



# 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)

July 28, 2022

TO: Chairperson Marc Boomgaarden  
Vice-Chairperson Manny Cardoza  
Commissioner Tony Kurlan  
Commissioner Dan Miller  
Commissioner Sue Hoek  
Commissioner Denise Conrado  
Commissioner Jeremy Chapdelaine  
Commissioner Bob Woten  
Commissioner Suzanne Gallaty  
Commissioner Kent Boes  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
Commissioner John Loudon  
Commissioner Randy Fletcher  
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

**August 3, 2022**

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, August 3, 2022, 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**

**August 3, 2022, 12:15 PM**

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. EXECUTIVE SESSION: NONE  
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- E. AWARDS AND PRESENTATIONS: NONE
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
  - 1. Recommend Approval of Minutes – July 6, 2022 pg. 1
  - 2. Recommend Establishing the Findings to Allow the Board to meet virtually if they elect to do so pg. 3
  - 3. Resolution 22-1754 – Public Housing Collection Loss Write-Off pg. 5
  - 4. Resolution 22-1755 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 7
  - 5. Resolution 22-1756 – Rural Development Collection Loss Write-Off pg. 9

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

- 6. Resolution 22-1757, A Resolution of the Governing Body of Regional Housing Authority Supporting the Application of Pacific West Communities, Inc. for the Local Government Matching Grants Program and Approving Pacific Crest Commons Budget for the Local Government Matching Grants Program for the Pacific Crest Commons in Truckee, CA pg. 11

I. ADMINISTRATIVE REPORT:

- 7. RHA Owned/Managed Properties Occupancy/Eligibility Update pg. 23  
Pattra Runge, Occupancy Manager
- 8. Maintenance Update pg. 25  
Tom Goodwin, Operations Manager
- 9. Finance Update pg. 26  
Marco Cruz, Chief Financial Officer
- 10. Planning and Community Development Update pg. 32  
Gustavo Becerra, Executive Director
- 11. Administrative Update  
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: August 17, 2022

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY

Minutes

Regular Board Meeting

July 6, 2022

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Vice-Chairperson Manny Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D – EXECUTIVE SESSION: NONE

ITEM NO. E. – AWARDS AND PRESENTATIONS: NONE

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

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

Vote: Ayes: Chairperson Marc Boomgaarden, Vice-Chairperson Manny Cardoza, Commissioners Jeramy Chapdelaine, Dan Miller, Denise Conrado, Kent Boes, Bob Woten, Tony Kurlan, and Sue Hoek

Nays: None

Abstain: None

Absent: Commissioners Randy Fletcher, Doug Lofton, John Loudon, Suzanne Gallaty, and Nicholas Micheli

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H.7. – ANNUAL CHPC AFFORDABLE HOUSING NEEDS REPORT (INFORMATIONAL ONLY):

Executive Director Gustavo Becerra went over the annual report included in the packet.

ITEM NO. I.8. – ADMINISTRATIVE UPDATE:

Mr. Becerra shared the Cedar Lane projects are behind schedule with possible completion dates in late September and October. He stated many Section 8 and Project Based Section 8 waiting lists will be opening soon.

Mr. Becerra said the financing closed on the Wheatland project and should be breaking ground soon. He stated the Truckee project received two awards equaling approximately \$7.5 million. Mr. Becerra shared the Colusa project was also awarded approximately \$3.5 million in No Place Like Home financing.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Conrado said she is excited about the project moving forward.

Commissioner Woten shared the Kristen Court project in Live Oak is amazing and moving along quickly.

Commissioner Hoek stated it is exciting to visit with the residents of the projects.

Commissioner Boes is excited to see progress on the Rancho Colus project.

Commissioner Chapdelaine thanked staff for keeping the Board in the loop with all of the projects.

Commissioner Kurlan said he is impressed with the number of projects in the plans.

Chairperson Boomgaarden thanked Mr. Becerra and Executive Assistant/HR Coordinator Jennifer Ruiz for their thorough briefing once he took over the Chairperson position.

ITEM NO. K – NEXT MEETING: July 20, 2022

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:36 PM.

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** August 3, 2022

**To:** Board of Commissioners

**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Ability to Hold Board Meetings Virtually as per AB361

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

**FISCAL IMPACT:** N/A

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**Background**

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

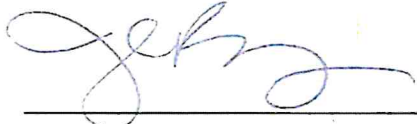
If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

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

**Recommendation**

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

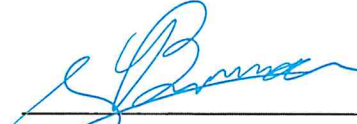
Prepared by:



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Jennifer Ruiz  
Executive Assistant/HR Coordinator

Submitted by:



---

Gustavo Becerra  
Executive Director



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## RESOLUTION 22-1754

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,505.77

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

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2022 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$2,505.77.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 3<sup>rd</sup> day of August 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Marc Boomgaarden,  
Chairperson



**Public Housing  
Collection Loss Write Off  
Period: August 2022**

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</u>	<u>Move In</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>											
T0014341	PH-Rich	4339 Martel Drive	04/18/19	05/21/22		\$ 573.00	\$ 223.12	\$ 25.00	\$ 940.00	\$ 64.92	\$ -	\$ 1,253.04	No											
T0013837*	Ph-Date	2750 Date Street #18	11/02/17	05/31/22		\$ 227.00	\$ -	\$ -	\$ 1,252.73	\$ -	\$ -	\$ 1,252.73	No											
<hr/>																								
												<table border="1"> <tr> <td>\$ 223.12</td> <td>\$ 25.00</td> <td>\$ 2,192.73</td> <td>\$ 64.92</td> <td>\$ -</td> <td>\$ 2,505.77</td> </tr> <tr> <td align="right" colspan="5"></td> <td align="right"><b>Total Write Off</b></td> </tr> </table>	\$ 223.12	\$ 25.00	\$ 2,192.73	\$ 64.92	\$ -	\$ 2,505.77						<b>Total Write Off</b>
\$ 223.12	\$ 25.00	\$ 2,192.73	\$ 64.92	\$ -	\$ 2,505.77																			
					<b>Total Write Off</b>																			

*R*  
*\* 7/25/22*

Deceased \*

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

Exhibit A



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 22-1755

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,288.00

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

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2022 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,288.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 3<sup>rd</sup> day of August 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Marc Boomgaarden,  
Chairperson

(SEAL)

HCV

Collection Loss Write Off

Period : August 2022

<u>Tenant</u>	<u>HAP</u>	<u>Late</u>	<u>NSF</u>	<u>Overpaid</u>	<u>Total</u>	<u>Payback</u>
	<u>Fraud Recovery Amount Owed</u>	<u>Fee's</u>	<u>Fee's</u>	<u>URP's</u>	<u>Owed</u>	<u>Agreement</u>
T0001022	3,288.00				3,288.00	Yes
<hr/>						
	\$ 3,288.00	\$ -	\$ -	\$ -	\$ 3,288.00	<u>Total Write-Off</u>

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

*RF*  
26 JUL 22

Exhibit A



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 22-1756

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,702.07

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2022 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$2,702.07.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 3<sup>rd</sup> day of August 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_

Marc Boomgaarden,  
Chairperson

(SEAL)

**USDA  
Collection Loss Write Off  
Period: August 2022**

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0013109*	BVE	9400 Larkin Road #4A	04/17/17	05/23/22	\$ 800.00	\$ -	\$ -	\$ -	\$ 2,314.25	\$ -	\$ -	\$ 2,314.25	No *
T0004171	RD	420 Miles Avenue #74	08/31/21	05/31/22	\$ 689.00	\$ -	\$ -	\$ -	\$ 387.82	\$ -	\$ -	\$ 387.82	<i>D</i>
												\$ -	No <i>7/20/22</i>
<hr/>													
												<b>\$ 2,702.07</b>	
												<b>Total Write Off</b>	

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

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

Deceased \*

Exhibit A

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** August 3, 2022  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Local Government Matching Grants Program – Pacific Crest Commons Project - Truckee

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**Background**

The Martis Fund is an organization that was established in 2006 and is a Fund that supports programs to conserve open space, manage and restore habitat and forest lands, and promote opportunities for workforce housing and related community purposes in the Martis Valley Region of Nevada and Placer Counties. Through an application process, The Martis Fund awarded the Pacific Crest Commons project in Truckee, CA, a \$1,000,000 financial commitment for the development of the 55-unit new construction affordable housing project.

The \$1,000,000 Martis Fund commitment was leveraged to apply for the State’s Local Government Matching Grants Program (LGMG), also utilizing a \$1,000,000 financial commitment from the Town of Truckee as leverage for the LGMG application to the State. The application was a success, and a \$5,000,000 award was secured for the project from the State’s LGMG program. Attached are both the commitment letters from State Department of Housing and Community Development (HCD) and from The Martis Fund.

As a condition of the \$5,000,000 LGMG award to the project, the Regional Housing Authority must agree to loan the \$1,000,000 grant funds from The Martis Fund to the project with typical soft loan terms, as stated in the commitment letter from The Martis Fund.

Resolution 22-1757 is presented to the Board of Commissioners for consideration, as a HCD requirement of the LGMG \$5,000,000 award. Staff have reviewed and concur with the development budget, and its sources and uses.

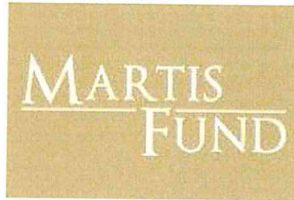
As additional information, the project site is part of the State of California’s surplus land program, giving priority to affordable housing, and the LGMG Program is exclusive for applicants who have site control of State surplus land.

**Recommendation**

Staff recommends that Regional Housing Authority’s Board of Commissioners approve Resolution 22-1757 supporting the LGMG application and the development budget for the project.

Prepared and submitted by:

  
\_\_\_\_\_  
Gustavo Becerra, Executive Director



May 3, 2022

Caleb Roope  
Truckee Pacific Crest Associates, a California Limited Partnership  
c/o Pacific West Communities, Inc.  
430 East State Street, Suite 100  
Eagle, ID 83616

RE: Confirmation of financial commitment for a 55-unit affordable rental development, Pacific Crest Commons, a 1.7-acre +/- site currently owned by the State of California and addressed as 10077 State Hwy 89, APNs 018-621-006-000 and 018-621-005-000, Truckee, California.

Dear Mr. Roope:

Congratulations on securing the additional \$1,000,000 challenge match from the Town of Truckee for this Project. Accordingly, The Martis Fund ("Martis") has approved a request from Truckee Pacific Crest Associates, a CA LP ("LP"), on behalf of the Regional Housing Authority ("RHA"), or their instrumentality agency Building Better Partnerships, Inc. ("BBP") and /or their assigns, committed to funding \$1,000,000 for the development of the Pacific Crest Commons affordable housing project (the "Project") located in Truckee, California. We understand that RHA or BBP will loan the funds to the L.P. with the following terms: simple interest rate not to exceed three percent, 55-year term, with payments based on residual receipts.

Please be advised that this funding commitment is expressly conditioned upon the L.P.'s successful approval of low-income housing tax credits and all other necessary financing to make the Project financially feasible. In connection with this commitment, and as a condition to the loan, Truckee Pacific Crest Associates, a California Limited Partnership, must also execute loan or grant documents in an agreed upon form. This commitment expires December 31, 2022, but may be extended with express written consent from the Martis Fund.

We wish you the best as you attempt to obtain the balance of your required financing. If you have any questions concerning this commitment of funds, please do not hesitate to contact me at [info@martisfund.org](mailto:info@martisfund.org)

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas J. Murphy".

Thomas J. Murphy, President, The Martis Fund

**The Martis Fund**  
**P.O. Box 10390 | Truckee, CA 96162**  
**[info@martisfund.org](mailto:info@martisfund.org)**



June 23, 2022

Caleb Roope, President & CEO  
Pacific West Communities, Inc.  
430 East State Street, Suite 100  
Eagle, Idaho 83616

Dear Caleb Roope:

**RE: Award Announcement – Excess Sites Local Government Matching Grant Program  
Notice of Funding Availability Fiscal Year 2022  
Pacific West Communities, Inc. – Pacific Crest Commons  
Contract No. 21-LGMG-17455**

The California Department of Housing and Community Development (Department) is pleased to announce Pacific West Communities (Awardee) has been awarded a 2022 Excess Sites Local Government Matching Grant (LGMG) Program award in the amount of \$5,000,000. This letter constitutes notice of the designation of LGMG funds for the Awardee.

Awardee will be able to draw down funds in accordance with the LGMG Guidelines when the Standard Agreement is fully executed, and any general and special conditions have been cleared in writing.

The Standard Agreement must be executed within 90 days of receipt of this letter. A program representative will be in communication with you within a week to discuss and confirm any documents needed.

Congratulations on your successful application. For further information, please contact Rebecca Hersch, LGMG Program Manager, Division of Housing Policy Development, (916) 263-2771 or [ExcessSitesMatch@hcd.ca.gov](mailto:ExcessSitesMatch@hcd.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Megan Kirkeby".

Megan Kirkeby  
Deputy Director  
Housing and Policy Development



Resolution of the Governing Body

**RESOLUTION NO. 22-1757**

**A RESOLUTION OF THE GOVERNING BODY OF Regional Housing Authority  
SUPPORTING THE APPLICATION OF Pacific West Communities, Inc. FOR THE LOCAL  
GOVERNMENT MATCHING GRANTS PROGRAM; APPROVING Pacific Crest Commons  
BUDGET FOR THE LOCAL GOVERNMENT MATCHING GRANTS PROGRAM**

**WHEREAS:**

- A. On January 15, 2019, Governor Gavin Newsom signed Executive Order No. N-06-19, which allows the production of Affordable housing on state-owned Excess Sites ("**Excess Sites**"). The Executive Order authorizes the Department of General Services ("**DGS**") and the Department of Housing and Community Development ("**Department**") to identify and prioritize Excess Sites for sustainable, cost-effective, and innovative multi-family Affordable housing projects.
- B. On February 1, 2021 **DGS and the Department selected** Pacific West Communities, Inc. to develop Affordable housing at 10077 State Hwy 89 S, Truckee, CA ("**selected project**") pursuant to Executive Order No. N-06-19.
- C. Chapter 111, Statutes of 2021 (Assembly Bill (AB) 140) makes several statutory changes for the purpose of implementing the housing and homelessness provisions of the Budget Act of 2021, which establishes the Excess Sites Local Government Matching Grants ("**LGMG**") Program (hereafter, "**Program**") to be administered by the Department.
- D. The Program was allocated up to \$30 million to provide funds for Predevelopment and Development Costs to selected projects that receive a financial contribution from a Local Government, as defined pursuant to Health and Safety Code section 50704.80(b). Funding for the Program is made available pursuant to Health and Safety Code section 50704.81(a)(2).
- E. The Department has issued a Notice of Funding Availability ("**NOFA**"), dated May 5, 2022, for the Program pursuant to Health and Safety Code section 50704.83(f).
- F. The Program requires contribution from Regional Housing Authority to Pacific Crest Commons for Pacific West Communities, Inc. ("**Applicant**") to apply for Program funds pursuant to Health and Safety Code section 50704.82. Towards that end, Applicant is submitting an Application for Program funds ("**Application**") to the Department for review and consideration.

G. The Program requires a resolution from Regional Housing Authority pursuant to Health and Safety Code section 50704.82(b)(1)(A) approving the Pacific Crest Commons budget, including all sources, and demonstrating the amount of Local Government Contribution to the Applicant for Predevelopment and Development Costs for Pacific Crest Commons, and the requested amount from the Program.

**THEREFORE, IT IS RESOLVED THAT:**

1. The Regional Housing Authority supports Pacific West Communities, Inc. submitting an Application to the Department to receive Program funds for Pacific Crest Commons to develop Affordable housing on the state-owned Excess Site.
2. The Regional Housing Authority is authorized to submit the approved Pacific Crest Commons Project Budget (“**Attachment 1**”) and Anticipated and Committed Project Sources (“**Attachment 2**”) to the Applicant to include in their Application. Attachment 1 and Attachment 2 demonstrate the requested amount from the Program, Rental Assistance that will be allocated to the Applicant, and all other sources for Predevelopment and Development Costs associated with the development of Affordable housing on the state-owned Excess Site.

Attachment 1: Pacific Crest Commons Budget

Attachment 2: Anticipated and Committed Project Sources

PASSED AND ADOPTED at a regular meeting of the Board of Commissioners of the Regional Housing Authority of \_\_\_\_\_ held on August 3, 2022 by the following vote:

*Instruction: Fill in all four vote-count fields below. If none, indicate “0” for that field.*

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_

**STATE OF CALIFORNIA**

County    of   Sutter  

I, Jennifer Ruiz,    Board Clerk of the   Board of Commissioners   of   Regional Housing Authority  , State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said   Board of Commissioners   on this   3rd   day of   August  , 20  22  .

   Jennifer Ruiz,    Board Clerk of the   Board of Commissioners   of   Regional Housing Authority  , State of California

By:   

***Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.***

## **ATTACHMENTS**

**Attachment 1: Project Budget**

**Attachment 2: Anticipated and Committed Project Sources**

**Attachments**

**Attachment 1: Project Budget (from Program Application)**

<b>Development Budget</b>		<b>5/5/2022 v1</b>
	<b>Total Project Costs</b>	
<b>LAND COST/ACQUISITION</b>		
Land Cost or Value		
Demolition		\$500,000
Legal		
Land Lease Rent Prepayment		
<b>Total Land Cost or Value</b>		\$500,000
Existing Improvements Cost or Value		
Off-Site Improvements		
<b>Total Acquisition Cost</b>		\$0
<b>Total Land Cost / Acquisition Cost</b>		\$500,000
Predevelopment Interest/Holding Cost		
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)		
Excess Purchase Price Over Appraisal		
<b>REHABILITATION</b>		
Site Work		
Structures		
General Requirements		
Contractor Overhead		
Contractor Profit		
Prevailing Wages		
General Liability Insurance		
Other: (Specify)		
Other: (Specify)		
Other: (Specify)		
Other: (Specify)		
<b>Total Rehabilitation Costs</b>		\$0
<b>Total Relocation Expenses</b>		
<b>NEW CONSTRUCTION</b>		
Site Work		\$1,650,000
Structures		\$18,854,000
General Requirements		\$1,230,240
Contractor Overhead		\$434,685
Contractor Profit		\$1,304,054
Prevailing Wages		
General Liability Insurance		
Other: (Specify)		
Other: (Specify)		
Other: (Specify)		
Other: (Specify)		
<b>Total New Construction Costs</b>		\$23,472,979
<b>ARCHITECTURAL FEES</b>		

Design	\$700,000
Supervision	\$50,000
<b>Total Architectural Costs</b>	<b>\$750,000</b>
<b>Total Survey &amp; Engineering</b>	<b>\$250,000</b>
<b>CONSTRUCTION INTEREST &amp; FEES</b>	
Construction Loan Interest	\$607,500
Origination Fee	\$180,000
Credit Enhancement/Application Fee	
Bond Premium	
Cost of Issuance	\$100,000
Title & Recording	\$60,000
Taxes	\$20,000
Insurance	\$505,500
Bond Counsel	\$50,000
Financial Advisor	\$20,000
Construction Loan Fee & Interest - Taxable	\$393,750
<b>Total Construction Interest &amp; Fees</b>	<b>\$1,936,750</b>
<b>PERMANENT FINANCING</b>	
Loan Origination Fee	\$62,500
Credit Enhancement/Application Fee	\$25,000
Title & Recording	
Taxes	
Insurance	
Other: (Specify)	
Other: (Specify)	
<b>Total Permanent Financing Costs</b>	<b>\$87,500</b>
<b>Subtotals Forward</b>	<b>\$26,997,229</b>
<b>LEGAL FEES</b>	
Legal Paid by Applicant	\$100,000
Other: (Construction Lender Legal)	\$80,000
<b>Total Attorney Costs</b>	<b>\$180,000</b>
<b>RESERVES</b>	
Operating Reserve	\$183,931
Replacement Reserve	
Transition Reserve	
Rent Reserve	
Post Construction Interest	\$100,000
Other: (Specify)	
Other: (Specify)	
<b>Total Reserve Costs</b>	<b>\$283,931</b>
<b>CONTINGENCY COSTS</b>	
Construction Hard Cost Contingency	\$1,300,000
Soft Cost Contingency	\$300,000
<b>Total Contingency Costs</b>	<b>\$1,600,000</b>
<b>OTHER PROJECT COSTS</b>	
TCAC App/Allocation/Monitoring Fees	\$41,516
Environmental Audit	

Local Development Impact Fees	\$1,725,000
Permit Processing Fees	
Capital Fees	
Marketing	\$105,820
Furnishings	\$40,000
Market Study	\$10,000
Accounting/Reimbursable	\$10,000
Appraisal Costs	\$10,000
Other: (Specify)	
Other: (Specify)	
Other: (Specify)	
Other: (Specify)	
Other: (Specify)	
Other: (Specify)	
<b>Total Other Costs</b>	<b>\$1,942,336</b>
<b>SUBTOTAL PROJECT COST</b>	<b>\$31,003,496</b>
<b>DEVELOPER COSTS</b>	
Developer Overhead/Profit	\$3,500,000
Consultant/Processing Agent	
Project Administration	
Broker Fees Paid to a Related Party	
Construction Oversight by Developer	
Other: (Specify)	
<b>Total Developer Costs</b>	<b>\$3,500,000</b>
<b>TOTAL PROJECT COST</b>	<b>\$34,503,496</b>

**End of Document**





**Attachments**

**Attachment 2: Anticipated and Committed Project Sources**

<b>Bank Perm Loan - California Bank &amp; Trust</b>	<b>\$6,250,000</b>
<b>No Place Like Home - HCD</b>	<b>\$2,688,468</b>
<b>Town of Truckee</b>	<b>\$1,000,000</b>
<b>BBP Loan - Martis Fund</b>	<b>\$1,000,000</b>
<b>LGMG Program - HCD</b>	<b>\$5,000,000</b>
<b>General Partner Equity</b>	
<b>Tax Credit Equity</b>	<b>\$17,265,028</b>
<b>Deferred Developer Fee</b>	<b>\$1,300,000</b>
<b>Total Sources</b>	<b>\$34,503,496</b>

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

Date: August 3, 2022

To: Board of Commissioners

From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2022) report for quarter ending June 30, 2022

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

**Housing and Urban Development (HUD) Funded Programs:**

Program	Total Units Available	Units Leased April	Units Leased May	Units Leased June
Public Housing (Yuba City, Live Oak)	171	169	168	168

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

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
USDA/Farm Labor (Yuba City)	188	183	184	184
Centennial Arms (Live Oak)	21	21	21	21
Butte View (Live Oak)	31	31	30	29

**Office of Migrant (OMS) Services**

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
Migrant Center (Yuba City)	75	0	75	75

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

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
Kingwood Commons (Yuba City)	63	61	62	61
Percy Avenue (Yuba City)	8	8	8	7
Homes2Families (Yuba City)	9	9	9	9
MH-Teesdale-SRO's (Yuba City)	6	6	6	6
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	9	9	9
Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12
Regional Housing Authority Trailer (Yuba City)	1	1	1	1

Trailer Park (Yuba City)	6	6	6	6
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### Sutter Community Affordable Housing

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
Town Center (Yuba City)	27	27	26	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	53	53
Kristen Court (Live Oak)	55	53	54	55
Kristen Court II (Live Oak)	24	24	24	24
New Haven Court (Yuba City)	39	39	37	36

### Commercial Space

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

### Building Better Partnerships Inc.

Development	Total Units Available	Units Leased April	Units Leased May	Units Leased June
MH-814 F-SRO's (Marysville)	10	8	8	10
Maple Park II (Live Oak)	34	34	34	34
Stony Creek II (Williams)	31	30	31	31
Grass Valley Terrace (Grass Valley)	69	68	68	68
Devonshire (Colusa)	27	27	27	25
Lone Oak (Penn Valley)	30	30	30	30
Truckee Artist Lofts (Truckee)	76	74	73	73

#### Comments:

Currently the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, Kristen Court, Yolo PBV – 3 bedroom only, Maple Park I PBV – 2 and 3 bedroom only, Grass Valley PBV – 2 and 3 bedroom only, Devonshire PBV 2 and 3 bedroom only, Richland PBV, Date PBV, Joann PBV, Percy PBV and Cashin's Field PBV.

The Streamline Voluntary Conversion was completed on August 1, 2022, converting all of Low-Income Public Housing to Project Based Vouchers.

The seasonal Migrant Farmworker property in Yuba City through the HCD-Office of Migrant Services (OMS) opened for the 2022 season on Monday, May 2, 2022. We currently have 6 families on the waitlist.

Prepared by:   
Pattra Runge/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

DATE: August 3, 2022  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager

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SUBJECT: Maintenance and Operations Update

- Total work orders completed for April, May, June, 2022 were 2297, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	perc	rd	rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL																				
Emergency	15	13	19	4	11	33		1	8	19	6			2	82	44	12	1	2			1	273																					
Make Ready's	3		2		3	9			2	6				1	25	9	5						65																					
Routine	94	43	183		21	90	205	58	51	177	62	2	26	15	535	299	100			3	2	8	1974																					
Scheduled																							0																					
Total Property	112	56	204	0	25	104	247	0	59	61	202	68	2	26	18	642	352	117	1	5	2	0	9	2312																				
Pending		1	2				2		2		1					6	2	1						19																				
Completed	112	55	202		25	104	245	61	61	200	67	2	26	18	636	350	116	1	5	2		9		2297																				
Pest	3	1	8		1	5	30	3	4	4		4	3	3	54	37	16	16	1			1		193																				
Cancelled																								0																				
HQS	37		38		11	29	61	3	11		30					228	108	28	28		1			613																				
<b>Total Completed</b>																																												<b>2297</b>

Prepared By: *Tom Goodwin*  
 Tom Goodwin, Operations Manager

Submitted By:   
 Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

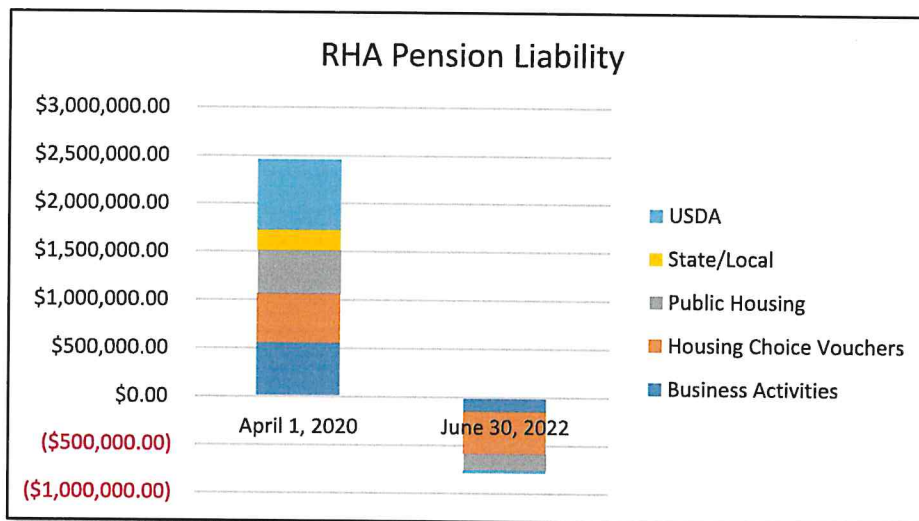
**Date:** August 3, 2022  
**To:** Board of Commissioners  
**From:** Marco Cruz – Chief Financial Officer  
**Subject:** Financial Review  
 Project Net Income April 1, 2022, to June 30, 2022

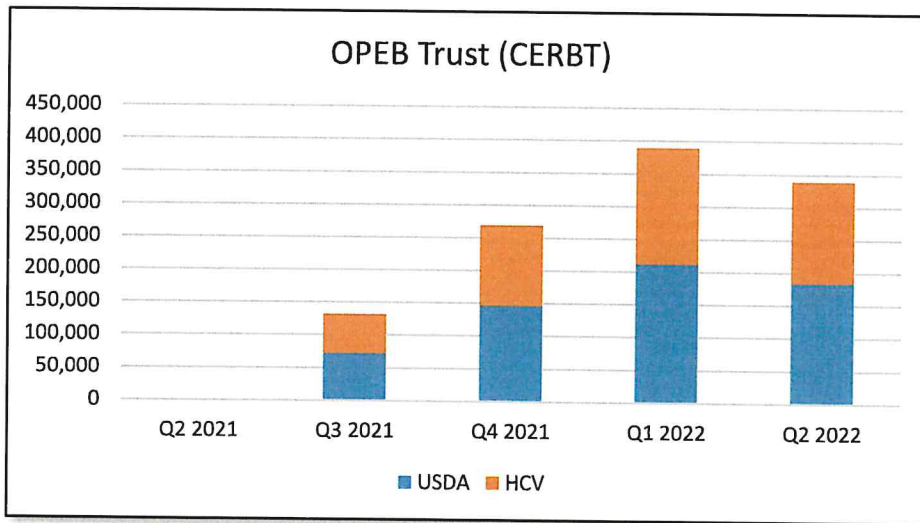
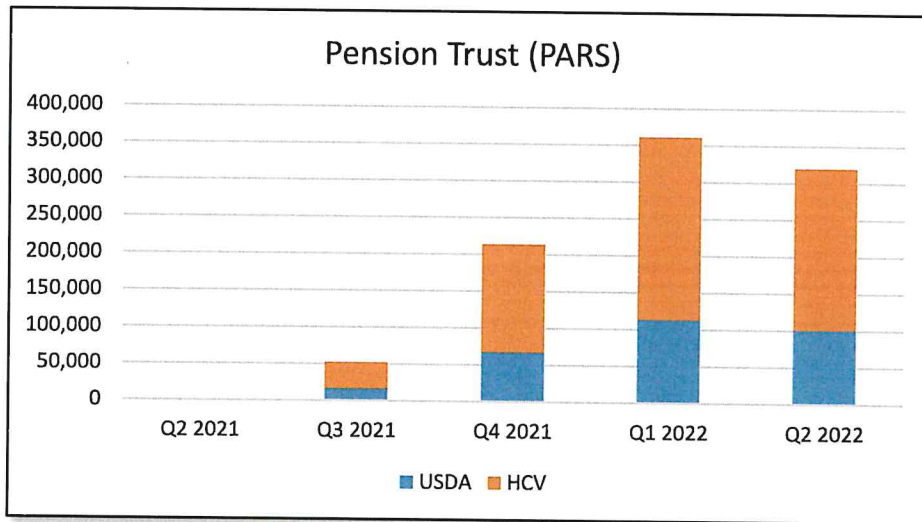
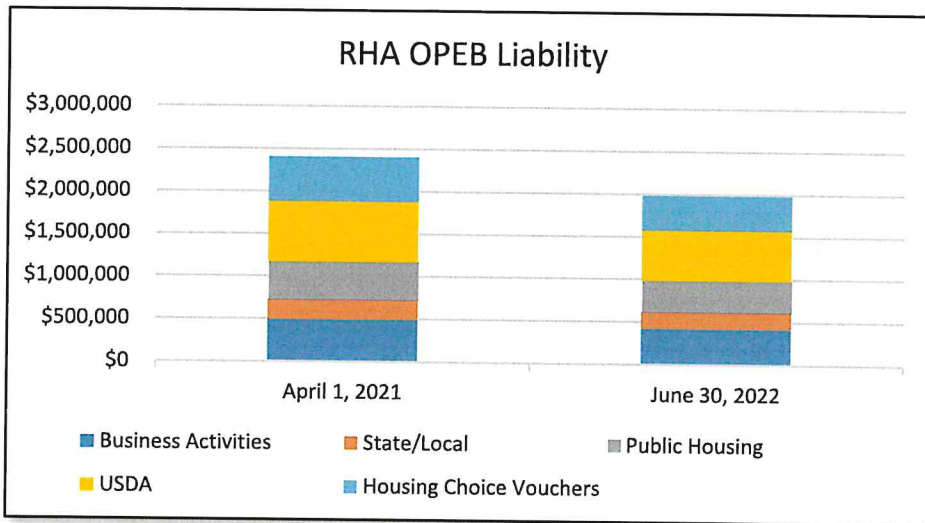
**Pension/OPEB Liabilities**

As of June 30, 2022, Regional Housing Authority (RHA) has CalPERS pension assets of \$786,458. This positive asset position was created by prior Additional Discretionary Payments (ADP’s) and the CalPERS investment return of 21.3% ending June 2021. Unfortunately, the balance does not include the discount rate change to 6.8% nor the -6.1% investment rate of return ending June 30, 2022. Staff anticipates the pension asset balance will be zero for the close of the FYE 2023 year. The pension assets above do not reflect the PARS pension trust.

RHA’s OPEB liability has decreased to \$1,980,000. The actuarial derived number does not reflect contributions to the OPEB trust which will raise the investment rate and lower the projected liability.

Starting in Q3 2021 RHA began funding both its OPEB trust with CalPERS and pension trust with PARS. As of June 30, 2022, the OPEB Trust Fund’s balance was \$269,478 and the Pension Trust’s balance was \$214,190.





## **Financials**

### **Public Housing:**

Public Housing had a Net Income of -\$154,282 vs \$144,549 budgeted. Public Housing has committed its remaining HUD reserves in preparation for the July 31, 2022, conversion to Project Based Voucher units. Maintenance and General Expenses are significantly higher than expected as a result. We anticipate that no reserves will need to be returned to HUD post streamline conversion.

### **Business Activities**

Business Activities (unrestricted funds) had a modified Net Income of \$130,887 vs \$54,213 budgeted. Revenue was manually reduced by \$339,822 as funds were used for a pass-through loan for the Bear Ridge project (Wheatland). All brick-and-mortar projects such as Kingwood Commons and Percy are positive Net Income against budget.

### **Housing Choice Voucher:**

The Emergency Housing Voucher program continues to expand, funding both additional vouchers and additional administrative revenue. HCV Admin had a net income of \$119,612 vs \$109,266 budgeted. Expenses in all categories are higher than expected offset by increased revenues.

### **USDA:**

USDA had a net income of \$78,495 vs \$124,313 budgeted. The variance is caused by a front load in annual insurance and software licensing costs. This variance will reduce over the remainder of the fiscal year. Revenue and administrative expenses are in line with budget while maintenance salaries are below expectations. Total maintenance expenses are higher than expected due to sewer mainline and sewer lateral improvements.

### **State/Local:**

Neighborhood Stabilization has a net income of -\$3,532 vs \$8,669 budget. Revenue is below budget but will catch up with the November rent increase. Administrative expenses are higher, and insurance and software license expense has been frontloaded. Homes 2 Families (H2F) has net income of \$17,242 vs \$6,054 budgeted due to less than expected maintenance costs. The H2F buildings are profitable and have sufficient capital reserves. RHA is no longer covering its management costs under the 2017 agreement and an updated contract is pending approval with the City of Yuba City.

### **OMS (July 2021-June 2022)**

OMS's fiscal year is July-June. Rental income is forwarded to OMS and they in turn reimburse operating and some overhead expenses. For the 2021-22 fiscal year OMS had -\$9,264 net income reflecting unreimbursed overhead expenses. This was originally expected to be -\$12,000. Overall expenses and reimbursements were lower due to staffing vacancies during the year.

**Prepared by:**



Marco Cruz, Chief Financial Officer

**Submitted by:**



Gustavo Becerra, Executive Director

<b>Public Housing</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	223,017	223,278	-261
3499-00-000	GRANT INCOME	669,270	262,385	406,885
3699-00-000	OTHER INCOME	16	456	-440
3999-00-000	TOTAL INCOME	892,303	486,119	406,184
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	89,210	89,138	-72
4299-00-000	TENANT SERVICES EXPENSES	10,599	13,050	2,451
4399-00-000	UTILITY EXPENSES	61,880	62,589	709
4499-00-000	MAINTENANCE EXPENSES	239,639	116,935	-122,704
4599-00-000	GENERAL EXPENSES	645,137	59,762	-585,375
4799-00-000	HOUSING ASSISTANCE PAYMENTS	120	96	-24
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	1,046,585	341,570	-705,015
9000-00-000	NET INCOME	-154,282	144,549	-298,830

<b>Business Activities</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	310,125	289,486	20,639
3499-00-000	GRANT INCOME	29,346	1,000	28,346
3699-00-000	OTHER INCOME	144,379	30,864	453,337
3999-00-000	TOTAL INCOME	483,849	321,350	502,321
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	86,297	44,808	-41,489
4299-00-000	TENANT SERVICES EXPENSES	6,459	4,434	-2,025
4399-00-000	UTILITY EXPENSES	30,198	29,790	-408
4499-00-000	MAINTENANCE EXPENSES	84,897	71,237	-13,660
4599-00-000	GENERAL EXPENSES	40,222	34,492	-5,730
4899-00-000	FINANCING EXPENSES	104,888	82,377	-22,512
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	352,963	267,138	-85,825
9000-00-000	NET INCOME	130,887	54,213	416,496

\*reduced to reflect \$339,822 pass through for Bear Ridge



<b>HCV Voucher</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3499-00-000	GRANT INCOME	3,232,697	3,055,827	176,870
3699-00-000	OTHER INCOME	11,691	9,798	1,893
3999-00-000	TOTAL INCOME	3,244,388	3,065,625	178,763
4000-00-000	EXPENSES			
4599-00-000	GENERAL EXPENSES	1,665	0	-1,665
4799-00-000	HOUSING ASSISTANCE PAYMENTS	3,256,119	3,065,625	-190,494
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	3,257,784	3,065,625	-192,159
9000-00-000	NET INCOME	-13,396	0	-13,396

<b>HCV Admin &amp; Other</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3499-00-000	GRANT INCOME	504,315	403,964	100,351
3699-00-000	OTHER INCOME	11,668	9,804	1,864
3999-00-000	TOTAL INCOME	515,983	413,768	102,215
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	293,833	251,868	-41,965
4299-00-000	TENANT SERVICES EXPENSES	66,727	34,250	-32,477
4399-00-000	UTILITY EXPENSES	660	816	156
4499-00-000	MAINTENANCE EXPENSES	13,207	11,820	-1,387
4599-00-000	GENERAL EXPENSES	21,944	5,748	-16,196
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	396,371	304,502	-91,870
9000-00-000	NET INCOME	119,612	109,266	10,346

<b>USDA</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	786,378	774,989	11,389
3699-00-000	OTHER INCOME	309	267	42
3999-00-000	TOTAL INCOME	786,687	775,256	11,431
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	148,370	152,999	4,629
4299-00-000	TENANT SERVICES EXPENSES	11,599	14,815	3,216
4399-00-000	UTILITY EXPENSES	106,186	109,602	3,416
4499-00-000	MAINTENANCE EXPENSES	228,773	203,881	-24,892
4599-00-000	GENERAL EXPENSES	125,979	79,037	-46,942
4799-00-000	HOUSING ASSISTANCE PAYMENTS	71	0	-71
4899-00-000	FINANCING EXPENSES	87,216	90,609	3,393
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	708,192	650,943	-57,248
9000-00-000	NET INCOME	78,495	124,313	-45,818

<b>Neighborhood Stabilization</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	59,018	61,746	-2,728
3699-00-000	OTHER INCOME	5	0	5
3999-00-000	TOTAL INCOME	59,023	61,746	-2,723
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	14,188	10,175	-4,013
4299-00-000	TENANT SERVICES EXPENSES	0	3	3
4399-00-000	UTILITY EXPENSES	8,284	8,655	371
4499-00-000	MAINTENANCE EXPENSES	27,961	28,250	289
4599-00-000	GENERAL EXPENSES	12,123	5,995	-6,128
5999-00-000	NON-OPERATING ITEMS	0	0	0
8000-00-000	TOTAL EXPENSES	62,555	53,077	-9,478
9000-00-000	NET INCOME	-3,532	8,669	-12,201

<b>Homes 2 Families</b>				
Period = Apr 2022-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	31,114	31,260	-146
3699-00-000	OTHER INCOME	42	60	-18
3999-00-000	TOTAL INCOME	31,156	31,320	-164
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	5,469	5,931	462
4399-00-000	UTILITY EXPENSES	3,694	3,876	182
4499-00-000	MAINTENANCE EXPENSES	4,900	15,441	10,541
4599-00-000	GENERAL EXPENSES	-149	18	167
8000-00-000	TOTAL EXPENSES	13,914	25,266	11,352
9000-00-000	NET INCOME	17,242	6,054	11,188

<b>Yuba City Migrant Center (OMS)</b>				
Period = Jul 2021-Jun 2022				
		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	0	0	-783
3499-00-000	GRANT INCOME	446,330	491,789	253,904
3699-00-000	OTHER INCOME	0	0	-78
3999-00-000	TOTAL INCOME	446,330	491,789	253,043
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	140,120	159,818	114,596
4299-00-000	TENANT SERVICES EXPENSES	0	0	-11,555
4399-00-000	UTILITY EXPENSES	140,758	142,704	-11,339
4499-00-000	MAINTENANCE EXPENSES	146,595	172,224	-28,566
4599-00-000	GENERAL EXPENSES	28,121	17,043	-28,201
5999-00-000	NON-OPERATING ITEMS	0	0	-14,955
8000-00-000	TOTAL EXPENSES	455,594	491,789	19,980
9000-00-000	NET INCOME	-9,264	0	273,024

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** August 3, 2022  
**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:**

**New Maintenance Department Office and Storage Building (Yuba City)** – Work on the interior of the new Maintenance Department building is almost complete, some minor ADA fixes are required per the City. The exterior has some specific ADA path of travel work needed, pending a revision of the Architectural plans. Estimated completion date is now early September 2022.

**Migrant Farmworker Housing Rehab Project (Yuba City)** – RHA has 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 have been submitted to the City for review, and they have been approved. Construction should begin in late August or early September 2022.

**Garden Highway Landscaping Project (Yuba City)** – RHA is undertaking a landscaping project along Garden Highway. Plans have been developed by RHA’s contracted landscaping firm and have been approved by the City Building Department. Scope of work will consist of fencing, concrete pathways, and drought resistant shrubs. Work has commenced, although there was a delay in getting material for the fencing due to the supply chain shortage, however, the material has arrived, and work should be complete in late August 2022.

**Maintenance Yard Paving Project (Yuba City)** – Phase 1 is complete of the needed work, which covers about 50% of the area needing repair/replacement. Phase 2 will be started when operational funds are available to afford the expense.

**Butte House Road Landscaping Project (Yuba City)** – RHA has started a landscaping project at its central office building. The scope will remove a severe slope on the lawn area that was wasting a high amount of water and install a retaining wall to reduce water usage. Low maintenance and drought resistant shrubbery will be installed. Demolition has started, and the masonry retaining wall material has finally arrived after a long delay, due to supply chain issues. Work should be complete by mid-September 2022.

**TAX CREDIT PROJECTS – PRE-DEVELOPMENT**

**Richland Village (Yuba City)** – Co-developer: Sage Housing Group; Number of units: 176; Target population: low-income families. The Housing Authority has committed 20 project-based Housing Choice Vouchers to the development as well as a land loan for \$2,110,000. The City of Yuba City also approved a \$1,000,000 capital funds grant to the project. RHA and Sage submitted an application for Affordable Housing and Sustainable Communities (AHSC) funding on June 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, in March 2022 and unfortunately was not funded. Staff are working on the second-round application, due August 9, 2022, with official awards being announced on November 30, 2022.

Local Financing Commitments:

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

**River Oaks Apartments (Plumas Lake)** – Co-developer: Pacific West Communities; Number of units: 48; Target population: low-income families. PWC has site control of a property located on Algodon Road at River Oaks Boulevard in Plumas Lake (APN 016-640-105). Our application for Multifamily Housing Program (MHP) funds was successful and 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 are working to secure a construction and permanent loan lender, along with the tax-credit equity investor. Construction loan closing deadline is December 12, 2022, with construction starting soon thereafter, weather permitting.

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. Pre-construction meetings and mobilization are currently in process, building permits have been pulled, and construction will be starting in early August 2022.

**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 now that the HOME NOFA has been released. A HOME financing application was submitted to State HCD on March 10, 2022. Awards have not been announced yet. If HOME funds are awarded, staff will then apply for either 4% or 9% tax credits in early 2023.

Local Financing Commitments:

- City of Wheatland Fee Deferral = \$650,000
- 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 approved a resolution supporting a HOME Investment Partnerships Program (HOME) application now that the HOME NOFA has been released. A HOME financing application was submitted to State HCD on March 10, 2022. Awards have not been announced yet. If HOME funds are awarded, staff will then apply for 4% or 9% tax credits in early 2023.

Local Financing Commitments:

- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

**Williams Family Housing Project (Williams)** – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC and RHA are looking for a site and working on a financing strategy to fund the project. The Williams Unified School District is planning on releasing a proposal opportunity for surplus land that may be suitable for this project if the land cost is not out of reach financially. Staff will update the Board as this progresses.

**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. Currently staff is analyzing different financing scenarios for the project and will be applying to State HCD in August 2022 for Multifamily Housing Program (MHP) funding. Staff will update the Board as the financing plan progresses.

**Pacific Crest Commons (Truckee)** – Co-developer: Pacific West Communities; Number of units: 55 units; Target population: low-income families, homeless and mentally disabled persons. PWC has site control of a property located at 10077 State Route 89 South in Truckee. The project will mainly serve low-income families with a portion of the units set aside for households struggling with mental health issues and homelessness. PWC and RHA submitted applications for Permanent Local Housing Allocation (PLHA) and Multifamily Housing Program (MHP) funds in September 2021 and also applied for No Place Like Home (NPLH) funds in January 2022. Unfortunately, neither the MHP or PLHA applications were awarded, but was awarded \$2.6 million in NPLH funding. Additionally, staff applied for State the HCD 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 is currently working on the 4% tax-credit and tax-exempt bond application due August 9, 2022.

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 is now currently working on the 4% tax-credit and tax-exempt bond application due on August 9, 2022. Staff also applied for AHP financing through the Federal Home Loan Bank, in March 2022, however this application was not funded.

Local Financing Commitments:

- Colusa County Capital Funds and Land Acquisition = \$1,200,000
- Regional Housing Authority = 15 Project Based Vouchers (20-year contract)

**Garden Grove (Yuba City)** – Co-developer: Affordable Housing Development Corporation (AHDC); Number of units: to be determined, but in the range of 60-80; Target population: low-income seniors (62+). Staff is currently analyzing feasibility. To be developed on a vacant land site that RHA currently owns on Garden Highway.

**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.

### **TAX CREDIT PROJECTS – UNDER CONSTRUCTION**

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

Local Financing Commitments:

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

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

Stakeholder meetings are being 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 with an estimated completion date of October 2022.

Local Financing Commitments:

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

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

Local Financing Commitments:

- Nevada County HMOIT = \$50,000
- Nevada County Regional Housing Trust Fund = \$1,575,000
- City of Nevada City Competitive PLHA = \$2,485,447

- City of Nevada City Fee Deferral = \$200,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)

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

### **TAX CREDIT PROJECTS – CONSTRUCTION COMPLETE**

**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.

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. Next step is the filing of the IRS Form 8609 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.

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. Next step is the filing of the IRS Form 8609 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)

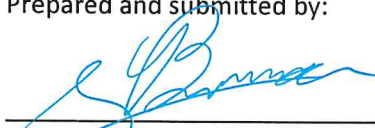
**New Haven Court Permanent Supportive Housing (Yuba City)** – Co-developer: Pacific West Communities; Number of units: 40; Target population: homeless and mentally disabled persons. Construction is complete and the project is fully

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 September 2022.

Local Financing Commitments:

- Yuba County/Sutter County MHSAs = \$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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