_\_\_\_\_  
Jennifer Ruiz  
Executive Assistant/HR Coordinator





# 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](http://www.RegionalHA.org)

May 8, 2023

To: Human Resources Department  
From: Gustavo Becerra/Executive Director

RE: Cash payment of 2023 Administrative Leave Balance

Ms. Ruiz,

Per section XIII. Administrative Leave, of the Regional Housing Authority (RHA) Management Plan, as approved by the Board of Commissioners, I am requesting a cash payment of the current balance of forty (40) hours of administrative leave I am holding. Please process the request through the RHA Board of Commissioners as required.

Thank you in advance.

Sincerely,

Gustavo Becerra  
Executive Director



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## RESOLUTION 23-1797

### Resolution of the Board of Commissioners of Regional Housing Authority

The undersigned, being the Commissioners (the "Commissioners") of Regional Housing Authority (the "Authority"), do hereby consent to and adopt the following resolutions:

WHEREAS, SHG Rancho Colus LLC, a California limited liability (the "Co-General Partner") Rancho Colus-BBP, LLC, a California limited liability company (the "Managing General Partner" and collectively with the Co-General Partner the "General Partners") serve as the co-general partner and managing general partner, respectively of Rancho Colus LP, a California limited partnership (the "Partnership");

WHEREAS, Sage Housing Group, LLC, a California limited liability company ("Sage") is the sole member of the Co-General Partner and Building Better Partnerships, Inc., a California nonprofit public benefit corporation ("BBP") is the sole member of the managing general partner;

WHEREAS, the Partnership has been formed to construct, own and operate an affordable housing project located in Colusa, California known as Rancho Colus (the "Project");

WHEREAS, the Partnership is governed by that certain Agreement of Limited Partnership of the Partnership dated as of August 1, 2022 (the "Partnership Agreement");

WHEREAS, the Authority and BBP are affiliated entities, the Authority desires to cause the Partnership to develop, construct, and operate the Project and will receive a benefit from the Partnership's development, construction and operation of the Project;

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that California Municipal Finance Authority ("CMFA") provide a tax-exempt construction loan in the approximate principal amount of up to \$11,600,000.00 funded with proceeds from the issuance of tax-exempt private activity bonds to finance the rehabilitation, development and operation of the Project (the "Construction Loan");

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that Bellwether Enterprise Real Estate Capital ("BWE") provide a permanent loan in the approximate principal amount of up to \$1,670,000.00 funded with proceeds from the issuance of tax-exempt private activity bonds and a funding loan utilizing the United States Department of Agriculture ("USDA") Rural Housing Service Section 538 Guaranty program to finance the construction, development and operation of the Project (the "Permanent Loan");

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that the Authority provide a loan in the amount of up to \$852,500.00 to finance the construction, development and operation of the Project (the "Authority Loan");

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that the Authority sell the property on which the Project will be built to the Partnership for a price of \$400,000.00 provide a loan for the full amount of the purchase price to finance the construction, development and operation of the Project (the "Authority Land Loan");

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that the Authority provide a loan of capital funds in the amount of up to \$500,000.00 to finance the construction, development and operation of the Project (the "Authority Capital Loan");

WHEREAS, in connection with the construction, development and operation of the Project, the Partnership has requested that the California Department of Housing and Community Development ("HCD") provide a loan of No Place Like Home program funds in the amount of up to \$3,562,172 to finance the construction, development and operation of the Project (the "NPLH Loan");

WHEREAS, in connection with the sale of the property on which the Project will be built to the Partnership the Authority shall enter into certain agreements with the Partnership among others (the "Transfer Documents");

WHEREAS, in connection with the making of the Construction Loan, the Permanent Loan, the Authority Loan, the Authority Land Loan, the Authority Capital Loan and the NPLH Loan the Authority shall enter into certain agreements with CMFA, BWE, USDA, HCD and the Partnership among others (the "Financing Documents");

WHEREAS, the Company wishes to cause Wincopin Circle LLLP, a Maryland limited liability limited partnership (the "Investor") to be admitted to the Partnership as limited partner;

WHEREAS, in consideration of the admission of the Investor to the Partnership, the Investor will make certain capital contributions (the "Capital Contributions") to the Partnership pursuant to the terms of a First Amended and Restated Agreement of Limited Partnership (the "Amended Agreement") by and between the Co-General Partner as co-general partner, the Managing General Partner, as managing general partner, the Investor, as the limited partner and BBP (the "Withdrawing Limited Partner"), as the withdrawing limited partner and certain additional documents associated therewith, (collectively the "Partnership Documents");

WHEREAS, the Company wishes to take such actions under the Transfer Documents, Financing Documents and Partnership Documents, as are necessary to cause the Partnership to develop, construct, and operate the Project including, without limitation, guarantying certain obligations of the Partnership and the General Partners;

WHEREAS, the Authority, on its own behalf, deems it to be in the best interests of the Company to take all actions to facilitate (i) the development, construction, and operation of the Project, (ii) the sale of the property on which the Project will be constructed to the Partnership, (iii) the making of the Construction Loan, the Permanent Loan, the Authority Loan, the Authority Land Loan, the Authority Capital Loan and the NPLH Loan to the Partnership, (iv) the admission of the Limited Partner to the Partnership, and (v) the withdrawal of the Withdrawing Limited Partner from the Partnership, including, without limitation, entering into any and all agreements with the Partnership, CMFA, BWE, USDA, HCD, the Investor, the General Partners and/or any other person or entity as may be necessary or convenient to cause (i) the development, construction, and operation of the Project, (ii) the sale of the property on which the Project will be constructed to the Partnership, (iii) the making of the Construction Loan, the Permanent Loan, the Authority Loan, the Authority Land Loan, the Authority Capital Loan and the NPLH Loan to the Partnership, (iv) the admission of the Limited Partner to the Partnership, and (v) the withdrawal of the Withdrawing Limited Partner from the Partnership; and

WHEREAS, the Authority wishes to enter into any and all documents, including, without limitation, the Transfer Documents, the Financing Documents and the Partnership Documents, as may be necessary or convenient to facilitate (i) the development, construction, and operation of the Project, (ii) the sale of the property on which the Project will be constructed to the Partnership, (iii) the making of the Construction Loan, the Permanent Loan, the Authority Loan, the Authority Land Loan, the Authority Capital Loan and the NPLH Loan to the Partnership, (iv) the admission of the Limited Partner to the Partnership, and (v) the withdrawal of the Withdrawing Limited Partner from the Partnership.

NOW, THEREFORE, BE IT RESOLVED that the Authority is hereby authorized, empowered and directed, for its own account, to take such actions set forth above, including, but not limited to, execution of the Transfer Documents, Financing Documents and the Partnership Documents to which it is a party, and take such further actions, and to execute such additional documents and instruments, as the Authority may deem necessary or appropriate in connection with the matters authorized in the foregoing resolutions, and the signature of Gustavo Becerra, Executive Director of the Authority on any document or instrument, including but not limited to, the Transfer Documents, Financing Documents and the Partnership Documents to which the Authority is a party, or the performance of any such actions, shall be conclusive evidence of the Authority's authority to take such actions or execute such document or instrument on behalf of the Authority;

RESOLVED FURTHER, that the Authority is hereby authorized, empowered and directed to enter into any and all documents, including, without limitation, the Transfer Documents, Financing Documents and the Partnership Documents to which it is a party, as may be required or requested by the Partnership, CMFA, BWE, USDA, HCD, the Investor, the General Partners and/or any other person or entity to cause or facilitate (i) the development, construction, and operation of the Project, (ii) the sale of the property on which the Project will be constructed to the Partnership, (iii) the making of the Construction Loan, the Permanent Loan, the Authority Loan, the Authority Land Loan, the Authority Capital Loan and the NPLH Loan to the Partnership, (iv) the admission of the Limited Partner to the Partnership, and (v) the withdrawal of the Withdrawing Limited Partner from the Partnership;

RESOLVED FURTHER, that any and all resolutions previously adopted by the Authority regarding the subject matter herein are superseded by the resolutions herein and any and all acts heretofore taken by the Authority in connection with the matters authorized by the foregoing resolutions or in connection with the transaction described herein are hereby ratified, confirmed, adopted and approved by the Commissioners of the Authority;

RESOLVED FURTHER, that the execution of any and all documents and instruments related to the purposes and intent of the foregoing resolutions by the Authority shall be conclusive evidence of the approval thereof by the Authority; and

RESOLVED FURTHER, that any third party receiving a duly executed copy or a facsimile of these resolutions may rely on the foregoing resolutions, unless and until revoked by the Commissioners of the Authority, and that the revocation of the foregoing resolutions shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation shall have been received by such third party.

[Signatures on Following Page]

This resolution is presented at a Regular Meeting of the Board of Commissioners, passed and adopted this 17<sup>th</sup> day of May 2023 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Manny Cardoza, Chairperson

## CERTIFICATION

I, Jennifer Ruiz, Board Clerk of Regional Housing Authority created and existing under the laws of the State of California, do hereby certify and declare that the foregoing is a full, true and correct copy of the resolutions duly passed and adopted by the Board of Commissioners of said corporation, by a meeting of the Executive Committee of the Board of Commissioners of said corporation or at a meeting of said Board duly and regularly called, noticed and held on May 17, 2023, at which meeting a quorum of the Board of Commissioners was present and at which a majority of the Commissioners present voted in favor of said resolutions; that said resolutions are now in full force and effect; that there is no provision in the Articles of Incorporation or Bylaws of said corporation, or any shareholder agreement, limiting the power of the Board of Commissioners of said corporation to pass the foregoing resolutions and that such resolutions are in conformity with the provisions of said Articles of Incorporation and Bylaws; and that no approval by the shareholders of, or the outstanding shares of, said corporation is required with respect to the matters which are the subject of the foregoing.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the corporate seal of said corporation this 17<sup>th</sup> day of May 2023.

By: \_\_\_\_\_

Jennifer Ruiz, Board Clerk of  
REGIONAL HOUSING AUTHORITY

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

Date: May 17, 2023

To: Board of Commissioners

From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q4-2023) report for quarter ending March 31, 2023

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

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

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
USDA/Farm Labor (Yuba City)	188	185	185	185
Centennial Arms (Live Oak)	21	21	21	21
Butte View (Live Oak)	31	31	30	30

**Office of Migrant (OMS) Services**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Migrant Center (Yuba City)	75	0	0	0

**RHA Owned and/or Managed Affordable Housing Properties:**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Kingwood Commons (Yuba City)	63	62	61	63
Percy Avenue (Yuba City)	8	8	8	8
Homes2Families (Yuba City)	5	6	6	6
MH-Teesdale-SRO's (Yuba City)	6	6	6	6
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	9	9	9
Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12
Regional Housing Authority Trailer (Yuba City)	1	1	0	0
Trailer Park (Yuba City)	6	6	6	6
Richland Housing (Yuba City)	99	98	97	98
Live Oak Senior Village (Live Oak)	49	49	49	48
River City Manor (Yuba City)	23	23	23	23



**Sutter Community Affordable Housing**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	54	52
Kristen Court (Live Oak)	55	55	54	54
Kristen Court II (Live Oak)	24	24	24	24
New Haven Court (Yuba City)	39	38	36	37

**Commercial Space**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Miles Market (Yuba City)	1	1	1	1
YCUUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

**Building Better Partnerships Inc.**

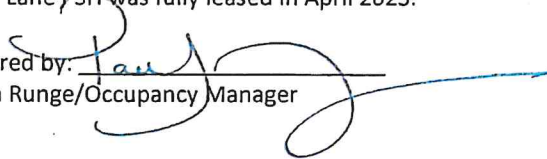
Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
MH-814 F-SRO's (Marysville)	10	10	10	10
Maple Park II (Live Oak)	34	34	34	34
Stony Creek II (Williams)	31	29	29	29
Grass Valley Terrace (Grass Valley)	69	64	66	65
Devonshire (Colusa)	27	26	26	26
Lone Oak (Penn Valley)	30	30	30	30
Truckee Artist Lofts (Truckee)	76	65	63	61
Brunswick Commons (Grass Valley)	40	39	39	39
Cashin's Field (Nevada City)	50	50	49	50
Cedar Lane PSH (Linda)	40	0	32	38

Comments:

Currently the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, Kristen Court, and Kingwood Commons 1 & 2 bedrooms.

Yuba City Office of Migrant Center (OMS) opened May 1, 2023. All units have been leased with 9 families remaining on the waitlist.

Cedar Lane PSH was fully leased in April 2023.

Prepared by:   
Pattra Runge/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: May 17, 2023  
To: Board of Commissioners  
From: Alisha Parker, Occupancy Manager

---

SUBJECT: Quarterly Occupancy (Q1-FY 2023) report for quarter ending March 31, 2023

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	January	February	March
HCV/Section 8	Budget Based	Total-1,814	Total-1,871	Total-1,920
Mainstream	140	148	144	145
Emergency Housing Vouchers	127	128	127	124
Foster Youth to Independence	2	0	0	0
HCV Port-Out Administered	N/A	6	6	6
VASH	28 units for Nevada County 34 units for Yuba City	37	38	40

**Wait List Information as of May 5, 2023**

	Bedrooms						
	0	1	2	3	4	5	N/A
<b>Property/Program</b>							
Brunswick Behavioral Health							0*
Brunswick Hospitality House							45*
Cashin's Field		64	172	61			
Cedar Lane Behavioral Health							21*
Cedar Lane Hands of Hope							23*
Courtyard at Penn Valley			172	58			
Devonshire Apartments			282	31			
Kingwood Commons				850			
Grass Valley Terrace		370	150	1			
Lone Oak Senior Apartments		463	93				
Maple Park I			377	70	402		
Maple Park II		206	66				
New Haven Court Behavioral Health							40*
New Haven Court Hands of Hope							36*
Percy Apartments		271					
Richland Housing	52	228	252	127	33	13	
River City Manor		58					
Senior Village		44	14				
Stony Creek 2		262	230				
Truckee Artist Lofts		593	448	288			

Yolo Apartments		205	660	48			
Housing Choice Voucher							4,570

Comments: An \* shows the waiting list is currently open. Cedar Lane Permanent Supportive Housing is now fully leased. We are currently updating our waiting lists which is why outside of PSH the lists are closed.

Prepared by:   
Alisha Parker/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

DATE: May 17, 2023  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for January, February, March, 2023 were 1013, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	cb-date	devons	h2f	cb-joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	percy	rd	cb-rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	19	17	11			5	13			2	11	3			1	42	22	7	2					155
Make Ready's	2		1			1	5				5					8	4							27
Routine	79	58	69		13	18	112		20	35	102	13		8	1	190	116	59	1	1	4		5	904
Scheduled																								
Total Property	100	75	81		13	24	130		21	37	118	16		8	2	240	142	66	3	1	4		5	1086
Pending			1								3					7								11
Completed	100	75	50		13	25	130		21	3	115	16		8	2	234	142	66	3	1	4		5	1013
Past	6	2	4						1	3						23	10				1		1	59
Cancelled																								0
HQS	38	27	21		8		49			15						58	52	31		1				300
																								1013

Prepared By:

*Tom Goodwin*

Tom Goodwin, Operations Manager

Submitted By:

*Gustavo Becerra*

Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** May 17, 2023  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Development and Capital Projects Update  
**RECOMMENDATION:** None  
**FISCAL IMPACT:** Not applicable

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**Department Updates:**

**RHA CAPITAL PROJECTS:**

**Migrant Farmworker Housing Rehab Project (Yuba City)** – RHA received approximately \$900,000 from the State Housing & Community Development Department for rehab work to take place at this existing 79-unit property. Scope of work consists of ADA work, roofing, asphalt, and sidewalk improvements. Plans were submitted to the City for review, and they have been approved. State HCD has approved the project and all due diligence to date. Notice to proceed has been issued to the contractor and the project has started. Work will be performed by RHA’s contracted rehabilitation and maintenance services provider, Bill Brewer Construction. The project is 40% complete at this time.

**TAX CREDIT PROJECTS – PRE-DEVELOPMENT**

**Richland Village (Yuba City)** – Co-developer: Sage Housing Group; Number of units: 176; Target population: low-income families. The Housing Authority has committed 20 project-based Housing Choice Vouchers to the development as well as a land loan for \$2,110,000. The City of Yuba City also approved a \$1,000,000 capital funds grant to the project. RHA and Sage applied for Affordable Housing and Sustainable Communities (AHSC) funding on June 8, 2021. Awards were announced on January 26, 2022, and it is with great pleasure to report that the project was awarded \$30 million in AHSC financing. RHA applied for tax-credit financing, along with tax-exempt bonds, on February 7, 2023, and unfortunately was not awarded. Staff however is preparing to submit another application on May 23, 2023, and official awards will be announced on August 23, 2023.

Staff also submitted a financing application to the California Energy Commission’s BUILD program for \$1.2 million. The funding targets projects that are all electric and high efficiency. The application was approved, and an award letter dated February 9, 2023, was issued with a funding commitment of \$1,224,388.

**Local Financing Commitments:**

- Sutter County Fee Deferral = \$453,552
- Regional Housing Authority Land Loan = \$2,110,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)
- City of Yuba City Capital Funds Grant = \$1,000,000
- Yuba City Unified School District Fee Deferral = \$237,270

**Wheatland Senior Housing Project (Wheatland)** – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property located on the corner of First Street and E

Street in Wheatland (APN 015-350-012). The City of Wheatland approved a development impact fee deferral loan in the amount of \$650,000. The City also approved a resolution supporting a HOME Investment Partnerships Program (HOME) application when the HOME NOFA was released. A HOME financing application was submitted to State HCD on March 10, 2022. Awards have been announced, and the project has been awarded \$5,788,142, of which \$5,638,142 has been committed by the City to the project. With HOME funds now awarded, staff applied for 9% tax credits on April 25, 2023, and official awards are to be announced on July 26, 2023.

Local Financing Commitments:

- City of Wheatland Fee Deferral = \$650,000
- City of Wheatland HOME funds = \$5,638,142
- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

**Northview Senior Apartments (Williams)** – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property on 8<sup>th</sup> and C Streets in Williams (APN 005-056-014). The City of Williams approved a resolution supporting a HOME Investment Partnerships Program (HOME) application when the HOME NOFA was released. A HOME financing application was submitted to State HCD on March 10, 2022. Awards have been announced, and the project has been awarded \$5,536,458, of which \$5,386,458 has been committed by the City to the project. With HOME funds now awarded, staff applied for 9% tax credits on April 25, 2023, and official awards are to be announced on July 26, 2023.

Local Financing Commitments:

- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)
- City of Williams HOME funds = \$5,386,458

**Williams Family Housing Project (Williams)** – Co-developer: Affordable Housing Development Corporation (AHDC); Number of units: 50-60 approximately; Target population: low-income families and farmworkers. Staff submitted upon RHA Board approval, in partnership with Colusa County, a letter of interest for a site designated by the Williams Unified School District as surplus land. The site is located at 1500 E Street (APN 005-201-032). The District has closed the opportunity for letters of interest and has retained a real estate broker for representation. The submission of interest by RHA and the County was the only submission received by the District. The County is the lead negotiator for the acquisition of the parcel, and RHA will assist as needed with due diligence.

Additionally, the County of Colusa has applied for funding through the Regional Early Action Planning Grant Program (REAP) through the State and has expressed interest in committing funding to this project if awarded by State HCD.

**Lone Oak Senior Apartments II (Penn Valley)** – Co-developer: Pacific West Communities; Number of units: 31 units; Target population: low-income seniors (62+). Predevelopment activities are underway for the second phase of the Lone Oak Senior Apartments. The Nevada County Planning Commission has approved all planning entitlements. Project will be adjacent to the existing Phase I and will also include 31 units.

Staff and its development partner applied for approximately \$1.3 million in County HOME Program Income and CDBG-DR financing and is happy to report that the funding was awarded by the County. Staff applied to State HCD in August 2022 for Multifamily Housing Program (MHP) funding, however, the application was not funded. Staff also applied for a Housing Trust Fund opportunity that the County of Nevada issued for affordable housing totaling approximately \$1 million. The Board of Supervisors will consider this award on May 23, 2023.

Local Financing Commitments:

- Nevada County HOME PI and CDBG-DR = \$1,366,628

**Pacific Crest Commons (Truckee)** – Co-developer: Pacific West Communities; Number of units: 55 units; Target population: low-income families, homeless and mentally disabled persons. PWC has site control of a property located at 10077 State Route 89 South in Truckee, that was designated as surplus land by the State. The project will mainly serve

low-income families with a portion of the units set aside for households struggling with mental health issues and homelessness. PWC and RHA submitted applications for the Permanent Local Housing Allocation (PLHA) and Multifamily Housing Program (MHP) funds in September 2021 and also applied for No Place Like Home (NPLH) funds in January 2022. Unfortunately, neither the MHP nor PLHA applications were awarded, but was awarded \$2.6 million in NPLH funding. Additionally, staff applied to State HCD for the Local Government Matching Grants Program (LGMG) on May 25, 2022, and is happy to report that \$5 million was awarded to the project in LGMG funds.

Staff applied for 4% tax-credits and tax-exempt bonds on February 7, 2023. The tax-credit application was not funded; however, staff resubmitted another application on April 25, 2023, for 9% credits and official awards will be announced on July 26, 2023.

Local Financing Commitments:

- Town of Truckee Capital Funds Loan = \$1,000,000
- Martis Fund Foundation = \$1,000,000
- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

**Rancho Colus (Colusa)** – Co-developer: Sage Housing Group; Number of units: 49; Target population: low-income families, homeless and mentally disabled persons. Colusa County Health and Human Services has committed funding for the development of an affordable housing project targeting households struggling with mental health issues and homelessness. RHA has secured a site located at 1717 Highway 20 in Colusa. RHA and Sage applied for No Place Like Home (NPLH) funds in January 2022 and was successful in its application. The project was awarded \$3.5 million in financing. Staff applied for 4% tax-credits and tax-exempt bonds on August 9, 2022. The tax-credit application was successful, and staff are now working with the debt and equity teams to close the construction financing by the new extended deadline of September 11, 2023.

Staff also applied for AHP financing through the Federal Home Loan Bank, in March 2023, and is awaiting to hear the results of this application.

Staff worked with the City of Colusa on a request to reduce impact fees by 50%. The City Council heard the request and formed an ad-hoc committee to further analyze RHA’s request. The City Council voted on December 20, 2022, to reduce impact fees by approximately 32%.

Local Financing Commitments:

- Colusa County Capital Funds and Land Acquisition = \$1,200,000
  - And additional amount of \$250,000 will be considered by the Board of Supervisors in June 2023
- Regional Housing Authority = 15 Project Based Vouchers (20-year contract)
- City of Colusa = 32% reduction in City impact fees

**Plumas Family Apartments II (Yuba City)** – Co-developer: Pacific West Communities; Number of units: 16 units; Target population: low-income families. PWC has site control of a property located at 1240 Plumas Street, Yuba City. PWC and RHA submitted an application for 9% tax-credits on April 25, 2023, and official awards will be announced on July 26, 2023. The project did not require a Planning Commission approval as it falls below the threshold of total units and can be approved at the staff level during the plan review and permitting process.

**Garden Grove (Yuba City)** – Co-developer: Affordable Housing Development Corporation (AHDC); Number of units: 50; Target population: low-income seniors (62+). Staff is currently analyzing financial feasibility. To be developed on a vacant land site that RHA currently owns on Garden Highway.

Conceptual plans are complete and were submitted to the City on November 8, 2022, for review and consideration by the City Planning Commission. The Planning Commission approved the project on March 22, 2023.

Staff is working with the City of Yuba City and the Yuba City Unified School District on consideration of local financing.



Local Financing Commitments:

- Sutter County Fee Deferral = \$128,850

**North Beale Road site (Linda)** – Co-developer: Pacific West Communities (PWC); Number of units: to be determined, but in the range of 30-50; Target population: low-income seniors (62+). Staff is currently analyzing feasibility. PWC has site control of a property located at 1712-1726 North Beale Road in Linda. Due diligence is underway for the parcel. Yuba County has expressed interest in partnering on the land acquisition in order to assist the financial feasibility of the project.

**TAX CREDIT PROJECTS – UNDER CONSTRUCTION**

**River Oaks Apartments (Plumas Lake)** – Co-developer: Pacific West Communities; Number of units: 48; Target population: low-income families. Our application for Multifamily Housing Program (MHP) funds was successful and the project was awarded \$8,318,933 in MHP financing. RHA applied for tax-credit financing, along with tax-exempt bonds, in March 2022 and was successfully awarded financing. Staff closed the transaction with the construction and permanent loan lender, along with the tax-credit equity investor in late November 2022. Due to weather delays, construction didn't start until April 2023, as the soil was saturated from heavy rains.

Local Financing Commitments:

- Yuba County Fee Deferral = \$248,136

**Bear Ridge Apartments (Wheatland)** – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC has site control of a property located on Spenceville Road in Wheatland (APN 015-360-001). Our application for Multifamily Housing Program (MHP) funds was successful and the project was awarded \$8,565,326 in MHP financing. Staff also applied for 4% tax credits, and tax-exempt bonds, and staff is happy to report that the project was successfully awarded tax-credits in December 2021.

The development and finance team closed the construction financing in late May 2022. Construction update meetings occur monthly, and the project is progressing with a targeted completion date of October 2023.

**Cedar Lane Permanent Supportive Housing (West Linda/Olivehurst)** – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on April 20, 2021. The project is finalizing construction and received a temporary certificate of occupancy from the County in December 2022. The final certificate of occupancy was received on January 24, 2023, and the property is now 100% leased up.

Stakeholder meetings are held weekly to coordinate supportive services and overall property management, for the future residents.

Local Financing Commitments:

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

**Cedar Lane Family Apartments (West Linda/Olivehurst)** – Co-developer: Pacific West Communities; Number of units: 108; Target population: low-income families. Construction financing closed on May 12, 2021. Construction is complete and a certificate of occupancy was received on April 20, 2023. There is some landscaping pending at the storm drain

retention area, but that work has been deferred by the County, in order to give the soil time to dry from the extensive rainfall this past season, but also allow for residents to move in.

Local Financing Commitments:

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

**Kristen Court Phase III (Live Oak)** – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. Construction financing closed on October 19, 2021. Construction was completed and the certificate of occupancy was issued on April 18, 2023. Residents have started to move in.

**TAX CREDIT PROJECTS – CONSTRUCTION COMPLETE**

**Cashin’s Field (Nevada City)** – Co-developer: Central California Housing Corporation; Number of units: 51; Target population: low-income families. Construction financing closed on May 18, 2021, and construction was completed, and certificate of occupancy was issued by the City/County in December 2022. Residents have moved in, and the property is 100% occupied.

Local Financing Commitments:

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

**Brunswick Commons Permanent Supportive Housing (Grass Valley)** – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on December 16, 2020. Construction is complete and lease-up is at 100%.

Staff is now working on the permanent loan conversion that is targeted to occur by late August 2023.

Local Financing Commitments:

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

**Truckee Artist Lofts (Truckee)** – Co-developer: CFY Development; Number of units: 76; Target population: low-income artists and low-income families. Construction financing closed in October 2019 and the project construction is complete. The final certificate of occupancy was issued in December 2021. Leasing is complete and the property is 100% leased up. The permanent loan conversion closed in June 2022. Next step is the filing of the IRS Form 8609 in order for the tax-credit investor to receive their allotted tax-credits, and for the documents to be approved by the investor and the State.

Local Financing Commitments:

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

**Grass Valley Terrace (Grass Valley)** – Co-developer: Impact Development Group; Number of units: 70; Target population: low-income families. Construction financing closed on March 20, 2020. Project construction is complete, and the project is fully leased. Permanent financing closed on September 20, 2021. Filing and approval of the IRS Form 8609 is complete in order for the tax-credit investor to receive their allotted tax-credits.

Local Financing Commitments:

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

**Lone Oak Senior Apartments (Penn Valley)** – Co-developer: Pacific West Communities; Number of units: 31; Target population: low-income seniors. Construction financing closed on March 23, 2020. Construction is complete and the project is fully leased. Permanent loan conversion occurred in March 2022. Next step is the filing of the IRS Form 8609 in order for the tax-credit investor to receive their allotted tax-credits, and for the documents to be approved by the investor and the State.

Local Financing Commitments:

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

**Devonshire Apartments (Colusa)** – Co-developer: Central California Housing Corporation; Number of units: 28; Target population: low-income families. Renovations to the Devonshire Apartments were completed in August and the project is fully leased. Permanent loan conversion closed in December 2021. Filing and approval of the IRS Form 8609 is complete in order for the tax-credit investor to receive their allotted tax-credits.

Local Financing Commitments:


- City of Colusa CDBG = \$826,000
- City of Colusa HOME = \$290,000
- Regional Housing Authority Seller Financing = \$401,090
- Regional Housing Authority = 5 Project Based Vouchers (20-year contract)

**New Haven Court Permanent Supportive Housing (Yuba City)** – Co-developer: Pacific West Communities; Number of units: 40; Target population: homeless and mentally disabled persons. Construction is complete and the project is fully leased. Stakeholder meetings continue to be held weekly to coordinate supportive services and overall property management. Staff is working with State HCD and Sutter-Yuba behavioral Health on due diligence items needed in order for the State to remit the NPLH financing to the project. Permanent loan conversion is scheduled for late May 2023.

Local Financing Commitments:

- Yuba County/Sutter County MHSA = \$1,547,676
- Yuba County/Sutter County non-competitive NPLH = \$1,096,705
- Sutter County CDBG = \$200,000
- City of Yuba City Capital Funds = \$800,000
- Sutter-Yuba Homeless Consortium HEAP = \$690,000
- Regional Housing Authority Land Loan = \$560,000
- Regional Housing Authority Capital Funds = \$18,440
- Sutter County Fee Deferral = \$103,080
- Yuba City Unified School District Fee Deferral = \$54,042
- Regional Housing Authority = 39 Project Based Vouchers (20-year contract)

Prepared and submitted by:



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Gustavo Becerra  
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