

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, November 17, 2015
5:30 p.m.
Closed session immediately following

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Rachel Torres, Chairperson
Jose Delgadillo, Vice-Chair
Lyle Davis
Evelyne Dorsey
Rick Osorio
Margaret Pia
Jose Resendez

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

(M/S/C): ____/____/____

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. October 6, 2015 Regular Meeting

(M/S/C): ____/____/____

IV. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

V. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

A. Rent Delinquency Report for October 2015

B. Financial Reports for October 2015

(M/S/C): ____/____/____

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

- 1.) Naming Streets at the Migrant Centers
- 2.) Change Time of Monthly Board Meetings
- 3.) FSS Presentation – Charlene Cardenas
- 4.) Directors Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2015-26:** Approving the award of construction contract for miscellaneous unit modifications/rehab at AMP 4.
(M/S/C): ____/____/____
- 2.) **Resolution No. 2015-27:** Approving the submission of the SEMAP Certification, HUD Form 52648 for Fiscal Year Ending September 30, 2015.
(M/S/C): ____/____/____
- 3.) **Resolution No. 2015-28:** Authorizing the adoption of OMS Contract No. 15-OMS-10691 for the Los Banos Migrant Center Construction and Rehab Project 2015.
(M/S/C): ____/____/____

- 4.) **Resolution No. 2015-29:** Approving the award of contract for Comprehensive Tree Maintenance at Housing Authority properties throughout Merced County, and authorizing the Executive Director to enter into contract

(M/S/C): ____/____/____

C. Action Item(s): None

VII. COMMISSIONER'S COMMENTS:

VIII. CLOSED SESSION ITEM(S):

- A. Pursuant to Government Code §54957**
Public Employee Contract for Executive Director

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, October 6, 2015

- I. The meeting was called to order by Chairperson Torres at 12:00 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Jose Delgadillo, Vice Chairperson
Lyle Davis
Evelyne Dorsey
Rick Osorio
Margaret Pia
Jose Resendez

Commissioners Absent:

None

Chairperson Torres declared there was a quorum present.

Staff Present:

Rennise Ferrario, Executive Director/Board Secretary
John Daugherty, Finance Officer
Gina Thexton, Housing Programs Director

Others Present:

None

- II. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:**

None

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

- III. **APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. September 15, 2015 Regular Meeting

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

- IV. **UNSCHEDULED COMMUNICATION**

None

V. CONSENT CALENDAR:

A. Rent Delinquency Report for September 2015

(M/S/C): Commissioner Pia/Commissioner Dorsey/passed unanimously

VI. BUSINESS CONTINUED (INFORMATION AND DISCUSSION, RESOLUTION AND ACTION ITEMS):

B. Information/discussion Item(s):

1.) Director Updates:

- a. Executive Director Ferrario stated that the Quarterly Update Reports were submitted with the Board packets.
- b. Commissioner Delgadillo inquired about lease up at Felix Torres Migrant and the means used to advertise the center.
- c. Commissioner Osorio stated that our clients and agency could possibly benefit from funds CVOC received for drought assistance and the Drought Temporary Jobs Program.
- d. Migrant Centers are closing on the following dates: October 17 Atwater Migrant, November 18 Merced Migrant, Felix Torres November 28, Los Banos November 4, and Year Round remains fully leased. Commissioner Osorio asked why the different closure dates and Executive Director Ferrario explained that opening dates are different and it also varies as some centers request extensions.
- e. PNA projects are finishing up. Los Banos is still pending ADA compliance upgrades. Commissioner Delgadillo asked if the RFP in the Merced Sun Star was for this PNA. Executive Director Ferrario explained it was for the Interior rehab for 1st street. This RFP was modified and sent out again as we only received 1 bid and it was not a good representation. We need a bigger representation so that we can select the one that is best for the agency.
- f. Driveways/Sidewalks in Dos Palos are almost completed.
- g. Our Shelter Plus Care program is doing fine and 47 of 55 VASH vouchers are leased up and housed.
- h. Annual Plan was returned and requires minimal revision regarding Rehab at 1st Street apartments.
- i. GVHC will end their lease for the library and lobby area effective January 1, 2016. They went out for bid on the redesign for these areas and costs were too high. Will continue to lease current office area.
- j. Los Banos water issue: Commissioner Delgadillo stated he had concerns about the water quality in the Los Banos Migrant Center. The City of Los Banos provided the agency with the Water Consumer Confidence Report for all tenants. That report reflects that the water meets all standards. However, after that

report was released, the State standards changed and water test showed high Chrome levels. The City states there is no need to use an alternative water supply. The water is still considered safe for human consumption and the issue is being addressed.

- k. Commissioner Osorio asked what the limit/standard was for occupancy in a unit. Executive Director Ferrario explained we follow Federal subsidy standards, which is two to a bedroom. Reasonable Accommodations are granted if the client requires an additional bedroom due to a medical condition or disability.

B. Resolution Item(s):

- 1.) **Resolution No. 2015-20:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced Contract 15-OMS-10544 for the Atwater/Livingston Migrant Center.

(M/S/C): Commissioner Delgadillo/Commissioner Davis/passed unanimously

- 2.) **Resolution No. 2015-21:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced Contract 15-OMS-10545 for the Rafael Silva/Los Banos Migrant Center.

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

- 3.) **Resolution No. 2015-22:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced Contract 15-OMS-10546 for the Felix Torres Migrant Center.

(M/S/C): Commissioner Resendez/Commissioner Dorsey/passed unanimously

- 4.) **Resolution No. 2015-23:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of the County of Merced Contract 15-OMS-10547 for the Merced Migrant Center.

(M/S/C): Commissioner Davis/Commissioner Delgadillo/passed unanimously

- 5.) **Resolution No. 2015-24:** Approving Side Letter of Understanding between Local 2703, American Federation of State, County and Municipal Employees (AFL-CIO) and The Housing Authority of The County of Merced regarding employer provided uniforms.

(M/S/C): Commissioner Delgadillo/Commissioner Davis/passed unanimously

6.) **Resolution No. 2015-25:** Approving the write-off of bad debts from tenants accounts receivable.

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

C. Action Item(s): None

VII. COMMISSIONER'S COMMENTS:

- Commissioner Davis stated that as he drove around the Felix Torres Migrant Center he noticed the streets in the center are do not have names. He would like to know if we could possibly name the streets after Commissioners and requests it be added to the agenda for further discussion.
- Commissioner Dorsey stated the Board packet was clear and informative.
- Commissioner Osorio thanks the Board for the support during this difficult time.
- Commissioner Delgadillo asked what the official name of the Migrant Center in Los Banos is. Executive Director Ferrario explained that it was Rafael Silva; however, all refer to it as the Los Banos Migrant Center.
- Commissioner Resendez was glad to see Commissioner Pia.
- Commissioner Pia is glad to be back and thanks all for their concern.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:47 p.m.

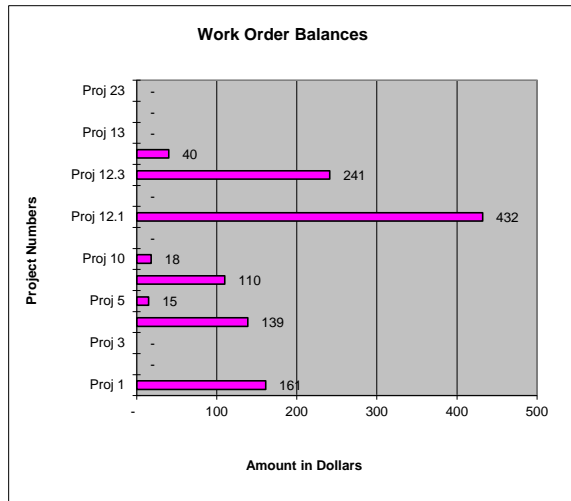
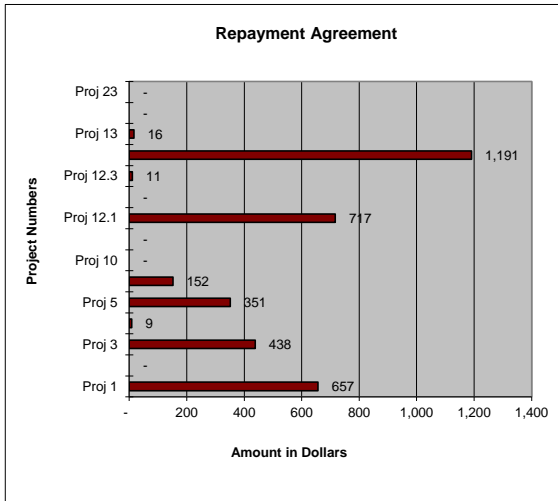
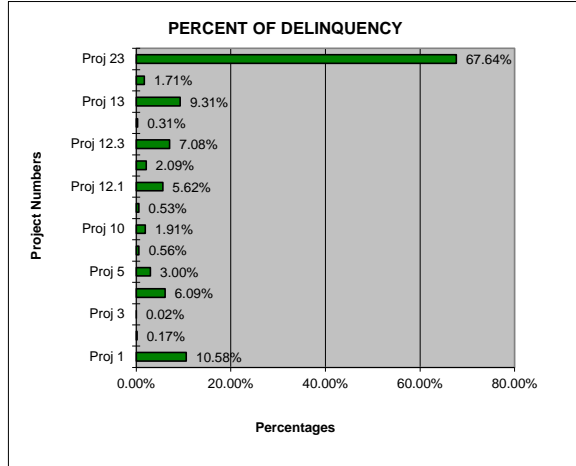
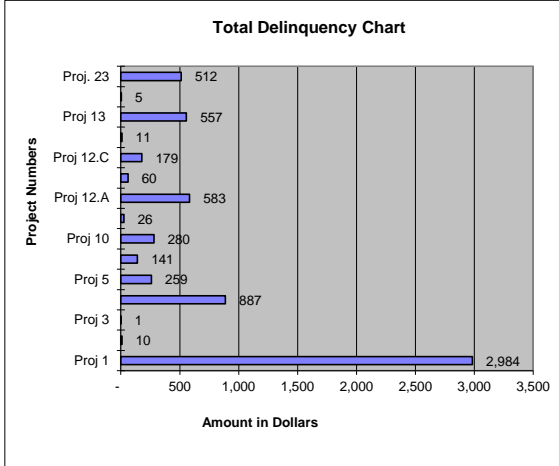
Chairperson Signature / Date

Secretary Signature/ Date

**HOUSING AUTHORITY OF THE COUNTY OF MERCED
TENANTS' DELINQUENT BALANCES**

Oct-15

Project Name	Project #	Total Units	Total # delinquent	Delinquent	Work Orders	Retro Charges	Repay. Agreements	Total Rent	% of Delinq.
Gateway Homes	Proj 1	101	24	2,984	161	-	657	28,191	10.58%
Linda Vista Homes	Proj 2	20	1	10	-	-	-	5,956	0.17%
Cameo Court Homes	Proj 3	15	3	1	-	-	438	5,267	0.02%
Abby Circle Homes	Proj 4	40	9	887	139	-	9	14,566	6.09%
Globe Ave. Homes	Proj 5	30	3	259	15	-	351	8,631	3.00%
Livingston Homes	Proj 6	60	8	141	110	2,675	152	25,357	0.56%
Merced Turnkey Homes	Proj 10	44	6	280	18	-	-	14,626	1.91%
Los Banos Homes	Proj 11	10	4	26	-	-	-	4,861	0.53%
Atwater Homes	Proj 12.A	36	10	583	432	-	717	10,381	5.62%
Winton Homes	Proj 12.B	6	1	60	-	-	-	2,870	2.09%
Dos Palos Homes	Proj 12.C	12	4	179	241	-	11	2,528	7.08%
So. Dos Palos Homes	Proj 12.D	10	3	11	40	-	1,191	3,532	0.31%
Merced Elderly Complex	Proj 13	28	7	557	-	-	16	5,986	9.31%
Merced 1st Acquisition	Proj. 21	1	1	5	-	-	-	292	1.71%
Atwater Acquisition	Proj. 23	2	1	512	-	-	-	757	67.64%
		415	85	6,495	1,156	2,675	3,542	133,801	4.85%



	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Percent Delinquent 2015	3.15%	3.12%	3.36%	3.34%	2.03%	1.72%
Percent Delinquent	2.81%	4.09%	4.45%	4.85%		

Average Delinquency **3.29%**

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Percent Delinquent 2014	6.22%	3.55%	2.87%	2.73%	3.47%	2.57%
Percent Delinquent	1.84%	2.26%	2.32%	3.07%	4.26%	2.98%

Average Delinquency **2.79%**

PHAS Tracking Summary Fiscal Year Ending 09/30/16

Indicators	Estimated Status at End of Month												
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		2											
Average Lease Up Days		0											
Make Ready Time		45											
Average Make Ready Days		6											
Down Days		4											
Average Down Days		1											
Total # Vacant Units Turned		7											
Total # Turn Around Days		51											
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	7											

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	9											

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: November 17, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-26:** Approving the award of construction contract for miscellaneous unit modifications/rehab at AMP 4, and authorizing the Executive Director to enter into agreement.

The Housing Authority of the County of Merced has budgeted in the Replacement Housing Factor Funds for the rehab and unit modifications at AMP 4.

HACM issued RFP #2015-06R: Miscellaneous Modernization – Merced.

Bids closed on October 21, 2015 with five (5) proposals submitted:

1) Caledonia Construction Company	Chowchilla	\$107,122
2) CNW Construction	Rescue	\$114,000
3) STW Construction	Selma	\$121,875
4) Moss Construction	Chowchilla	\$141,182
5) JPB Designs	Sacramento	\$197,000

The bid received from CNW Construction has been deemed to be the lowest most responsive proposal.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-26**, awarding construction contract to CNW Construction in the amount of \$114,000.00, for miscellaneous unit modifications/rehab at AMP 4, and authorizing the Executive Director, Rennise Ferrario, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2015 – 26

APPROVING THE AWARD OF CONSTRUCTION CONTRACT FOR MISCELLANEOUS UNIT MODIFICATIONS/REHAB AT AMP 4, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT

WHEREAS, the Housing Authority of the County of Merced (HACM) has budgeted in the Replacement Housing Factor Funds for the rehab and unit modifications at AMP 4, located on 1st Street in Merced;

WHEREAS, the project was advertised for bid in the Merced Sun-Star, Modesto Bee and provided to Central Valley Builders Exchanges in Stockton, Modesto, Merced, Fresno, and Tulare; and

WHEREAS, a total of five (5) bids were submitted and opened for review on October 21, 2015;

Caledonia Construction Company	Chowchilla	\$107,122
CNW Construction	Rescue	\$114,000
STW Construction Company	Selma	\$121,875
Moss Construction Company	Chowchilla	\$141,182
JPB Designs	Sacramento	\$197,000

WHEREAS, one (1) bid submitted from Caledonia Construction Company, Chowchilla, California, was withdrawn due to the fact that the bid did not include the cost for specific items included in the “Scope of Work”; and

WHEREAS, the apparent low bid was submitted by CNW Construction, from Rescue, California in the amount of \$114,000;

BE IT RESOLVED, that the Board of Commissioners of the HACM does hereby approve awarding the construction contract to CNW Construction in the amount of \$114,000, and does hereby authorize the Executive Director, Rennise Ferrario to sign the agreement and take any other action necessary to carry out the completion of the rehab work at AMP 4.

Motion:

Second:

Ayes:

Nays:

Absent/Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: November 17, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: November 17, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-27:** Approving the submission of the Housing Authority's SEMAP Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2015

The Section 8 Management Assessment Program (SEMAP) is required by HUD as established by the Federal Regulation dated September 10, 1998, and is sent electronically to HUD after approval by the Board.

SEMAP was established to objectively measure the Housing Authority's performance in key Housing Choice Voucher tenant-based assistance program areas. There are 14 key indicators as indicated on the attached SEMAP form.

Attached for your review and approval is HUD Form 52648, Section 8 Housing Management Assessment Program (SEMAP) Certification.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2015-27, approving the submission of the SEMAP Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2015.

RESOLUTION NO. 2015-27

**APPROVING SUBMISSION OF THE SEMAP CERTIFICATION, HUD FORM 52648
TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015**

WHEREAS, it is necessary that this Authority submit correct information to the HUD Area Office for the Section 8 Management Assessment Program (SEMAP), and

WHEREAS, the information gathered by the Staff of this Authority has been reviewed closely by the Staff as to its authenticity and accuracy;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2015-27**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2015, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 17, 2015 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: November 17, 2015

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. 11/30/2016)

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)
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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) _____

Date (mm/dd/yyyy) _____

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.

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.

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: November 17, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-28** approving and authorizing entering into a contract with California Department of Housing and Community Development for Construction and Rehabilitation for Los Banos Migrant Center.

California Department of Housing and Community Development (HCD) authorized funding in the amount of \$20,322 to the Housing Authority of the County of Merced to complete Construction and Rehabilitation at the Los Banos Migrant Center to meet ADA requirements. The work was recommended in the Physical Needs Assessment that was conducted in June 2013. The work will include removing and replacing standard kitchen sinks, modifying the kitchen sink area, removing and replacing bathroom sinks, installing ADA hardware to comply with ADA requirements and installing new ADA compliant kitchen sinks for three (3) designated handicap units at Los Banos Migrant Center and installing hearing impaired doorbell and smoke alarm for one (1) unit.

California Department of HCD wishes to enter into contract with the Housing Authority of the County of Merced. HCD requires a resolution which includes the contract number, the contract amount, acceptance of the contract and the name of the person designated signature authority.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-28**, approving and authorizing entering into Contract #14-OMS-10174 in the amount of \$20,322.00, with California Department of Housing and Community Development for Construction and Rehabilitation at the Los Banos Migrant Center and authorize the Executive Director, Rennise Ferrario, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2015-28

**AUTHORIZING ADOPTION OF OMS CONTRACT
NO. 15-OMS-10691 FOR THE LOS BANOS MIGRANT CENTER
CONSTRUCTION AND REHABILITATION PROJECT 2015**

WHEREAS, Standard Agreement No. 15-OMS-10691 with the California Department of Housing and Community Development will provide funds for the Construction and Rehabilitation Project located at the Los Banos Migrant Center; and

WHEREAS, it is desirable and necessary that the amount of the rehabilitation budget be agreed upon between the Department of Housing and Community Development, and the Housing Authority of the County of Merced acting through its Board of Directors in order to rehabilitate the kitchen sink/counter replacement project, the bathroom sink/counter replacement project, installation of a visual smoke detector and hearing impaired doorbell; and

NOW, THEREFORE, BE IT RESOLVED that Contract No. 15-OMS-10691, with a rehabilitation budget not to exceed \$20,322.00, be approved by the Housing Authority of the County of Merced and Rennise Ferrario, Executive Director of said Authority shall be authorized to execute the contract, related documents and any amendments thereto.

PASSED AND ADOPTED by the Board of Directors of the Housing Authority of the County of Merced, this 17th Day of November, 2015 by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: November 17, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: November 17, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-29**, approving the award of contract for Comprehensive Tree Maintenance at Housing Authority properties throughout Merced County, and authorizing the Executive Director to enter into contract.

The Housing Authority of the County of Merced has budgeted capital funds for comprehensive tree maintenance that includes tree removal, pruning, and as needed, for all public housing properties.

The project was advertised for bid in the Merced Sun-Star five (5) times (September 23rd, September 26th, October 3rd, October 7th and October 10th) and in the Modesto Bee two (2) times (September 26th and October 8th). Notices were sent to Central Valley Builders Exchanges (Modesto, Merced-Mariposa, Fresno and Tulare). Letters were also sent to fifteen (15) tree service companies.

On October 28, 2018 two (2) proposals were received and opened for review:

- Agri-Mex Tree & Landscape Merced
- Ward Brothers Merced

Based on information provided and past experience, staff has selected Agri-Mex as the lowest most responsive bidder.

RECOMMENDATION

I here by recommend that the Board of Commissioners of the Housing Authority of the County of Merced approve **Resolution No. 2015-29**, Approve the award of contract for Comprehensive Tree Maintenance at Housing Authority properties throughout Merced County, and authorizing the Executive Director to enter into contract

RESOLUTION NO. 2015-29

APPROVING THE AWARD OF CONTRACT FOR COMPREHENSIVE TREE MAINTENANCE AT HOUSING AUTHORITY PROPERTIES THROUGHOUT MERCED COUNTY, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT

WHEREAS, the Housing Authority of the County of Merced has budgeted capital funds for comprehensive tree maintenance that includes tree removal, pruning, and as needed, for all public housing properties; and

WHEREAS, the project was advertised for bid in the Merced Sun-Star five (5) times (September 23rd, September 26th, October 3rd, October 7th and October 10th) and in the Modesto Bee two (2) times (September 26th and October 8th). Notices were sent to Central Valley Builders Exchanges (Modesto, Merced-Mariposa, Fresno and Tulare). Letters were also sent to fifteen (15) tree service companies, and

WHEREAS, two (2) proposals were received and opened for review on October 28, 2015;

- | | |
|------------------------------|--------|
| 1. Agri-Mex Tree & Landscape | Merced |
| 2. Ward Brothers | Merced |

WHEREAS, it was determined that Agri-Mex possesses the knowledge, experience and staff required of the work requested in the RFP; and

WHEREAS, it was determined that Agri-Mex was the most responsive and responsible bidder, providing the best dollar value; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the HACM does hereby approve awarding a one (1) year contract with two (2) one year options for renewal to Agri-Mex in the amount not to exceed \$300,000.00, and does hereby authorize the Executive Director, Rennise Ferrario, to sign or take any other action necessary to carry out the completion of the work.

The foregoing resolution was introduced at the November 17, 2015 Board meeting of the Board of Commissioners of the HACM and adopted by the following vote:

Motion: _____ Second: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: November 17, 2015