

# **A G E N D A**

## **BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Quarterly Meeting  
Tuesday, April 17, 2018  
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

Margaret Pia, Chairperson  
Jack Jackson, Vice-Chair  
Evelyn Dorsey  
Rick Osorio  
Jose Resendez  
Rachel Torres

**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](http://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. March 20, 2018 Annual 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:

- A. Rent Delinquency Report for February & March 2018
- B. Track Summary Report for February & March 2018
- C. Financial Reports for February & March 2018

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

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

##### A. Information/Discussion Item(s):

###### 1.) Department Reviews (included in board packet)

- Quarterly Report – Finance
- Quarterly Report – Public Housing & Migrant Family Centers
- Quarterly Report – Housing Choice Voucher
- Quarterly Report – Human Resources
- Organizational Chart

###### 2.) Director's Updates

##### B. Resolution Item(s):

- 1.) **Resolution No. 2018-08:** Approving the Housing Authority of the County of Merced Enterprise Income Verification (EIV) Policy & Procedures.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

- 2.) **Resolution No. 2018-09:** Approving the revision to the Housing Authority of the County of Merced Conflict of Interest Policy.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

- 3.) **Resolution No. 2018-10:** Approving the Housing Authority of the County of Merced Limited English Proficiency (LEP) Policy.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

- 4.) **Resolution No. 2018-11:** Approving updating the Housing Authority of the County of Merced Attendance Policy.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_



- 5.) **Resolution No. 2018-12:** Approving the Housing Authority of the County of Merced revised Operating Budget for Fiscal Year 2017 – 2018.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

C. Action Item(s):

None

**VII. COMMISSIONER'S COMMENTS**

**VIII. CLOSED SESSION ITEM(S):**

None

**IX. ADJOURNMENT**



# **MINUTES**

## **BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED**

### **Annual Meeting Tuesday, March 20, 2018**

- I. The meeting was called to order by Chairperson Torres at 5:30 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rachel Torres, Chairperson  
Margaret Pia, Vice Chairperson  
Evelyne Dorsey  
Jack Jackson  
Rick Osorio  
Margaret Pia

**Commissioners Absent:**

None

Chairperson Torres declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Brian Watkins, Finance Officer  
David Ritchie, Legal Counsel  
Blanca Arrate, Director of Housing Programs  
Gina Thexton, Director of Housing Programs  
Maria F. Alvarado, Clerk of the Board

**Others Present:**

Jose Delgadillo, Former Commissioner  
Christina Alley, CVCAH  
Arturo Murillo, Acquisition Home Owner  
Miriam Murillo, Acquisition Home Owner

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

Item VI. Consent Calendar was tabled and will be presented at the next meeting.  
Item III. Nomination and Election of Board of Commissioners Officers was moved to Item VIII.

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

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

A. February 20, 2018 – Regular Meeting

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

#### **IV. UNSCHEDULED ORAL COMMUNICATION:**

Jose Delgadillo addressed the Board and reported that he was stepping down from his position as Commissioner. Mr. Delgadillo provided some background on his tenure with the Board and expressed his gratitude as well as his confidence that the Authority is on track to continue to be successful.

#### **V. CONSENT CALENDAR:**

- A. Rent Delinquency Report for February 2018**
- B. Track Summary Report for February 2018**
- C. Financial Reports for February 2018**

Item was tabled and will be resubmitted for review and approval at the April 2018 meeting.

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

##### **A. Information/discussion Item(s):**

##### **1.) Director's Updates:**

- a. Chris Alley, from Central Valley Coalition for Affordable Housing, provided an update on the status of the Gateway Terrace II development. Ms. Alley stated that the project is still in progress.
- b. Executive Director Vazquez informed the Board that the previously scheduled meeting with the Merced County Office of Education was canceled and will be rescheduled.
- c. Executive Director Vazquez reported that the Authority received a visit from Congressman Costa. During this visit Authority staff was able to attend and assist with voicing the Authority's needs and concerns.
- d. Executive Director Vazquez informed the Board that the Authority received two of the thirteen requested VASH Vouchers. This was due to the high demand the Department of Housing and Urban Development received for said vouchers.

##### **B. Resolutions Item(s):**

- 1.) Resolution 2018-03:** Approving and the write-off of bad debts from tenant's accounts receivable.

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

- 2.) Resolution 2018-04:** Approving the Executive Director to enter into an amended purchase and sale agreement with Arturo Murillo and Miriam Murillo for 1783 Juniper Avenue, Atwater, CA accepting the \$164,00.00 indebtedness as satisfied in full, and authorizing the reconveyance of the property and recordation thereof.

(M/S/C): Commissioner Osorio/Commissioner Jackson/passed unanimously

- 1.) Resolution 2018-05:** Approving the revisions to the Director of Development & Asset Management job description.

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

- 1.) **Resolution 2018-06:** Approving the clarification and subsequent revisions to the current job descriptions for the Maintenance Worker I/II/ III series.

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

- 1.) **Resolution 2018-07:** Recognizing, commending and thanking Commissioner Jose Delgadillo for 9 years of outstanding service to the Housing Authority of the County of Merced.

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

C. Action Item(s):

None

**VII. NOMINATION and ELECTION OF BOARD OF COMMISSIONER OFFICERS (Chairperson and Vice Chairperson):**

- A. Nomination of Chairperson: Margaret Pia was nominated for the office of Chairperson.

*There being no other nominations, nominations were closed. The Commission moved to do an open vote.*

- B. Election of Chairperson: Motion to elect Rachel Torres as Chairperson was as follows:

*The secret votes were tallied and were as follows: Margaret Pia – Unanimous*

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

- C. Nomination of Vice Chairperson: Jack Jackson was nominated for the office of Vice Chairperson.

*There being no other nominations, nominations were closed. The Commission moved to submit an open vote.*

- D. Election of Vice Chairperson: Motion to elect Jack Jackson as Vice Chairperson was as follows:

*The secret votes were tallied and were as follows: Jack Jackson - Unanimous*

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

**VIII. COMMISSIONER'S COMMENTS:**

Congratulations to Chairperson Pia and Vice-Chair Jackson. The Board also thanked Jose Delgadillo for his service to the Authority and he will be greatly missed.

**IX. CLOSED SESSION ITEM(S):**

The Board of Commissioners went into closed session at 6:43 p.m. The following people were present:

Board Members

Margaret Pia, Chair  
Jack Jackson, Vice-Chair  
Evelyne Dorsey  
Rick Osorio  
Jose Resendez  
Rachel Torres

Others Present

Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel

- A. Pursuant to Government Code §54956.8  
Conference with Legal Counsel – Real Property Negotiations

The Board returned to Regular Session at 7:09 p.m. there was no reportable action.

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:10 p.m.

\_\_\_\_\_  
Chairperson Signature / Date

\_\_\_\_\_  
Secretary Signature/ Date

**Aged Receivables**

Trans through 02/28/18

AMP Code	Property Code	Property Name	Thirty Day	Sixty Day	Ninety Day	Over Ninety Day	Total AR	Prepayments	Ending Balance
AMP 1 - Merced									
	ca023001	PH - Merced	418.43	50.74	-	-	469.17	(2,535.74)	(2,066.57)
	ca023010	PH - Merced	180.91	-	-	-	180.91	(1,746.12)	(1,565.21)
	AMP 1 TOTALS		599.34	50.74	-	-	650.08	(4,281.86)	(3,631.78)
AMP 2 - Atwater, Winton and Livingston									
	012a	PH - Atwater	27.31	-	-	-	27.31	(1,881.42)	(1,854.11)
	012b	PH - Winton	-	-	-	-	-	(1,491.17)	(1,491.17)
	atw	Atwater Elderly	271.60	-	-	-	271.60	(1,357.00)	(1,085.40)
	ca023003	PH - Atwater - Cameo	88.66	-	-	-	88.66	(2,021.88)	(1,933.22)
	ca023006	PH - Livingston	1.52	-	-	-	1.52	(3,224.60)	(3,223.08)
	AMP 2 TOTALS		389.09	-	-	-	389.09	(9,976.07)	(9,586.98)
AMP 3 - Los Banos and Dos Palos									
	012c	PH - Dos Palos - Alleyne	418.12	4.00	-	-	422.12	(75.81)	346.31
	012d	PH - Dos Palos - Globe	102.67	-	-	-	102.67	(1,373.16)	(1,270.49)
	ca023002	PH - Los Banos	789.80	-	-	-	789.80	(375.85)	413.95
	ca023004	PH - Los Banos - Abby, B, C & D	449.94	-	-	-	449.94	(4,607.80)	(4,157.86)
	ca023005	PH - Dos Palos - West Globe	1,178.87	1,367.52	-	-	2,546.39	-	2,546.39
	ca023011	PH - Los Banos - J & K St	420.92	-	-	-	420.92	(186.27)	234.65
	dp	Dos Palos Elderly	576.00	-	-	-	576.00	(1,944.10)	(1,368.10)
	mid	Midway	2,526.79	-	-	-	2,526.79	(2,965.55)	(438.76)
	AMP 3 TOTALS		6,463.11	1,371.52	-	-	7,834.63	(11,528.54)	(3,693.91)
AMP 4 - First Street, Merced									
	ca023024	PH - 1st Street	133.00	98.10	-	-	231.10	(50.00)	181.10
	AMP 4 TOTALS		133.00	98.10	-	-	231.10	(50.00)	181.10
FT-YR Planada									
	ft-yr	Felix Torres Year Round Center	1,055.00	20.00	-	-	1,075.00	-	1,075.00
	FT-YR Planada TOTALS		1,055.00	20.00	-	-	1,075.00	-	1,075.00
Total			8,639.54	1,540.36	-	-	10,179.90	(25,836.47)	(15,656.57)



**Aged Receivables**

Trans through=03/31/2018

AMP Code	Property Code	Property Name	Thirty Day	Sixty Day	Ninety Day	Over Ninety Day	Total AR	Prepayments	Ending Balance
<b>AMP 1 - Merced</b>									
	ca023001	PH - Merced	910.11	71.10	34.99	-127.25	888.95	-2,174.37	-1,285.42
	ca023010	PH - Merced	140.91	0.00	0.00	0.00	140.91	-1,027.12	-886.21
	ca023013	PH - Merced Sr	441.62	0.00	0.00	0.00	441.62	-330.81	110.81
<b>AMP 1 TOTALS</b>			<b>1,492.64</b>	<b>71.10</b>	<b>34.99</b>	<b>-127.25</b>	<b>1,471.48</b>	<b>-3,532.30</b>	<b>-2,060.82</b>
<b>AMP 2 - Atwater, Winton and Livingston</b>									
	012a	PH - Atwater	88.60	-561.00	-440.01	-311.00	-1,223.41	-1,305.12	-2,528.53
	012b	PH - Winton	0.00	0.00	0.00	-301.00	-301.00	-1,191.17	-1,492.17
	ca023003	PH - Atwater - Cameo	105.00	46.92	-977.00	-977.00	-1,802.08	-172.14	-1,974.22
	ca023006	PH - Livingston	407.60	-704.45	-434.00	60.00	-670.85	-2,830.23	-3,501.08
<b>AMP 2 TOTALS</b>			<b>601.20</b>	<b>-1,218.53</b>	<b>-1,851.01</b>	<b>-1,529.00</b>	<b>-3,997.34</b>	<b>-5,498.66</b>	<b>-9,496.00</b>
<b>AMP 3 - Los Banos and Dos Palos</b>									
	012c	PH - Dos Palos - Alleyne	256.20	83.00	9.22	145.00	493.42	-75.11	418.31
	012d	PH - Dos Palos - Globe	111.67	-148.00	0.00	-334.00	-370.33	-817.16	-1,187.49
	ca023002	PH - Los Banos	263.03	25.00	25.00	50.00	363.03	-703.57	-340.54
	ca023004	PH - Los Banos - Abby, B, C & D	296.99	242.45	-485.00	-856.58	-802.14	-2,327.33	-3,129.47
	ca023005	PH - Dos Palos - West Globe	1,064.17	521.00	659.75	0.00	2,244.92	0.00	2,244.92
	ca023011	PH - Los Banos - J & K St	683.00	406.92	0.00	0.00	1,089.92	-194.27	895.65
<b>AMP 3 TOTALS</b>			<b>2,675.06</b>	<b>1,130.37</b>	<b>208.97</b>	<b>-995.58</b>	<b>3,018.82</b>	<b>-4,117.44</b>	<b>-1,098.62</b>
<b>AMP 4 - FIRST STREET, MERCED</b>									
	ca023024	PH - 1st Street	108.00	133.00	17.00	0.00	258.00	-50.00	208.00
<b>AMP 4 TOTALS</b>			<b>108.00</b>	<b>133.00</b>	<b>17.00</b>	<b>0.00</b>	<b>258.00</b>	<b>-50.00</b>	<b>208.00</b>
<b>FTYR - PLANADA</b>									
	ft-yr	Felix Torres Year Round Center	1,212.00	393.00	0.00	0.00	1,605.00	0.00	1,605.00
<b>FTYR - PLANADA TOTALS</b>			<b>1,212.00</b>	<b>393.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,605.00</b>	<b>0.00</b>	<b>1,605.00</b>
<b>GRAND TOTALS</b>			<b>6,088.90</b>	<b>508.94</b>	<b>-1,590.05</b>	<b>-2,651.83</b>	<b>2,355.96</b>	<b>-13,198.40</b>	<b>-10,842.44</b>

**PHAS Tracking Summary**  
**Fiscal Year Ending 09/30/18**

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		0	0	0	32	21							
Average Lease Up Days		0	0	0	5	3							
Make Ready Time		26	26	111	661	784							
Average Make Ready Days		26	26	56	94	98							
Down Days		0	0	0	31	31							
Average Down Days		0	0	0	4	4							
Total # Vacant Units Turned		1	1	2	7	8							
Total # Turn Around Days		26	26	111	724	836							
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	26	26	56	103	105							

% 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%							
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	29	22	21	21	27							

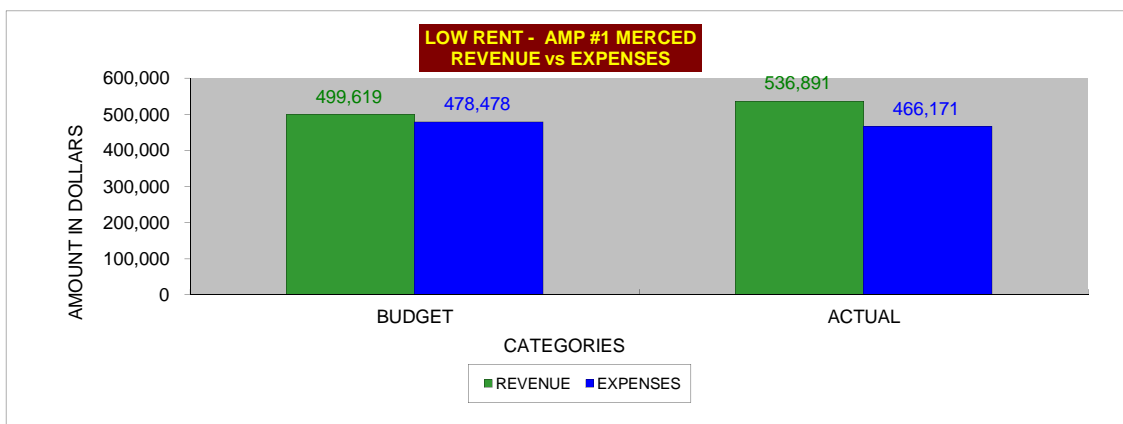
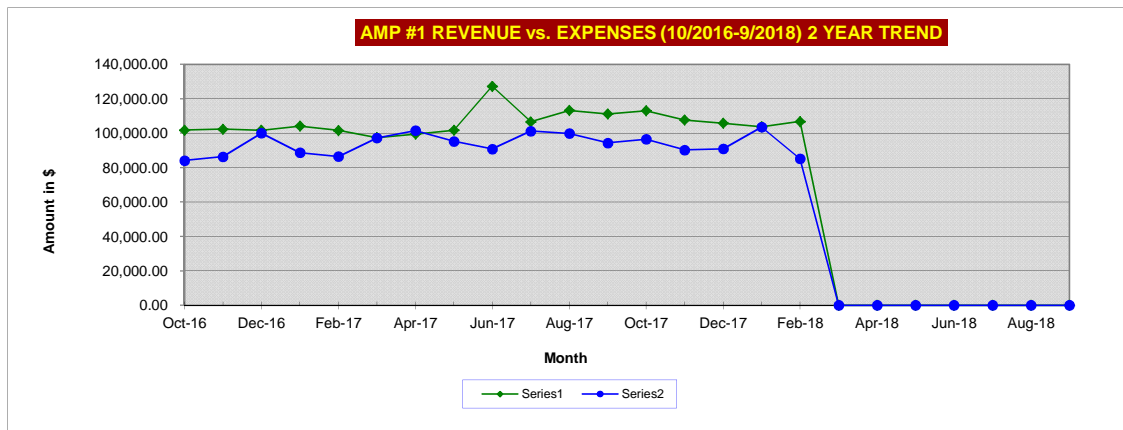
**PHAS Tracking Summary**  
Fiscal Year Ending 09/30/18

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		0	0	0	32	21	21						
Average Lease Up Days		0	0	0	5	3	2						
Make Ready Time		26	26	111	661	784	883						
Average Make Ready Days		26	26	56	94	98	98						
Down Days		0	0	0	31	31	31						
Average Down Days		0	0	0	4	4	3						
Total # Vacant Units Turned		1	1	2	7	8	9						
Total # Turn Around Days		26	26	111	724	836	935						
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	26	26	56	103	105	104						

% 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%						
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	29	22	21	21	27	25						

01-Oct-17

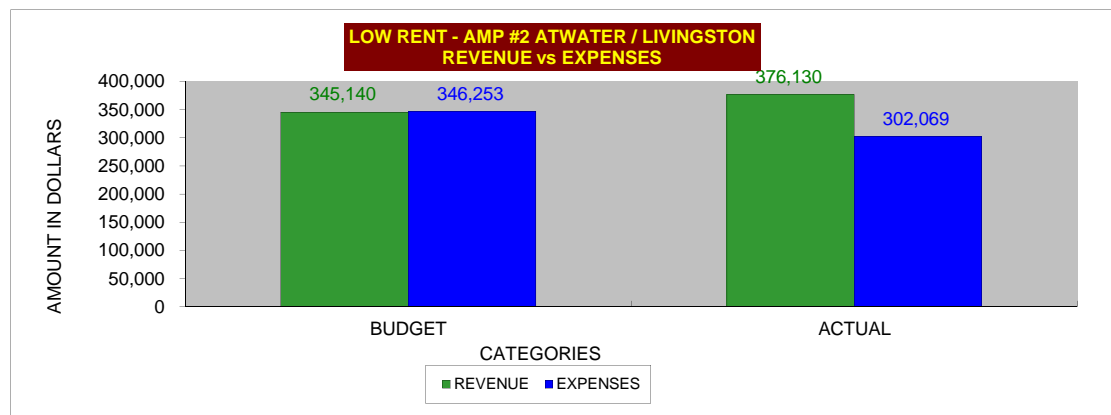
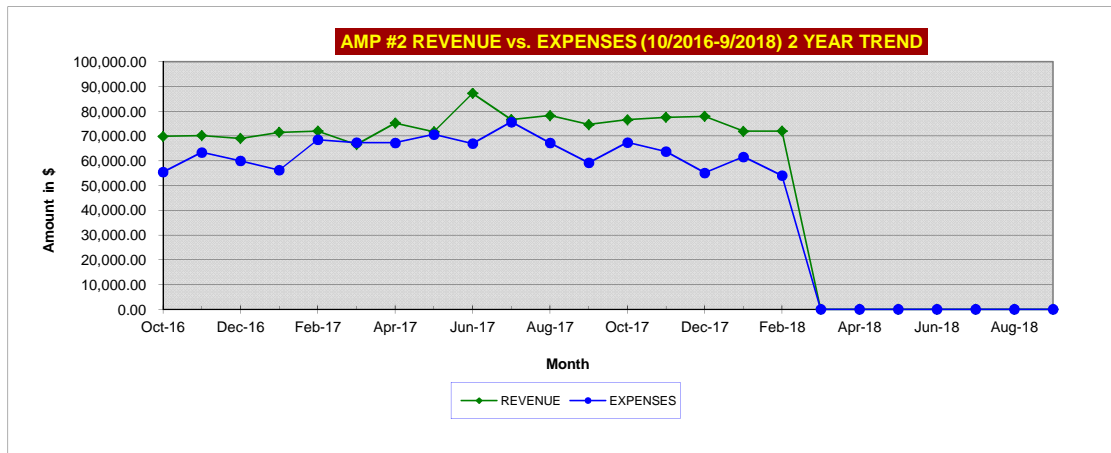
TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	275,113	293,210	316.10	336.90
NON-DWELL. RENTS	0	0	0.00	0.00
OTHER INCOME	1,978	14,018	2.27	16.11
PFS SUBSIDY	222,527	229,663	255.68	263.88
	<b>499,619</b>	<b>536,891</b>	<b>574.05</b>	<b>616.89</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	171,024	153,478	196.50	176.35
TENANT SERVICES	0	782	0.00	0.90
UTILITIES	75,354	75,808	86.58	87.10
MAINT.	127,248	139,366	146.21	160.13
GENERAL	52,434	44,316	60.25	50.92
DEPRECIATION	52,418	52,420	60.23	60.23
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>478,478</b>	<b>466,171</b>	<b>549.77</b>	<b>535.63</b>
NET SURPLUS	21,141	70,720		
NET FROM OPERATIONS	<b>21,141</b>	<b>70,720</b>		
ENDING EQUITY BALANCE	<b>2,387,696</b>	<b>2,338,117</b>		
NET SURPLUS	21,141	70,720		
ADD BACK DEPRECIATION	52,418	52,420		
<b>CASH FLOW</b>	<b>73,559</b>	<b>123,140</b>		

01-Oct-17

TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	224,951	251,288	388.80	434.32
INTEREST	0	0	0.00	0.00
OTHER INCOME	6,453	3,843	11.15	6.64
PFS SUBSIDY	113,736	120,999	196.58	209.13
	345,140	376,130	596.53	650.09
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	121,031	100,427	209.19	173.58
UTILITIES	70,593	69,995	122.01	120.98
MAINT.	84,969	68,117	146.86	117.73
GENERAL	40,361	34,031	69.76	58.82
DEPRECIATION	29,299	29,300	50.64	50.64
EQUITY TRANSFERS	0	0	0.00	0.00
	346,253	302,069	598.46	522.09
NET SURPLUS	(1,113)	74,061		
NET FROM OPERATIONS	(1,113)	74,061		
ENDING EQUITY BALANCE	1,829,201	1,754,028		
NET SURPLUS	(1,113)	74,061		
ADD BACK DEPRECIATION	29,299	29,300		
CASH FLOW	28,186	103,361		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

## REVENUE &amp; EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018

REV. RATE: 41.2%

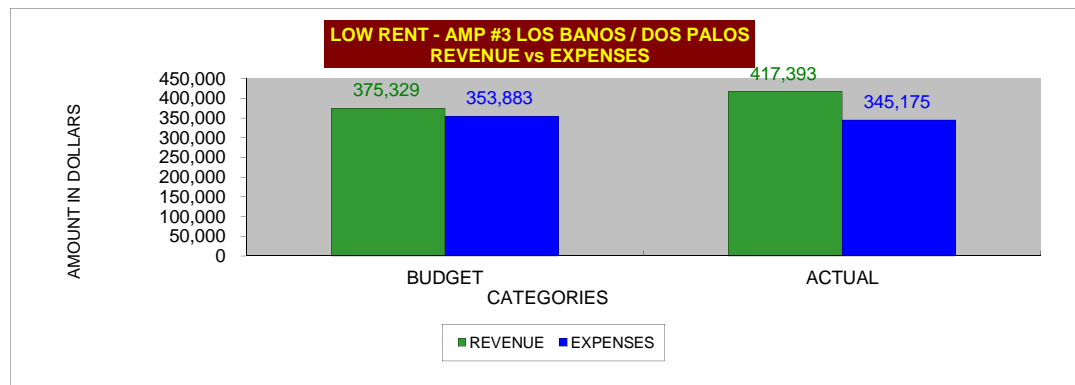
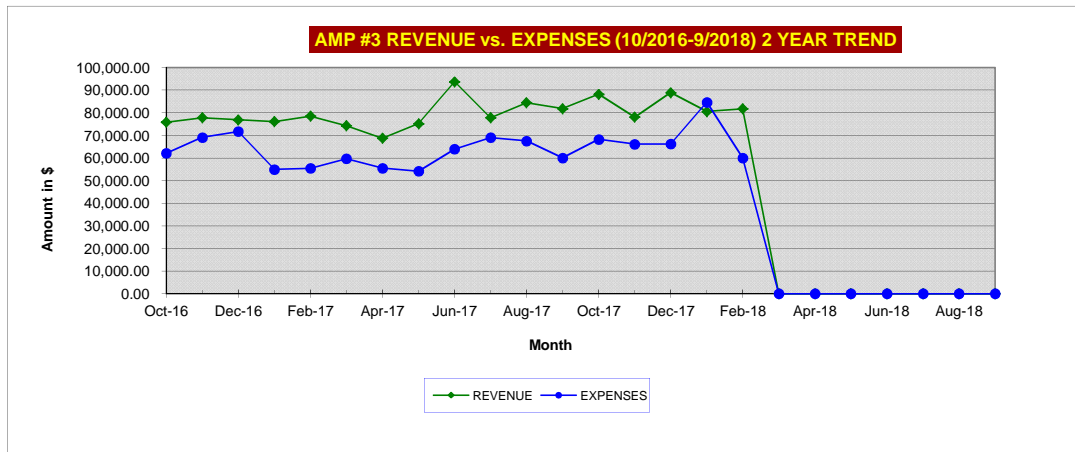
# UNIT/MONTH: 1,464

REPORT PERIOD FROM:

01-Oct-17

TO:

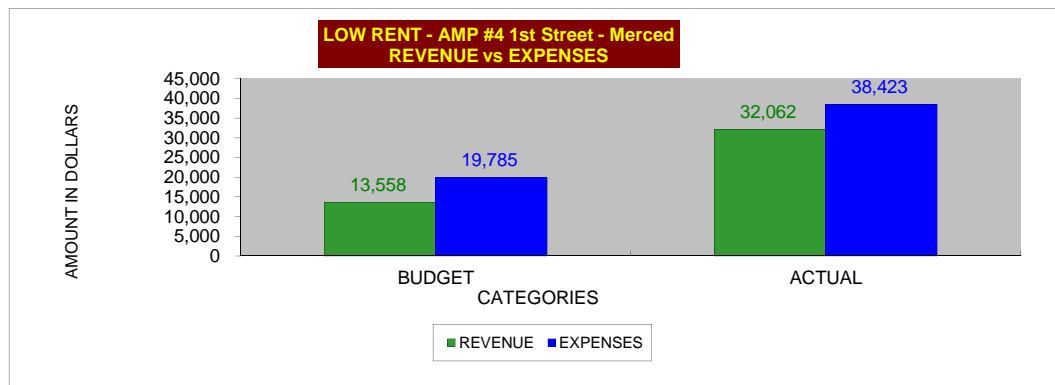
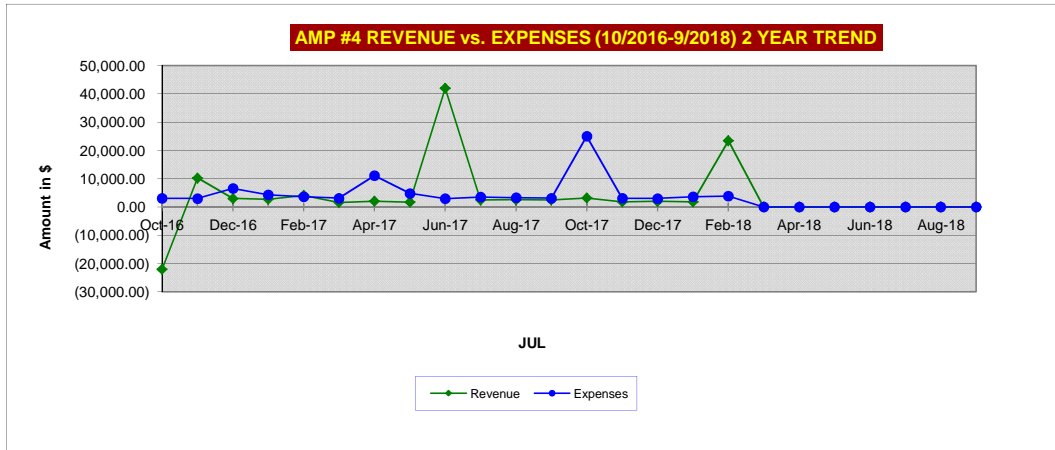
28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	203,759	244,840	337.74	405.84
INTEREST	0	0	0.00	0.00
OTHER INCOME	5,563	10,593	9.22	17.56
PFS SUBSIDY	166,006	161,960	275.17	268.46
	375,329	417,393	622.13	691.86
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	122,491	102,136	203.04	169.30
UTILITIES	62,277	58,668	103.23	97.25
MAINT.	107,395	128,199	178.01	212.50
GENERAL	37,644	31,898	62.40	52.87
DEPRECIATION	24,076	24,075	39.91	39.91
EQUITY TRANSFERS	0	0	0.00	0.00
	353,883	345,175	586.59	572.16
NET SURPLUS	21,446	72,218		
NET FROM OPERATIONS	21,446	72,218		
ENDING EQUITY BALANCE	1,755,681	1,704,909		
NET SURPLUS	21,446	72,218		
ADD BACK DEPRECIATION	24,076	24,075		
CASH FLOW	45,522	96,293		

01-Oct-17

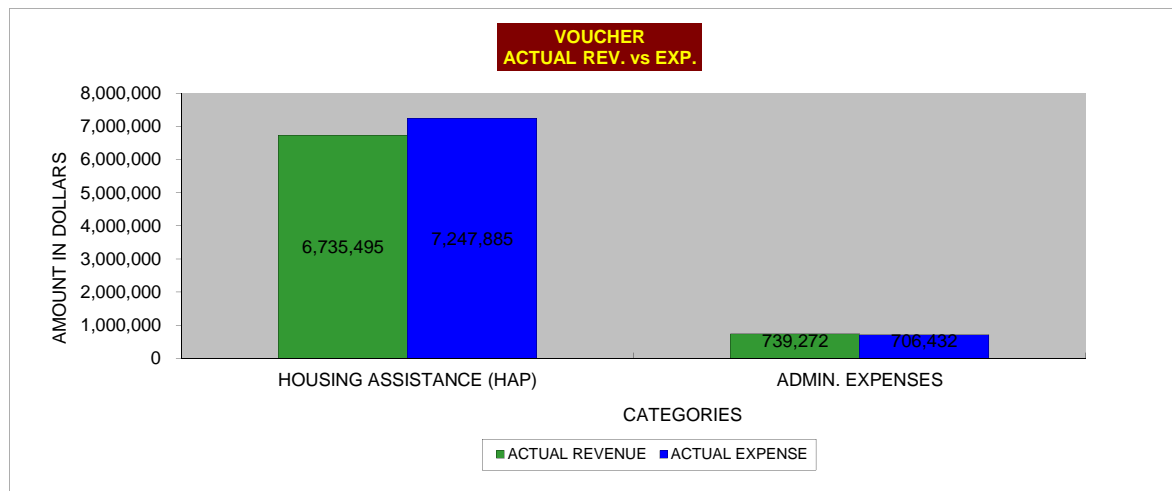
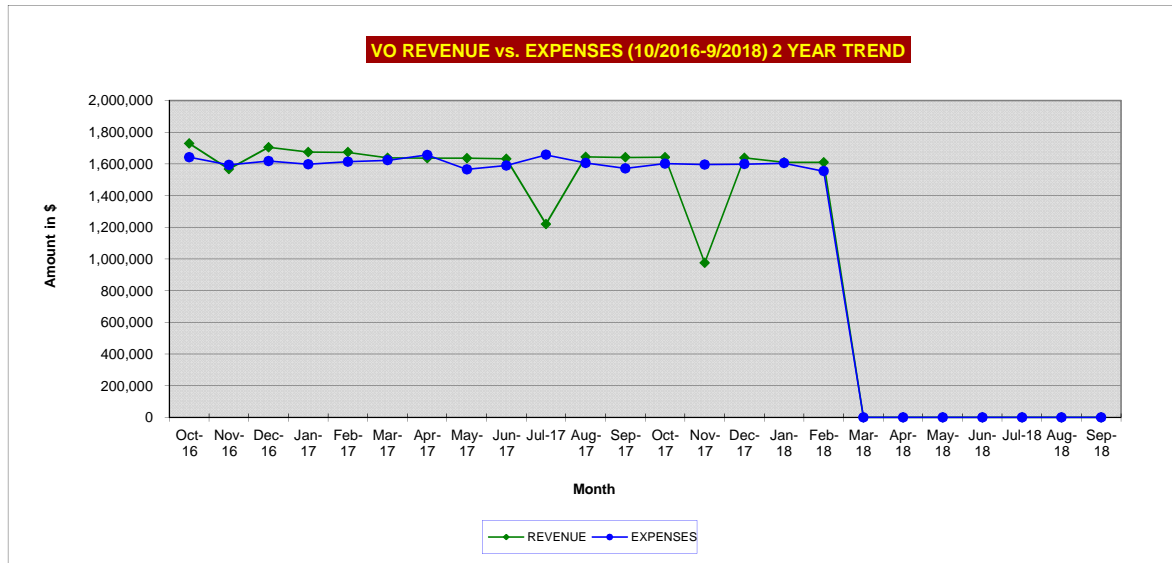
TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	7,418	3,625	250.00	122.18
OTHER INCOME	206	1,861	6.94	62.72
PFS SUBSIDY	5,934	4,826	200.00	162.65
CFP FUNDS	0	21,750	0.00	733.06
	13,558	32,062	456.94	1,080.61
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	5,466	4,836	184.22	162.98
UTILITIES	2,613	2,336	88.07	78.74
MAINT.	4,099	24,004	138.15	809.03
GENERAL	1,920	1,562	64.71	52.64
DEPRECIATION	5,687	5,685	191.67	191.61
EQUITY TRANSFERS	0	0	0.00	0.00
	19,785	38,423	666.82	1,295.00
NET SURPLUS	(6,227)	(6,361)		
NET FROM OPERATIONS	(6,227)	(28,111)		
ENDING EQUITY BALANCE	859,606	859,740		
NET SURPLUS	(6,227)	(6,361)		
ADD BACK DEPRECIATION	5,687	5,685		
CASH FLOW	(540)	(676)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
VOUCHER  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
REPORT PERIOD FROM:

EXPEND. RATE: 41.2%  
BUDGET # VOUCHER MONTHS: 33,492  
YTD VOUCHERS 16,177 YTD % 48.3%  
TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	7,418,324	6,735,495	537.50	488.02
ADMIN. FEES	764,753	739,272	55.41	53.56
	8,183,077	7,474,767	592.91	541.58
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	7,417,582	7,247,885	537.44	525.15
ADMIN. EXPENSES	701,466	706,432	50.82	51.18
	8,119,048	7,954,317	588.26	576.33
NET SURPLUS	64,029	(479,551)		
HAP SURPLUS YTD Change	742	(512,390)		
ADMIN SURPLUS YTD Change	63,287	32,839		
HAP SURPLUS BALANCE	150,034	(363,098)		
ADMIN SURPLUS BALANCE	47,739	17,291		

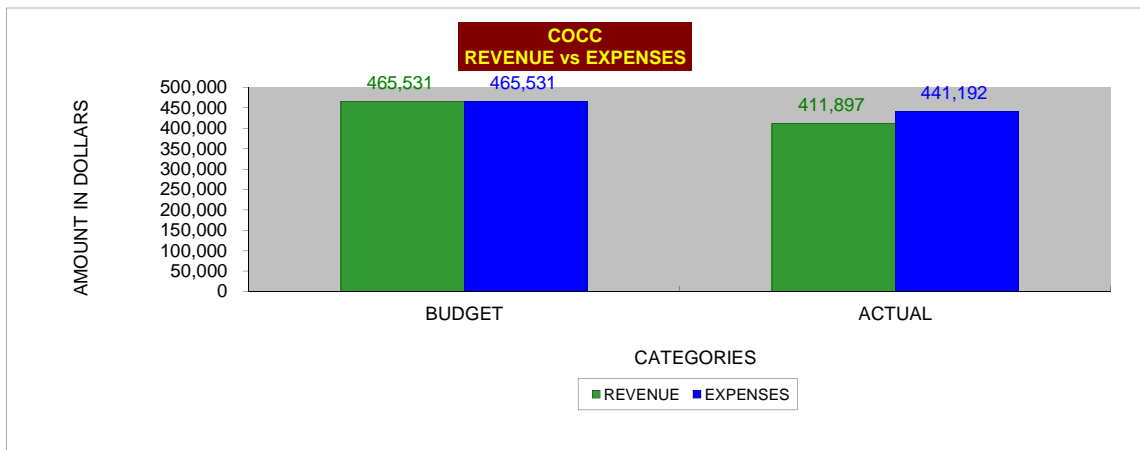
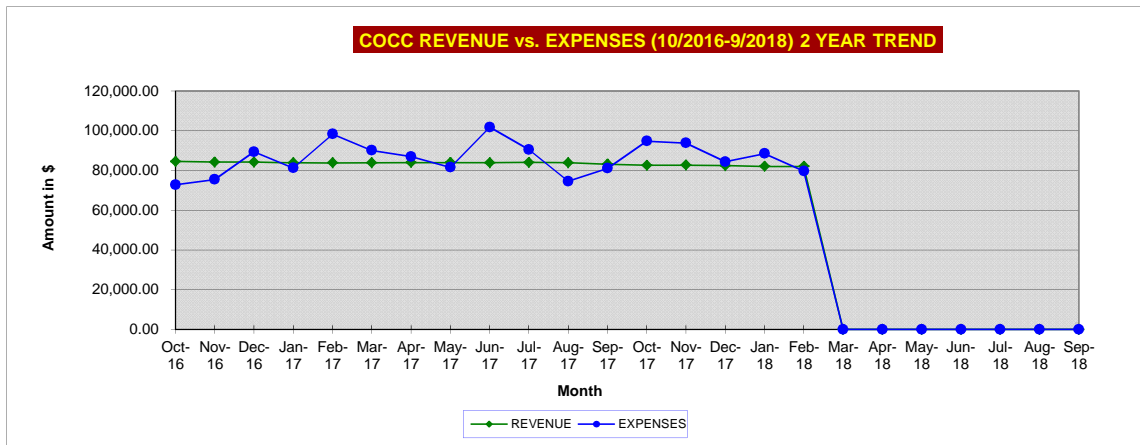


HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 Central Office Cost Center (cocc)  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
 REPORT PERIOD FROM:

REV. RATE: 41.2%  
 # UNIT/MONTH: 2,940

01-Oct-17

TO: 28-Feb-18



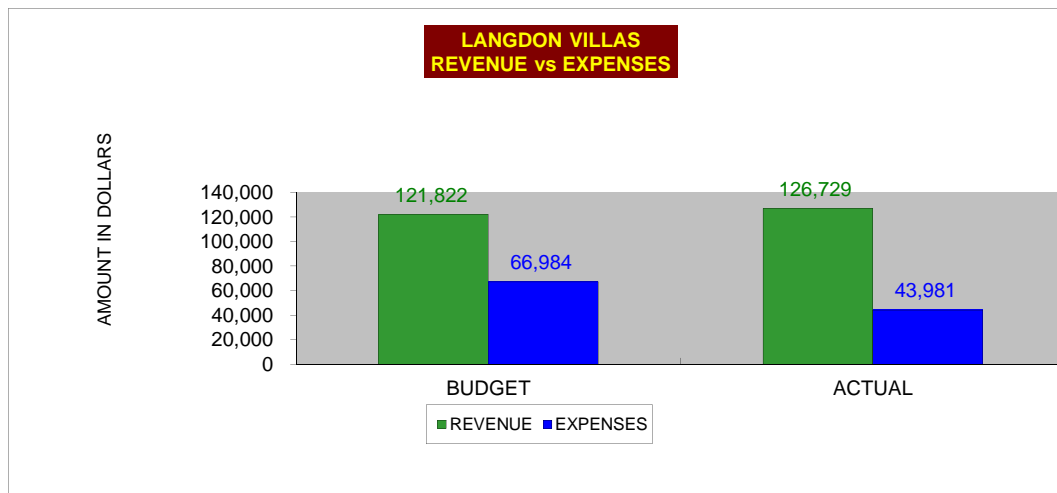
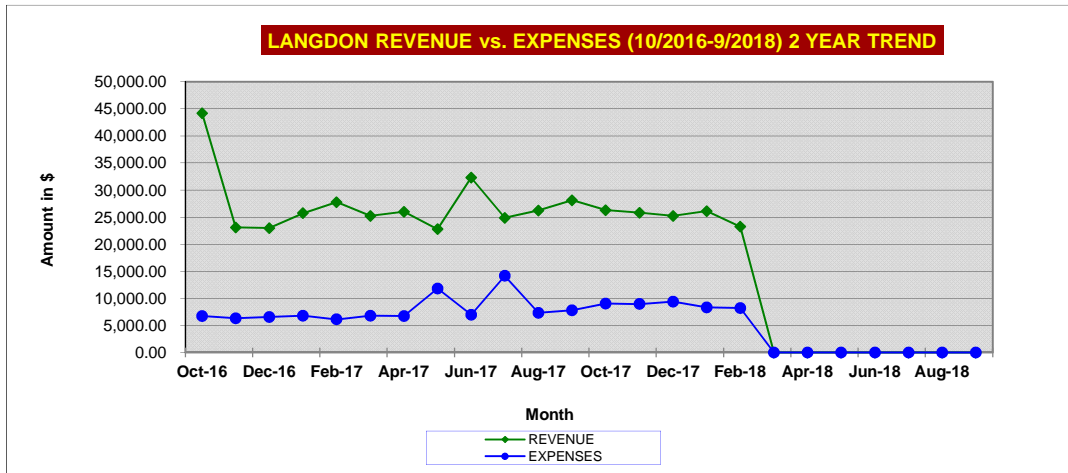
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	416,015	411,897	343.38	339.98
ASSET MANAGEMENT FEES	20,670	0	17.06	0.00
CFP ADMIN FEES	28,846	0	23.81	0.00
	465,531	411,897	384.25	339.98
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	362,350	356,302	299.08	294.09
UTILITIES	16,937	12,526	13.98	10.34
MAINT.	31,492	32,756	25.99	27.04
GENERAL	54,752	39,380	45.19	32.50
	465,531	441,192	384.24	364.16
NET SURPLUS	0	(29,295)		
NET FROM OPERATIONS	0	(29,295)		
ENDING RESERVE BALANCE	(289,939)	(319,234)		
NET SURPLUS	0	(29,295)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	0	(29,295)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 Langdon  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
 REPORT PERIOD FROM:

REV. RATE: 41.2%  
 # UNIT/MONTH: 12

01-Oct-17

TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	19,038	19,250	3,849.91	3,892.78
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	91,658	92,728	18,535.28	18,751.66
OTHER INCOME	11,126	14,751	2,249.92	2,983.03
	<b>121,822</b>	<b>126,729</b>	<b>24,635.11</b>	<b>25,627.47</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	28,033	17,965	5,668.90	3,632.92
UTILITIES	618	661	124.97	133.58
MAINT. & OPER.	2,061	689	416.78	139.37
GENERAL	36,272	24,667	7,335.00	4,988.12
	<b>66,984</b>	<b>43,981</b>	<b>13,545.65</b>	<b>8,893.99</b>
<b>NET SURPLUS</b>	<b>54,838</b>	<b>82,748</b>		
<b>ENDING EQUITY BALANCE</b>	<b>9,871,983</b>	<b>9,899,893</b>		

# HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018

REPORT PERIOD FROM:

01-Oct-17

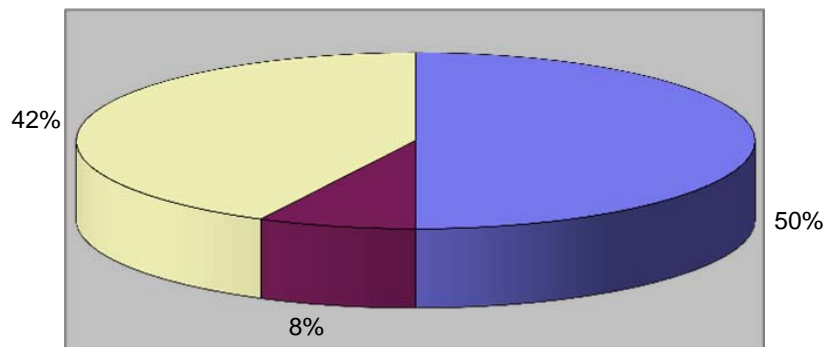
TO:

28-Feb-18

EXPEND. RATE:

# UNIT/MONTH:

## LANGDON VILLA BALANCE SHEET

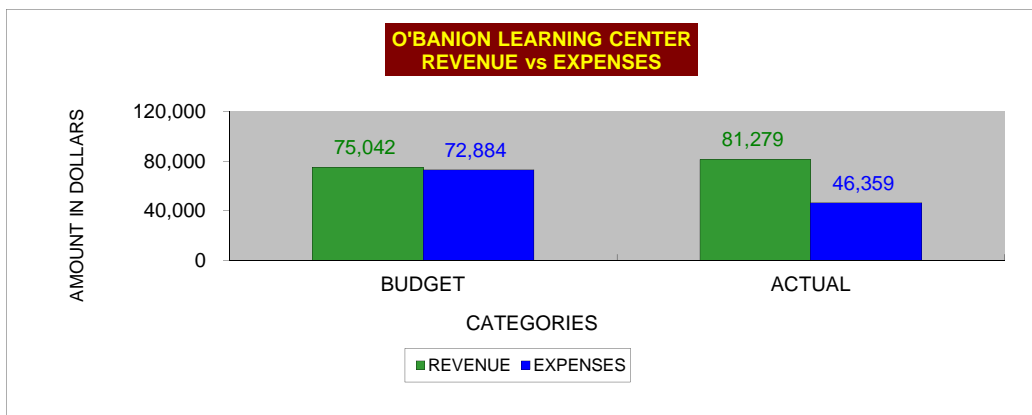
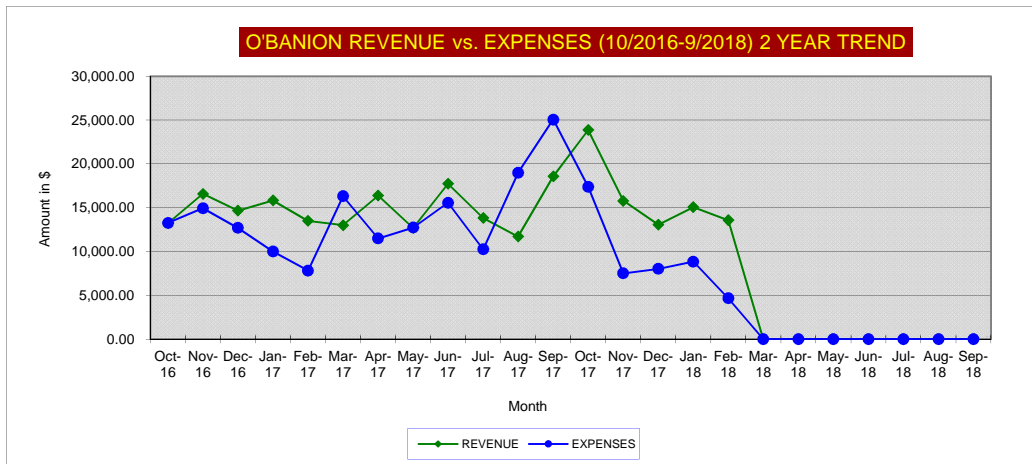


■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,938,210			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	123,871			
NOTES RECEIVABLE	943,861			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,643,017			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		151,593		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,495,835		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,217,605	
CURRENT YEAR			73,211	
EQUITY TRANSFERS			0	
	<b>\$12,113,409</b>	<b>\$1,822,593</b>	<b>\$10,290,816</b>	<b>\$12,113,409</b>
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
Obanion  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
REPORT PERIOD FROM: 01-Oct-17 TO: 28-Feb-18

REV. RATE: 41.2%  
# UNIT/MONTH: 72

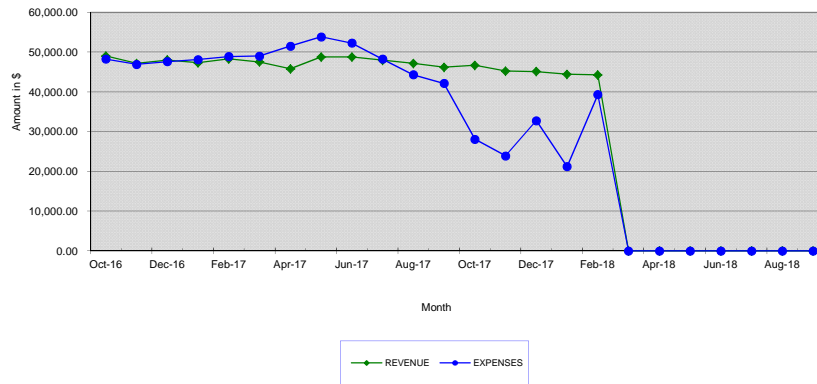


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	75,042	81,279	2,529.19	2,739.40
OTHER INCOME	0	0	0.00	0.00
	<b>75,042</b>	<b>81,279</b>	<b>2,529.19</b>	<b>2,739.40</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	7,994	8,600	269.43	289.85
UTILITIES	27,136	21,882	914.58	737.51
MAINT. & OPER.	15,040	15,352	506.90	517.42
GENERAL	544	525	18.33	17.69
DEPRECIATION	22,170	0	747.21	0.00
	<b>72,884</b>	<b>46,359</b>	<b>2,456.45</b>	<b>1,562.47</b>
NET SURPLUS	2,158	34,920		
ENDING EQUITY BALANCE	2,433,877	2,466,639		
ADD BACK DEPRECIATION	22,170	0		
CASH FLOW	24,328	34,920		

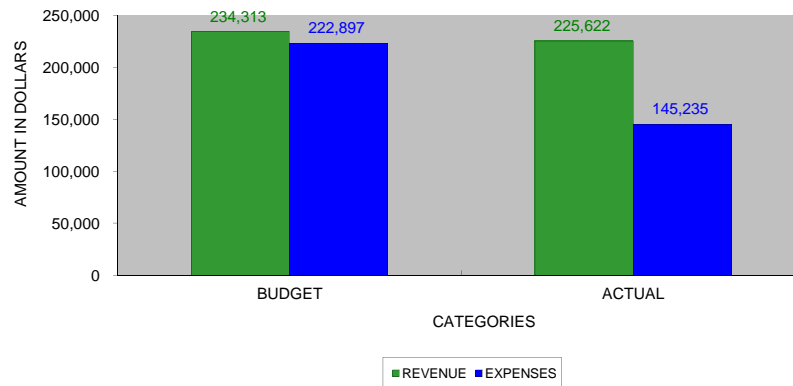
01-Oct-17

TO: 28-Feb-18

**FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2016-9/2018) 2 YEAR TREND**



**FELIX TORRES YR REVENUE vs EXPENSES**



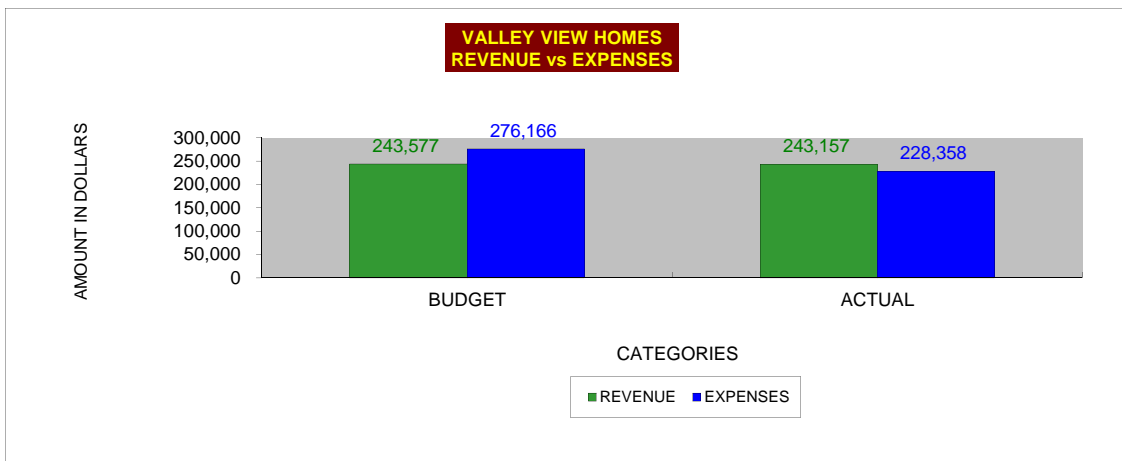
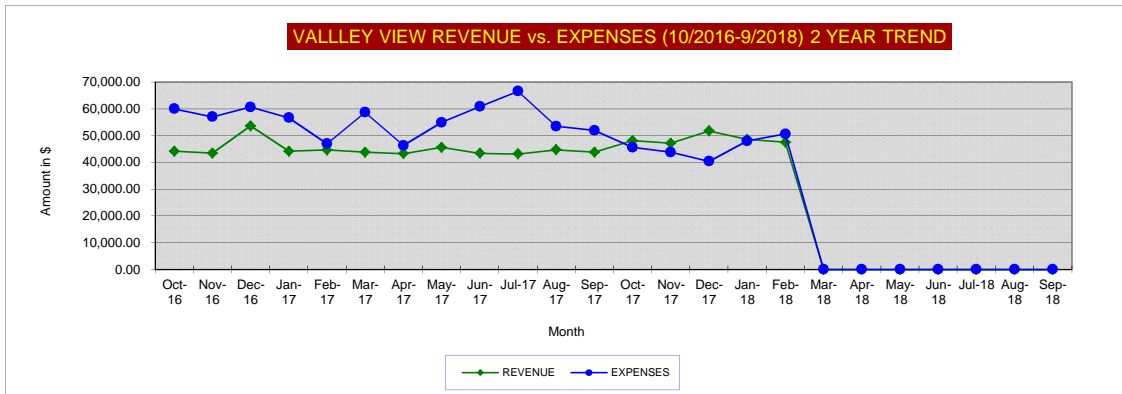
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	233,901	224,842	1,028.26	988.44
INTEREST	0	0	0.00	0.00
OTHER INCOME	412	780	1.81	3.43
	<b>234,313</b>	<b>225,622</b>	<b>1,030.07</b>	<b>991.87</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	45,131	24,493	198.40	107.67
UTILITIES	36,901	26,403	162.22	116.07
MAINT.	30,577	38,662	134.42	169.97
GENERAL	27,957	55,676	122.90	244.76
DEPRECIATION	82,331	0	361.94	0.00
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>222,897</b>	<b>145,235</b>	<b>979.88</b>	<b>638.47</b>
NET SURPLUS	11,416	80,388		
NET FROM OPERATIONS	11,416	80,388		
ENDING EQUITY BALANCE	(153,411)	(84,440)		
NET SURPLUS	11,416	80,388		
ADD BACK DEPRECIATION	82,331	0		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	93,747	80,388		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
Valley View (.fs-vv)  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
REPORT PERIOD FROM:

REV. RATE: 41.2%  
# UNIT/MONTH: 876

01-Oct-17

TO: 28-Feb-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	239,324	236,082	662.97	653.99
INTEREST	742	0	2.05	0.00
OTHER INCOME	3,511	7,075	9.73	19.60
	243,577	243,157	674.75	673.59
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	63,884	48,023	176.97	133.03
UTILITIES	42,528	38,837	117.81	107.58
MAINT. & OPER.	60,542	43,102	167.71	119.40
GENERAL	14,296	11,001	39.60	30.48
DEPRECIATION	16,697	16,695	46.25	46.25
BOND INTEREST	70,698	70,700	195.85	195.85
BOND REPLACEMENT RESV	7,521	0	20.83	0.00
	276,166	228,358	765.02	632.59
<b>NET SURPLUS</b>	<b>(32,589)</b>	<b>14,799</b>		
BOND PRINCIPAL	30,907	0		
<b>ADJUSTED SURPLUS</b>	<b>(63,496)</b>	<b>14,799</b>		
ADD BACK DEPRECIATION	16,697	16,695		
ADD BACK BOND COST AMORT	0	0		
<b>CASH FLOW</b>	<b>(46,799)</b>	<b>31,494</b>		
<b>ENDING EQUITY BALANCE</b>	<b>(2,517,356)</b>	<b>(2,439,061)</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2017 TO: 06/30/2018

REPORT PERIOD

FROM:

01-Jul-17

TO:

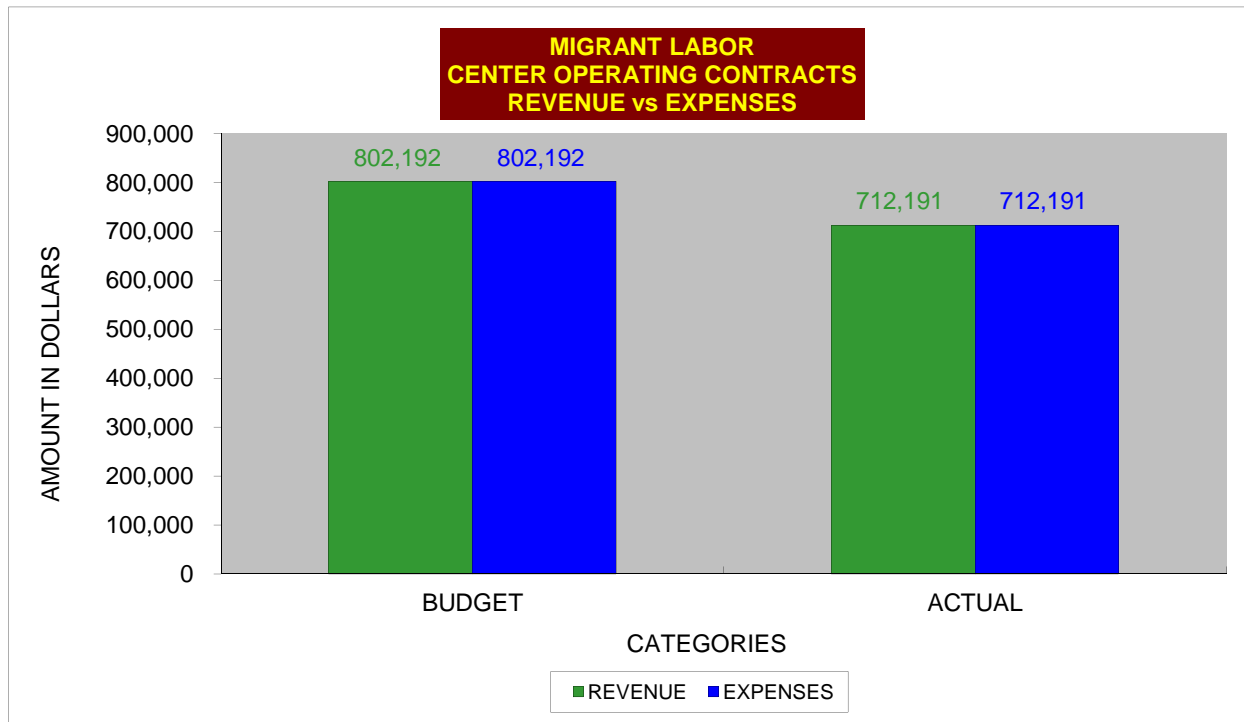
28-Feb-18

EXPEND. RATE:

66.5%

# UNIT/MONTH:

1,548



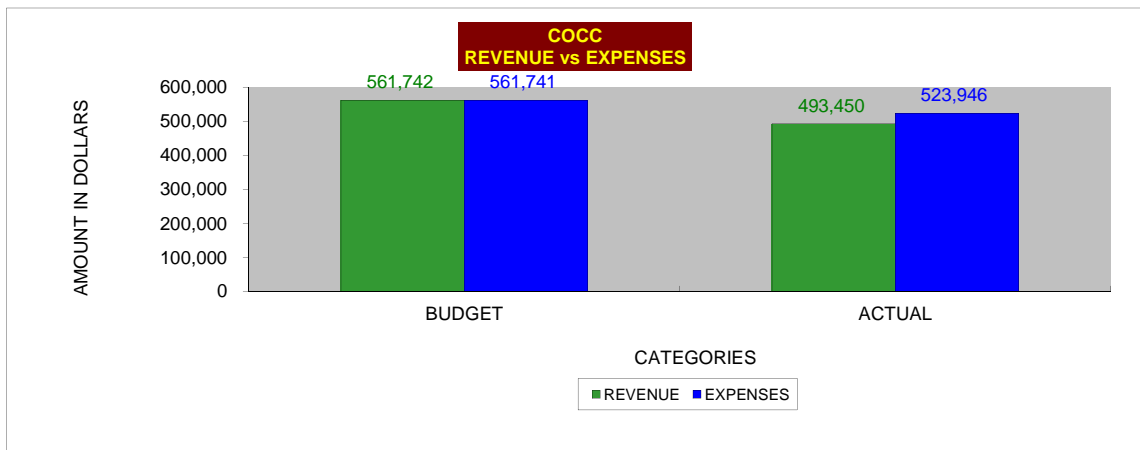
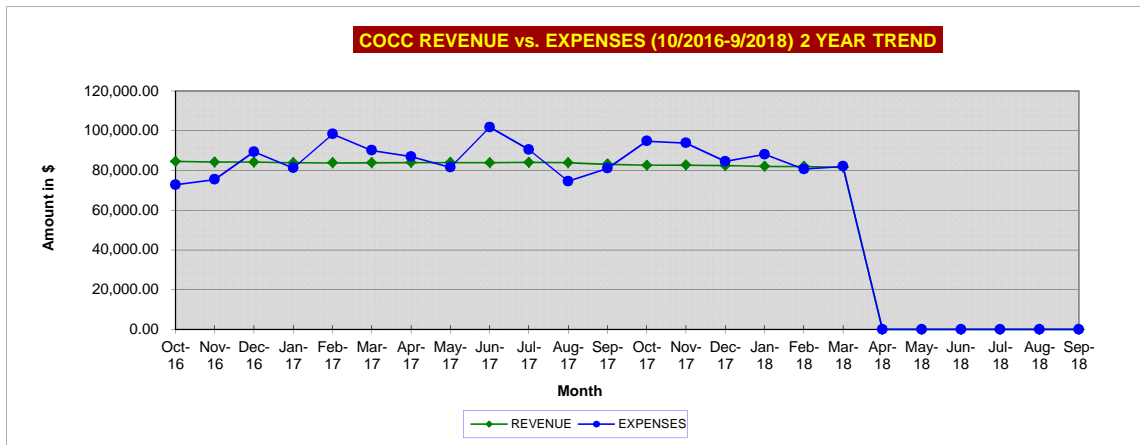
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	802,192	712,191	779.46	692.01
	802,192	712,191	779.46	692.01
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	400,012	325,954	388.68	316.72
OPERATIONS	213,605	210,306	207.55	204.35
MAINTENANCE	12,399	18,802	12.05	18.27
ADMINISTRATION	76,184	75,348	74.03	73.21
DEBT SERVICE	99,992	81,781	97.16	79.46
	802,192	712,191	779.47	692.01
NET SURPLUS	-	-		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 Central Office Cost Center (cocc)  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
 REPORT PERIOD FROM:

REV. RATE: 49.7%  
 # UNIT/MONTH: 2,940

01-Oct-17

TO: 31-Mar-18

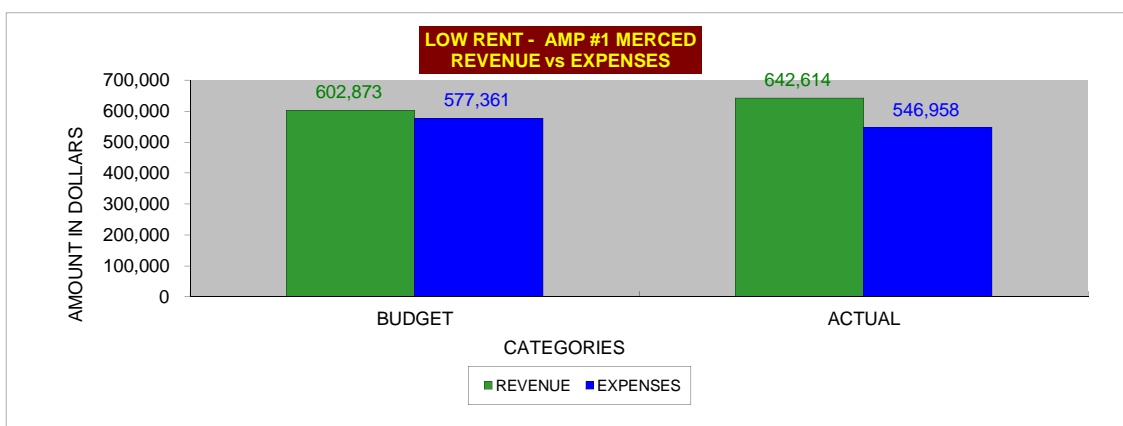
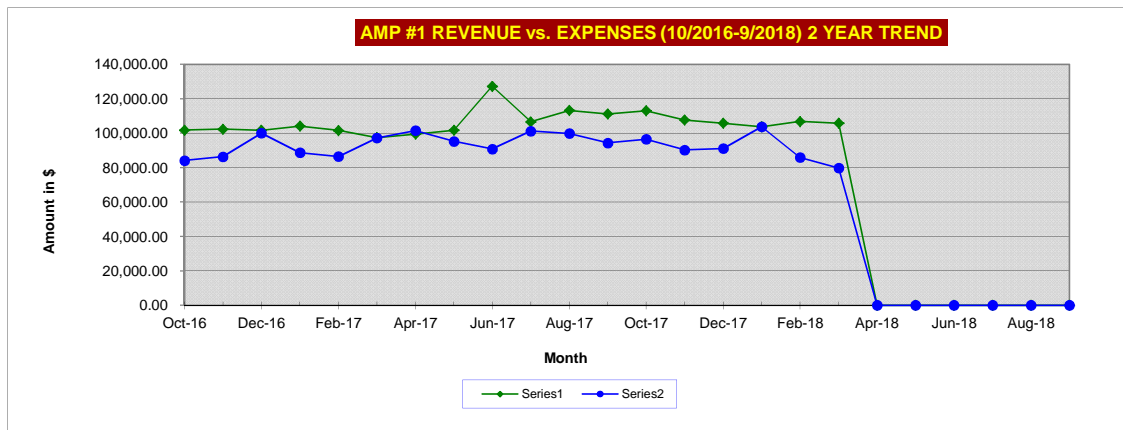


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	501,992	493,450	343.38	337.53
ASSET MANAGEMENT FEES	24,942	0	17.06	0.00
CFP ADMIN FEES	34,808	0	23.81	0.00
	561,742	493,450	384.25	337.53
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	437,236	422,494	299.08	289.00
UTILITIES	20,437	15,067	13.98	10.31
MAINT.	38,000	38,902	25.99	26.61
GENERAL	66,068	47,153	45.19	32.25
	561,741	523,946	384.24	358.40
NET SURPLUS	1	(30,496)		
NET FROM OPERATIONS	1	(30,496)		
ENDING RESERVE BALANCE	(289,938)	(320,435)		
NET SURPLUS	1	(30,496)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	1	(30,496)		



01-Oct-17

TO: 31-Mar-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	331,970	352,303	316.10	335.46
NON-DWELL. RENTS	0	0	0.00	0.00
OTHER INCOME	2,387	16,482	2.27	15.69
PFS SUBSIDY	268,516	273,829	255.68	260.74
	602,873	642,614	574.05	611.89
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	206,368	181,584	196.50	172.90
TENANT SERVICES	0	1,081	0.00	1.03
UTILITIES	90,927	91,647	86.58	87.27
MAINT.	153,546	157,154	146.21	149.64
GENERAL	63,269	52,588	60.24	50.07
DEPRECIATION	63,251	62,904	60.23	59.90
EQUITY TRANSFERS	0	0	0.00	0.00
	577,361	546,958	549.76	520.81
NET SURPLUS	25,512	95,656		
NET FROM OPERATIONS	25,512	95,656		
ENDING EQUITY BALANCE	2,383,325	2,313,181		
NET SURPLUS	25,512	95,656		
ADD BACK DEPRECIATION	63,251	62,904		
CASH FLOW	88,763	158,560		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 2 (.fs-amp2)

## REVENUE &amp; EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018

REPORT PERIOD FROM:

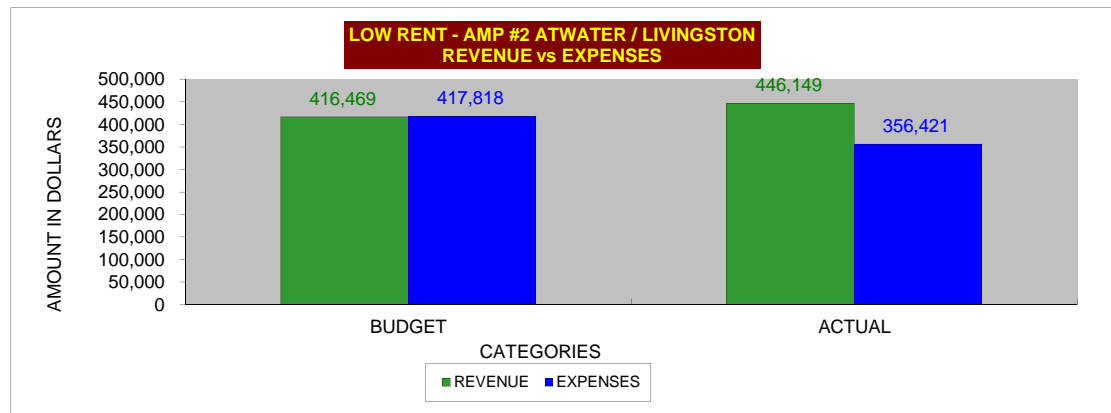
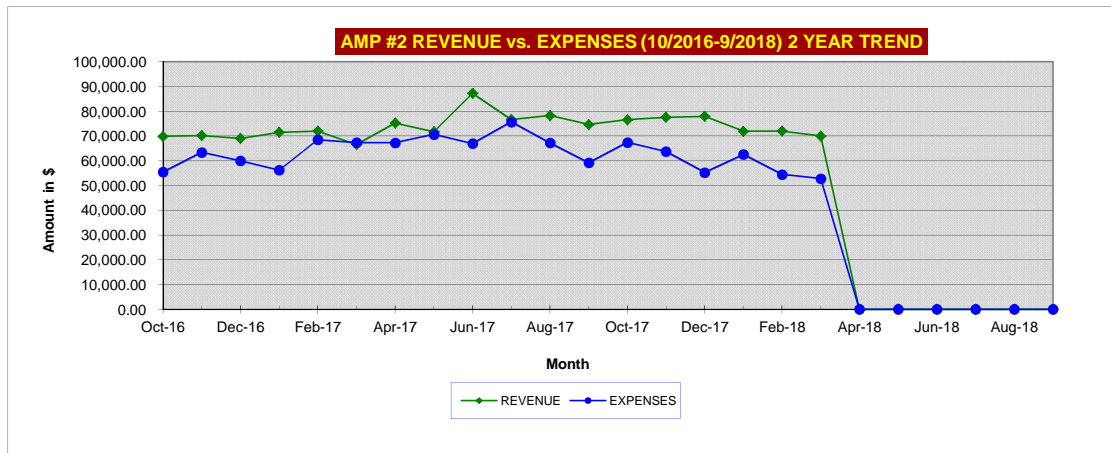
01-Oct-17

TO:

REV. RATE: 49.7%

# UNIT/MONTH: 1,404

31-Mar-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	271,440	297,923	388.80	426.74
INTEREST	0	0	0.00	0.00
OTHER INCOME	7,787	4,401	11.15	6.30
PFS SUBSIDY	137,242	143,825	196.58	206.01
	<b>416,469</b>	<b>446,149</b>	<b>596.53</b>	<b>639.05</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	146,046	120,787	209.19	173.01
UTILITIES	85,182	79,107	122.01	113.31
MAINT.	102,532	80,417	146.86	115.19
GENERAL	48,703	40,695	69.76	58.29
DEPRECIATION	35,355	35,160	50.64	50.36
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>417,818</b>	<b>356,421</b>	<b>598.46</b>	<b>510.53</b>
NET SURPLUS	(1,349)	89,727		
NET FROM OPERATIONS	(1,349)	89,727		
ENDING EQUITY BALANCE	1,829,437	1,738,361		
NET SURPLUS	(1,349)	89,727		
ADD BACK DEPRECIATION	35,355	35,160		
CASH FLOW	34,006	124,887		

## HOUSING AUTHORITY OF THE COUNTY OF MERCED

AMP 3 (.fs-amp3)

## REVENUE &amp; EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018

REPORT PERIOD FROM:

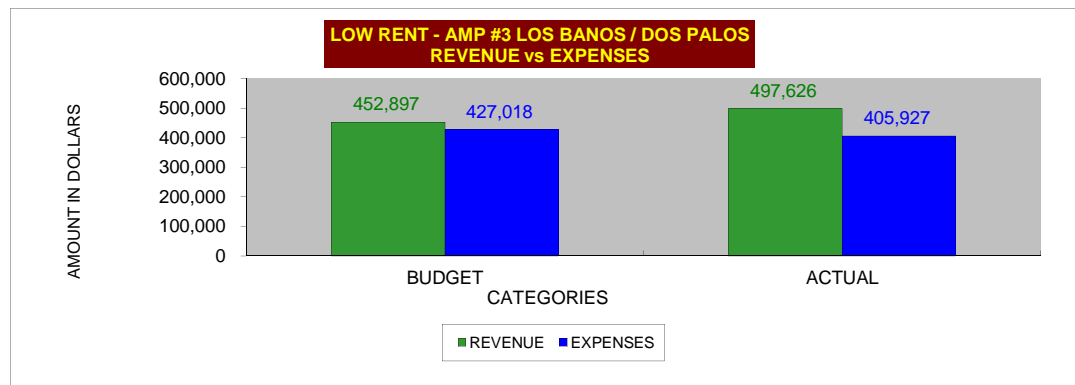
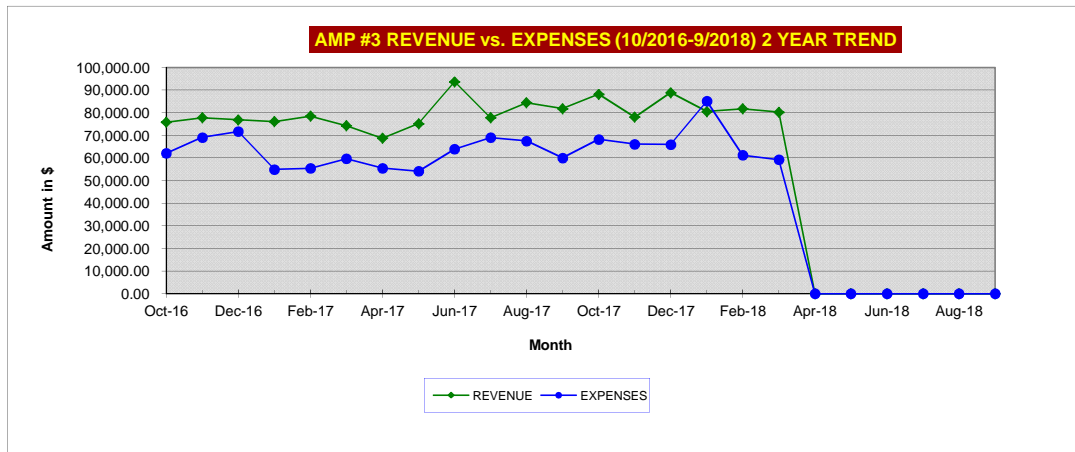
01-Oct-17

TO:

31-Mar-18

REV. RATE: 49.7%

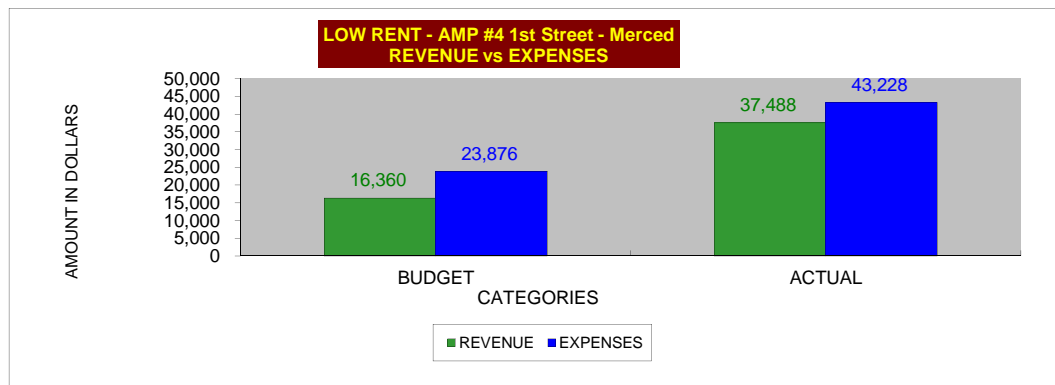
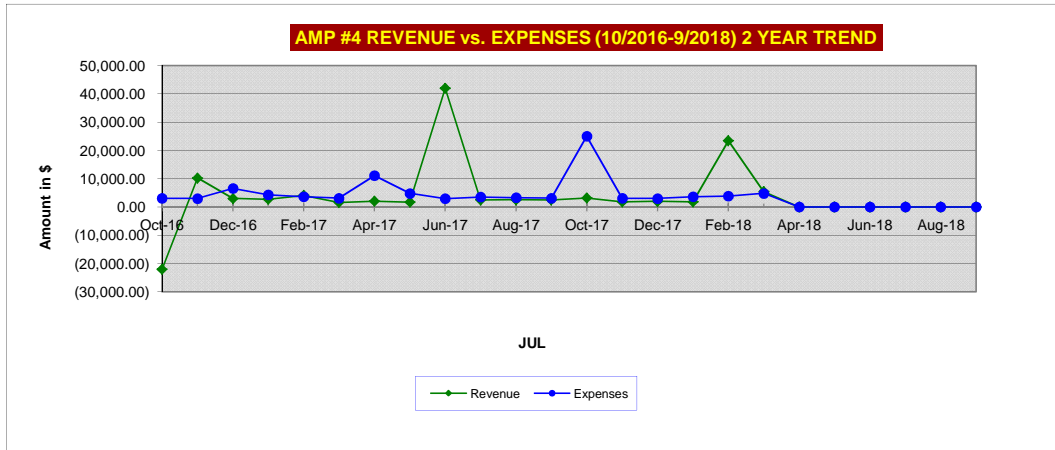
# UNIT/MONTH: 1,464



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	245,870	292,248	337.74	401.45
INTEREST	0	0	0.00	0.00
OTHER INCOME	6,713	12,357	9.22	16.97
PFS SUBSIDY	200,314	193,021	275.17	265.15
	452,897	497,626	622.13	683.57
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	147,805	121,867	203.03	167.40
UTILITIES	75,148	66,312	103.23	91.09
MAINT.	129,591	150,648	178.01	206.94
GENERAL	45,423	37,956	62.40	52.14
DEPRECIATION	29,051	28,890	39.91	39.69
EQUITY TRANSFERS	0	0	0.00	0.00
	427,018	405,927	586.58	557.61
NET SURPLUS	25,879	91,698		
NET FROM OPERATIONS	25,879	91,698		
ENDING EQUITY BALANCE	1,751,248	1,685,429		
NET SURPLUS	25,879	91,698		
ADD BACK DEPRECIATION	29,051	28,890		
CASH FLOW	54,930	120,588		

01-Oct-17

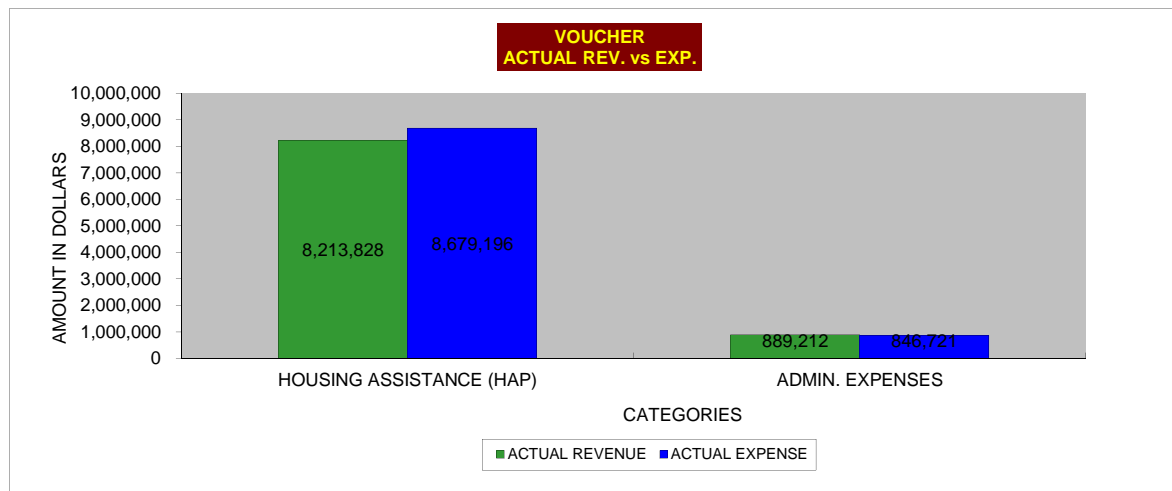
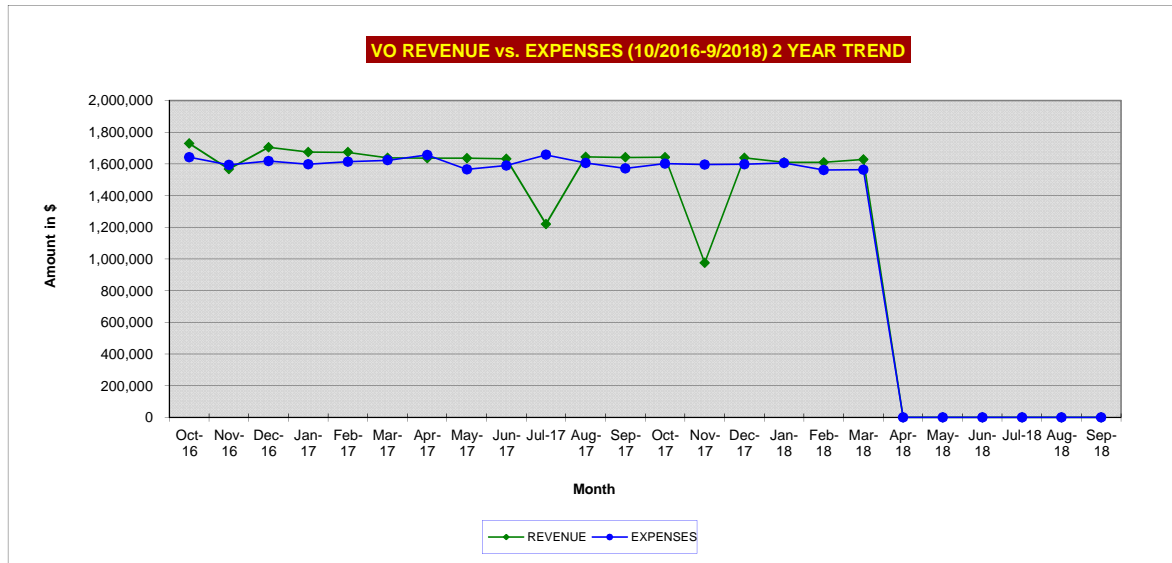
TO: 31-Mar-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	8,951	4,308	250.00	120.33
OTHER INCOME	249	1,861	6.94	51.98
PFS SUBSIDY	7,160	9,569	200.00	267.28
CFP FUNDS	0	21,750	0.00	607.50
	16,360	37,488	456.94	1,047.09
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	6,599	6,434	184.32	179.71
UTILITIES	3,152	2,873	88.04	80.25
MAINT.	4,946	26,376	138.15	736.70
GENERAL	2,317	1,860	64.72	51.95
DEPRECIATION	6,862	5,685	191.66	158.79
EQUITY TRANSFERS	0	0	0.00	0.00
	23,876	43,228	666.89	1,207.40
NET SURPLUS	(7,516)	(5,739)		
NET FROM OPERATIONS	(7,516)	(27,489)		
ENDING EQUITY BALANCE	860,895	859,118		
NET SURPLUS	(7,516)	(5,739)		
ADD BACK DEPRECIATION	6,862	5,685		
CASH FLOW	(654)	(54)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
VOUCHER  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
REPORT PERIOD FROM:

EXPEND. RATE: 49.7%  
BUDGET # VOUCHER MONTHS: 33,492  
YTD VOUCHERS 16,177 YTD % 48.3%  
TO: 31-Mar-18



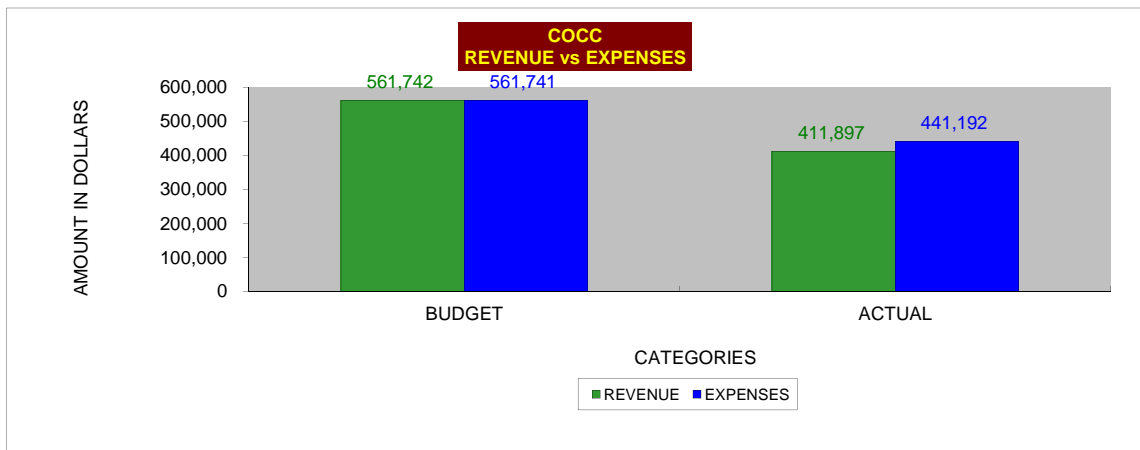
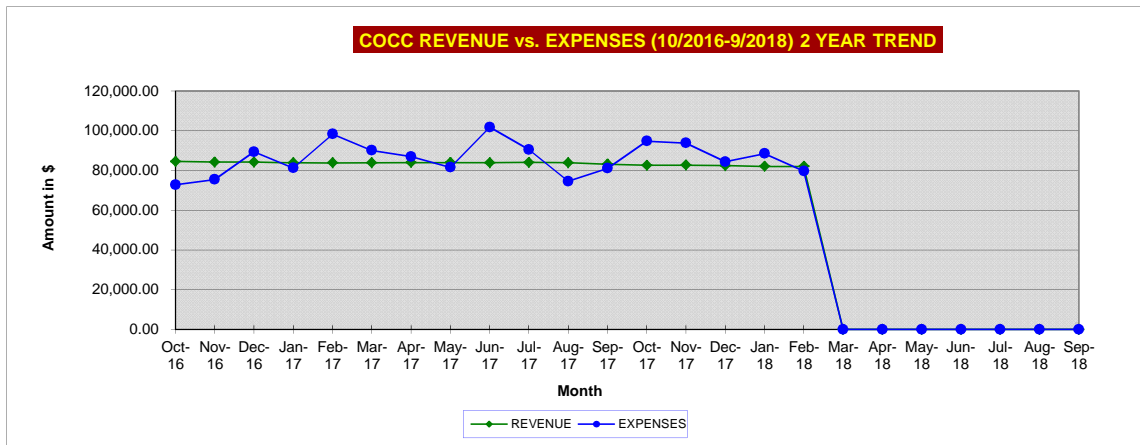
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	8,951,444	8,213,828	537.50	493.20
ADMIN. FEES	922,802	889,212	55.41	53.39
	9,874,246	9,103,040	592.91	546.59
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	8,950,549	8,679,196	537.44	521.15
ADMIN. EXPENSES	846,433	846,721	50.82	50.84
	9,796,982	9,525,917	588.26	571.99
NET SURPLUS	77,264	(422,878)		
HAP SURPLUS YTD Change	895	(465,368)		
ADMIN SURPLUS YTD Change	76,369	42,490		
HAP SURPLUS BALANCE	150,187	(316,076)		
ADMIN SURPLUS BALANCE	60,821	26,942		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 Central Office Cost Center (cocc)  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
 REPORT PERIOD FROM:

REV. RATE: 49.7%  
 # UNIT/MONTH: 2,940

01-Oct-17

TO: 31-Mar-18



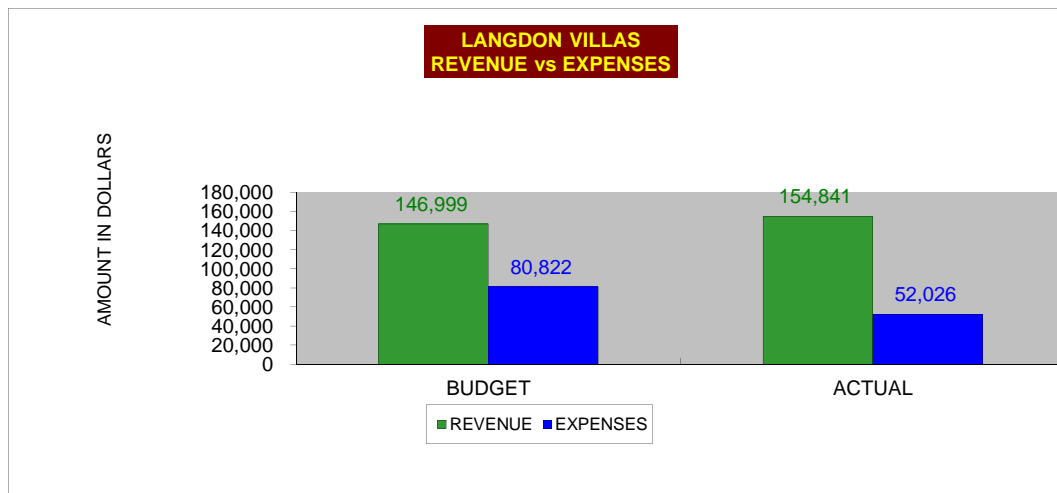
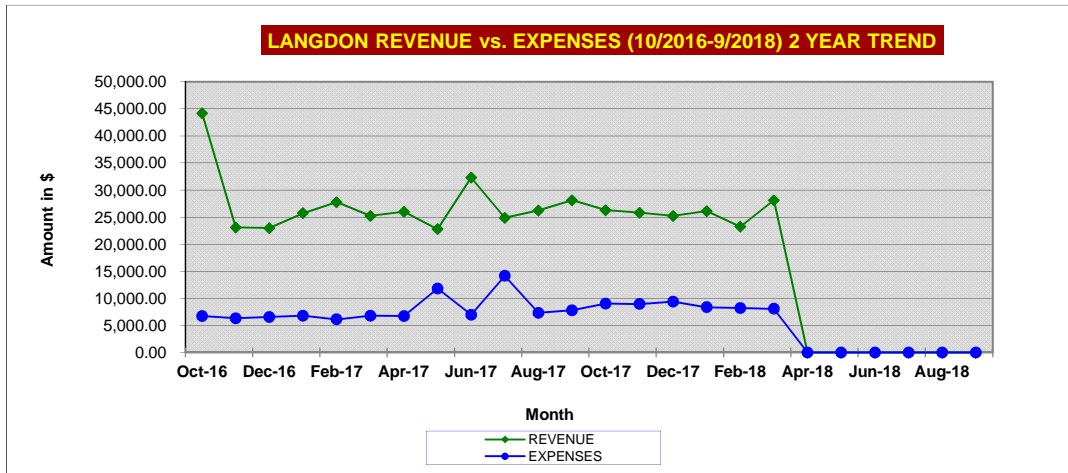
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	501,992	411,897	343.38	281.75
ASSET MANAGEMENT FEES	24,942	0	17.06	0.00
CFP ADMIN FEES	34,808	0	23.81	0.00
	<b>561,742</b>	<b>411,897</b>	<b>384.25</b>	<b>281.75</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	437,236	356,302	299.08	243.72
UTILITIES	20,437	12,526	13.98	8.57
MAINT.	38,000	32,756	25.99	22.41
GENERAL	66,068	39,380	45.19	26.94
	<b>561,741</b>	<b>441,192</b>	<b>384.24</b>	<b>301.80</b>
NET SURPLUS	1	(29,295)		
NET FROM OPERATIONS	1	(29,295)		
ENDING RESERVE BALANCE	(289,938)	(319,234)		
NET SURPLUS	1	(29,295)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	1	(29,295)		

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
 Langdon  
 REVENUE & EXPENDITURE STATUS REPORT  
 FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
 REPORT PERIOD FROM:

REV. RATE: 49.7%  
 # UNIT/MONTH: 12

01-Oct-17

TO: 31-Mar-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	22,973	23,100	3,849.99	3,871.27
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	110,600	110,937	18,535.17	18,591.65
OTHER INCOME	13,426	20,804	2,250.03	3,486.55
	<b>146,999</b>	<b>154,841</b>	<b>24,635.19</b>	<b>25,949.47</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	33,826	20,972	5,668.81	3,514.65
UTILITIES	746	772	125.02	129.38
MAINT. & OPER.	2,483	689	416.12	115.50
GENERAL	43,767	29,593	7,334.80	4,959.43
	<b>80,822</b>	<b>52,026</b>	<b>13,544.75</b>	<b>8,718.96</b>
<b>NET SURPLUS</b>	<b>66,177</b>	<b>102,815</b>		
<b>ENDING EQUITY BALANCE</b>	<b>9,883,322</b>	<b>9,919,960</b>		

# HOUSING AUTHORITY OF THE COUNTY OF MERCED

Langdon

ASSETS, LIABILITIES & FUND EQUITY

FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018

REPORT PERIOD FROM:

01-Oct-17

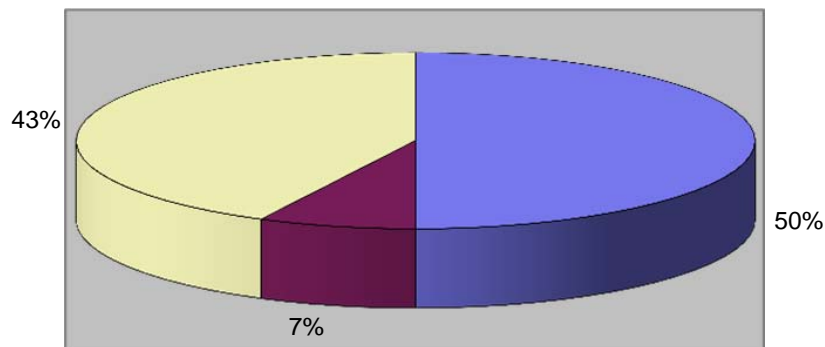
TO:

31-Mar-18

EXPEND. RATE:

# UNIT/MONTH:

## LANGDON VILLA BALANCE SHEET



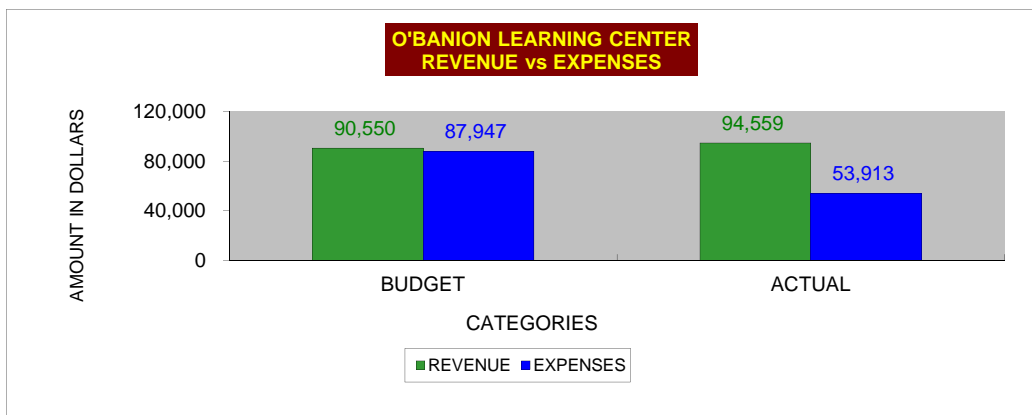
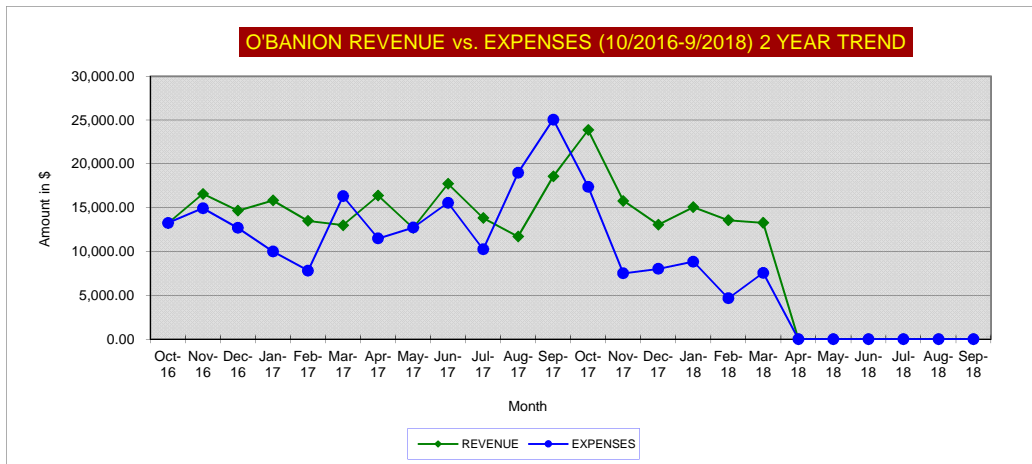
■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,994,259			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	123,871			
NOTES RECEIVABLE	927,940			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,643,666			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		151,603		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,495,835		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,228,767	
CURRENT YEAR			102,815	
EQUITY TRANSFERS			0	
	<b>\$12,154,185</b>	<b>\$1,822,603</b>	<b>\$10,331,582</b>	<b>\$12,154,185</b>
				LIAB. + EQUITY



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
Obanion  
REVENUE & EXPENDITURE STATUS REPORT  
FISCAL YEAR PERIOD FROM: 10/01/17 TO: 9/30/2018  
REPORT PERIOD FROM: 01-Oct-17 TO: 31-Mar-18

REV. RATE: 49.7%  
# UNIT/MONTH: 72

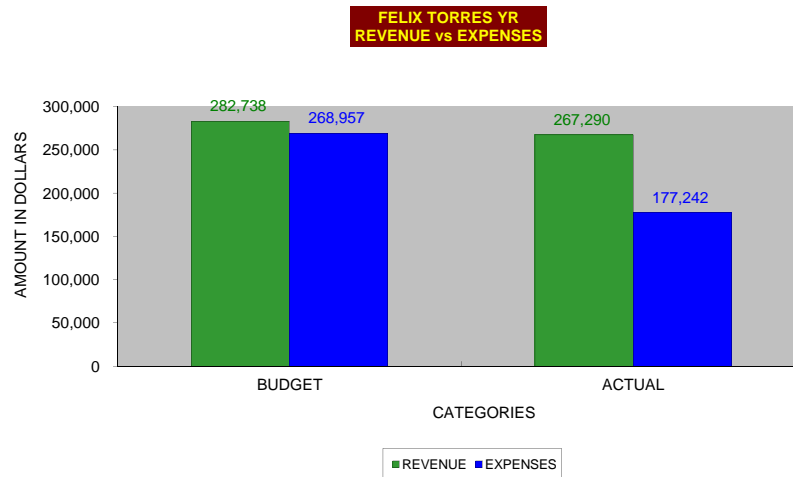
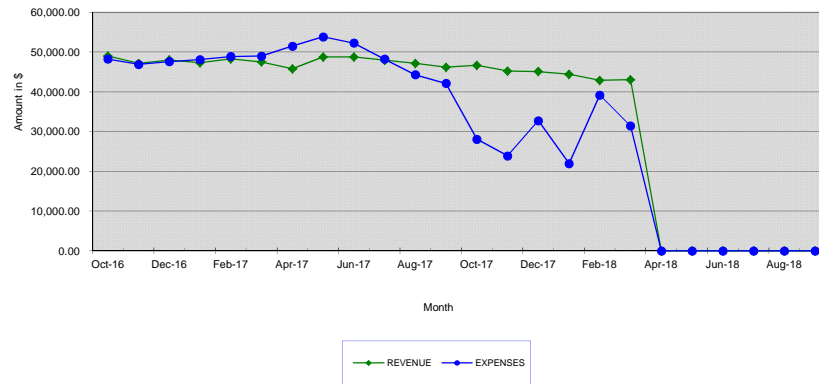


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	90,550	94,559	2,529.17	2,641.15
OTHER INCOME	0	0	0.00	0.00
	<b>90,550</b>	<b>94,559</b>	2,529.17	2,641.15
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	9,647	9,967	269.45	278.39
UTILITIES	32,745	25,447	914.61	710.78
MAINT. & OPER.	18,147	17,869	506.87	499.10
GENERAL	656	630	18.32	17.60
DEPRECIATION	26,752	0	747.22	0.00
	<b>87,947</b>	<b>53,913</b>	2,456.47	1,505.87
NET SURPLUS	2,603	40,646		
ENDING EQUITY BALANCE	2,434,322	2,472,365		
ADD BACK DEPRECIATION	26,752	0		
CASH FLOW	29,355	40,646		

01-Oct-17

TO: 31-Mar-18

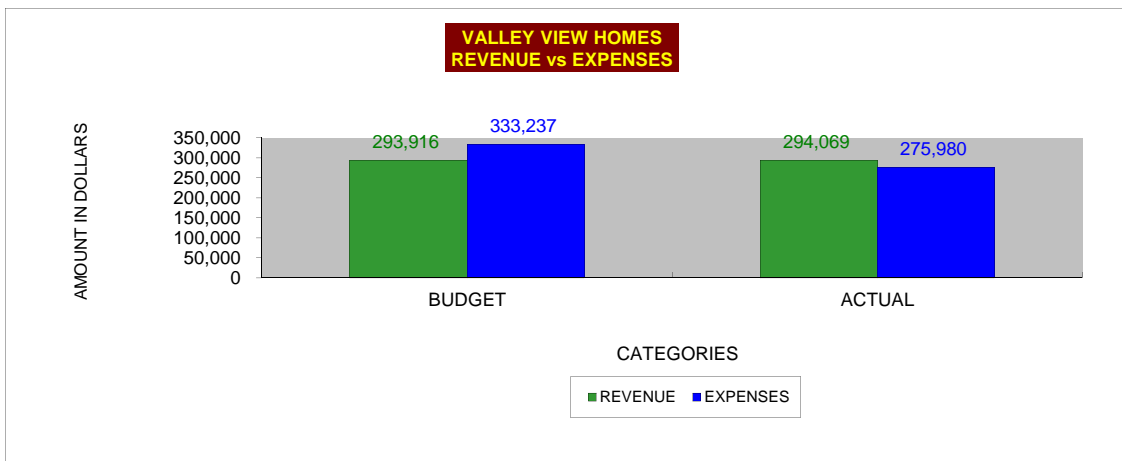
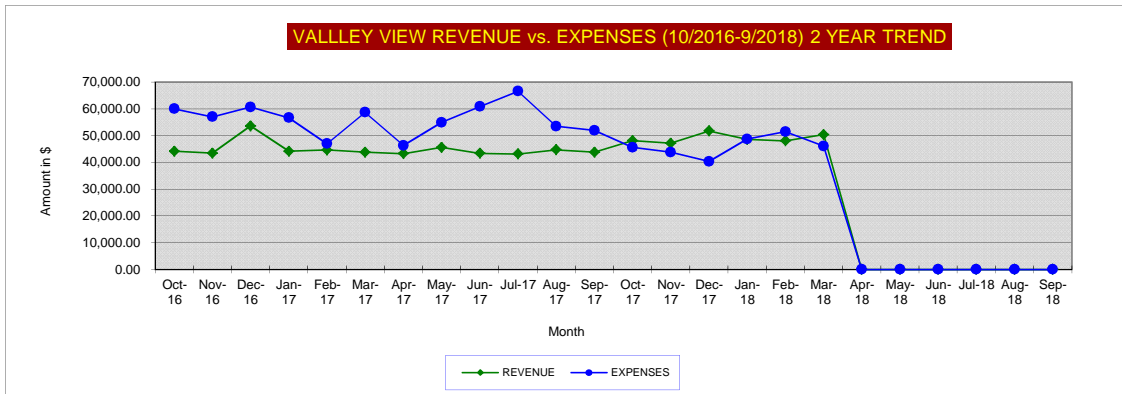
**FELIX TORRES YEAR ROUND CENTER - REVENUE vs. EXPENSES (10/2016-9/2018) 2 YEAR TREND**



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	282,241	266,221	1,028.26	969.90
INTEREST	0	0	0.00	0.00
OTHER INCOME	497	1,069	1.81	3.90
	<b>282,738</b>	<b>267,290</b>	<b>1,030.07</b>	<b>973.80</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	54,454	30,632	198.39	111.60
UTILITIES	44,528	32,706	162.22	119.15
MAINT.	36,894	47,317	134.41	172.39
GENERAL	33,734	66,587	122.90	242.59
DEPRECIATION	99,347	0	361.94	0.00
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>268,957</b>	<b>177,242</b>	<b>979.86</b>	<b>645.73</b>
NET SURPLUS	13,781	90,049		
NET FROM OPERATIONS	13,781	90,049		
ENDING EQUITY BALANCE	(151,047)	(74,779)		
NET SURPLUS	13,781	90,049		
ADD BACK DEPRECIATION	99,347	0		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	113,128	90,049		

01-Oct-17

TO: 31-Mar-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	288,785	283,677	662.97	651.24
INTEREST	895	0	2.05	0.00
OTHER INCOME	4,237	10,392	9.73	23.86
	<b>293,916</b>	<b>294,069</b>	<b>674.75</b>	<b>675.10</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	77,086	60,085	176.97	137.94
UTILITIES	51,317	46,907	117.81	107.69
MAINT. & OPER.	73,052	51,027	167.71	117.14
GENERAL	17,250	13,087	39.60	30.04
DEPRECIATION	20,148	20,034	46.25	45.99
BOND INTEREST	85,309	84,840	195.85	194.77
BOND REPLACEMENT RESV	9,075	0	20.83	0.00
	<b>333,237</b>	<b>275,980</b>	<b>765.02</b>	<b>633.57</b>
<b>NET SURPLUS</b>	<b>(39,321)</b>	<b>18,089</b>		
BOND PRINCIPAL	37,294	0		
<b>ADJUSTED SURPLUS</b>	<b>(76,615)</b>	<b>18,089</b>		
ADD BACK DEPRECIATION	20,148	20,034		
ADD BACK BOND COST AMORT	0	0		
<b>CASH FLOW</b>	<b>(56,467)</b>	<b>38,123</b>		
<b>ENDING EQUITY BALANCE</b>	<b>(2,530,475)</b>	<b>(2,435,771)</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2017 TO: 06/30/2018

REPORT PERIOD

FROM:

01-Jul-17

TO:

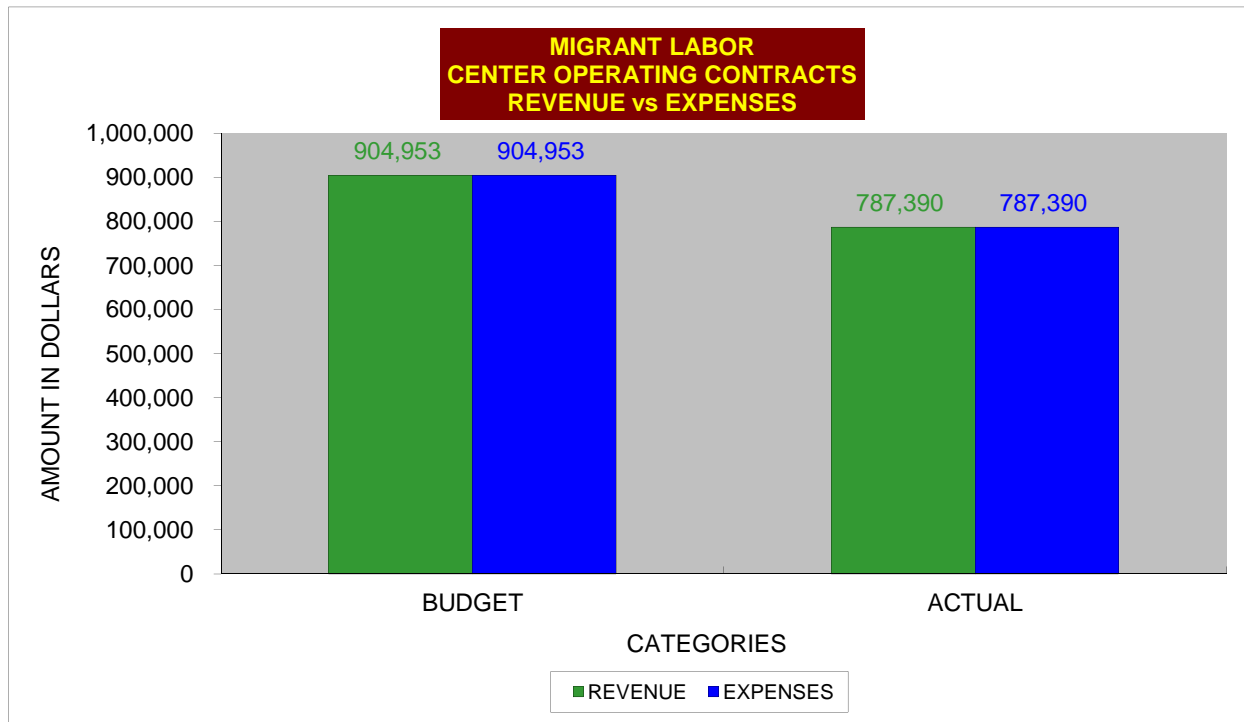
31-Mar-18

EXPEND. RATE:

75.0%

# UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	904,953	787,390	779.46	678.20
	904,953	787,390	779.46	678.20
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	451,253	382,809	388.68	329.72
OPERATIONS	240,968	218,330	207.55	188.05
MAINTENANCE	13,988	19,828	12.05	17.08
ADMINISTRATION	85,943	84,643	74.02	72.91
DEBT SERVICE	112,801	81,781	97.16	70.44
	904,953	787,390	779.46	678.20
NET SURPLUS	-	-		

## **STAFF REPORT**

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

**FROM:** Brian Watkins, Director of Finance

**DATE:** April 17, 2018

**SUBJECT:** Quarterly Report - Finance

### **Financial Reporting**

Audit work will be completed by the end of May so that REAC submission will be submitted prior to the June 30 deadline. Working on getting current with OMS invoice backlog so that all programs and financial reporting are current.

### **Section 8 – Funding**

The 2018 Calendar Year (“CY”) Housing Assistance Payments (“HAP”) estimated budget authority from the U.S. Department of Housing and Urban Development (“HUD”) for the Housing Choice Voucher (“HCV”) Program is \$18,029,376.

The current HAP expenses paid through March 2018 are \$4,255,053, which is 94.4% budget utilization. As of March 31, 2018 the Authority is allocated 2,791 vouchers. The calendar Year to Date (“YTD”) voucher unit months utilization is 7,872 vs authorized unit months of 8,373 (94.0% utilization).

HUD VASH has authorized 2 additional vouchers with a budget authority of \$10,600 for the year. The official notice came out from HUD on April 6, 2018.

### **Public Housing**

The 2018 Operating Subsidy worksheets for Public Housing were completed during the first quarter of 2018. A final budget amount has not been determined by HUD. Expect to hear back in the next few weeks.

### **Computer Systems**

The upgrade to YARDI Voyager 7 (Café Voyager) is complete. Testing began during December 2017 and continued into January 2018. Go live for the conversion was completed on February 16<sup>th</sup>, 2018. Many challenges still remain as we continue to get more familiar with the new version of the Yardi software.

## STAFF REPORT

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

**FROM:** Blanca Arrate, Director of Housing Programs

**DATE:** April 17, 2018

**SUBJECT:** Quarterly Report (January 1<sup>st</sup> through March 31<sup>st</sup>) – Public Housing and Migrant Programs

This quarterly report provides information regarding Public Housing (“PH”) and the Migrant Family Centers. The information consists of vacancies, delinquent rents, and work order.

### **PUBLIC HOUSING**

The Housing Authority of the County of Merced (“Authority”) PH properties are allocated by Asset Management Project (“AMP”). An AMP may consist of several properties where one AMP can have up to 6 Authority owned property.

**421** Total number of conventional Public Housing units  
**73** Valley View/Project Based units

#### **Quarterly Vacancies Filled**

3	AMP 1 – Merced
3	AMP 2 – Atwater/Livingston/Winton
1	AMP 3 – Los Banos/Dos Palos
1	AMP 4 – Merced
1	PBV Valley View (Dos Palos Elderly)
0	PBV Valley View (Midway)
0	PBV Valley View (Atwater Elderly)

#### **Evictions**

2	AMP 1 – Merced
0	AMP 2 – Atwater/Livingston/Winton
1	AMP 3 – Los Banos/Dos Palos
0	AMP 4 – Merced
0	PBV Valley View (Dos Palos Elderly)
2	PBV Valley View (Midway)
0	PBV Valley View (Atwater Elderly)

#### **Quarterly Public Housing AMP Work Orders**

328	Total for the reporting quarter
246	AMP 1 – Merced

- 11 AMP 2 – Atwater/Livingston/Winton
- 62 AMP 3 – Los Banos/Dos Palos
- 9 AMP 4 – Merced

## **FARM LABOR YEAR-ROUND HOUSING MIGRANT (SEASONAL) HOUSING**

### **Felix Torres Year-Round Housing:**

Felix Torres Year-Round Housing consists of 50 family units

- 88% Occupancy rate (Quarterly Vacancy Rate)
  - 44 units leased
  - 06 unit vacant

On March 26, 2018, the United States Department of Agriculture (USDA) conducted a Supervisory Visit/Compliance Review at the Felix Torres Year-Round property. USDA representatives reviewed financial records, tenant files, waiting list, Affirmative Fair Housing Marketing Plan, and inspected the property site and a few randomly selected units. The Authority is pending the results of the Supervisory Visit/Compliance Review.

### **Migrant (Seasonal) Housing:**

#### **Atwater Migrant**

Seasonal Housing consists of 59 family units – 2 manager units

- Atwater Migrant Center is scheduled to re-open on April 30, 2018.

#### **Los Banos Migrant**

Seasonal Housing consists of 48 units – 1 manager unit

- Los Banos Center is scheduled to re-open on May 15, 2018.

#### **Merced Migrant**

Seasonal Housing consists of 49 units – 2 manager units

- Merced Migrant Center is scheduled to re-open on May 21, 2018.

#### **Planada Migrant**

Seasonal Housing consists of 71 units – 2 manager units

- Planada Center is scheduled to re-open on May 29, 2018.

## STAFF REPORT

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

**FROM:** Gina Thexton, Director of Housing Programs

**DATE:** April 17, 2018

**SUBJECT:** Jan 1<sup>st</sup> through March 31st Monthly/Quarterly Report – HCV Program

### **HOUSING CHOICE VOUCHER PROGRAM MONTHLY ACTIVITY**

#### **Voucher Count:**

<b>2600</b>	Voucher families under contract
<b>1059</b>	Participant families have at least one disabled family member in their household
<b>485</b>	Participant families have at least one elderly family member in their household
<b>37</b>	Transfer families housed
<b>87</b>	New applicant voucher holders that are currently searching for suitable housing

#### **HCV Waiting List:**

<b>1124</b>	Families currently are on the wait list
<b>454</b>	Applicant families have at least one disabled family members in their household
<b>278</b>	Applicant families have at least one elderly family member in their household

#### **HUD VASH Vouchers:**

<b>68</b>	Allocated HUD VASH Vouchers
<b>63</b>	Under contract
<b>0</b>	Searching for Housing
<b>0</b>	Pending Briefing
<b>1</b>	Eligibility under review
<b>4</b>	Available

### **HOUSING CHOICE VOUCHER PROGRAM QUARTERLY ACTIVITY**

#### **Budget:**

Total Budget: \$4,521,897  
Total Actual Expense: \$4,275,455  
Under Expended HAP: \$246,442  
Utilization: 94.6%



**Lease-up:**

6	Voucher holders have ported out to other jurisdictions
45	PBV personal declaration packets distributed
15	PBV vouchers leased
615	HCV personal declaration packets distributed
87	HCV vouchers issued
18	Request for Tenancy Approval forms received
15	HCV New families housed
5	Port-in families

**General Statistics:**

39	Participants have exited the Housing Choice Voucher Program
----	---

**HCV Family Self-Sufficiency:**

70	Families are actively enrolled in the Family Self-Sufficiency Program
38	Families have escrow accounts (\$90,491 combined total escrow amount)
0	Family “graduated” from the FSS program
2	Families forfeited their escrow account (\$6,215)

**Shelter Plus Care (S+C) Vouchers:**

8	Allocated S+C Vouchers
8	Under contract

## **STAFF REPORT**

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

**FROM:** Maria F. Alvarado, Human Resources Coordinator

**DATE:** April 17, 2018

**SUBJECT:** Human Resources Quarterly Report

### **Safety**

During this last quarter the agency had zero reportable work comp injuries.

### **Recruitments**

- During this quarter the Authority conducted open/public recruitments for the positions of:
  - Migrant Center Aide (Merced Migrant)
  - Eligibility Specialist (Housing Choice Voucher)
  - Maintenance Manager (Public Housing)

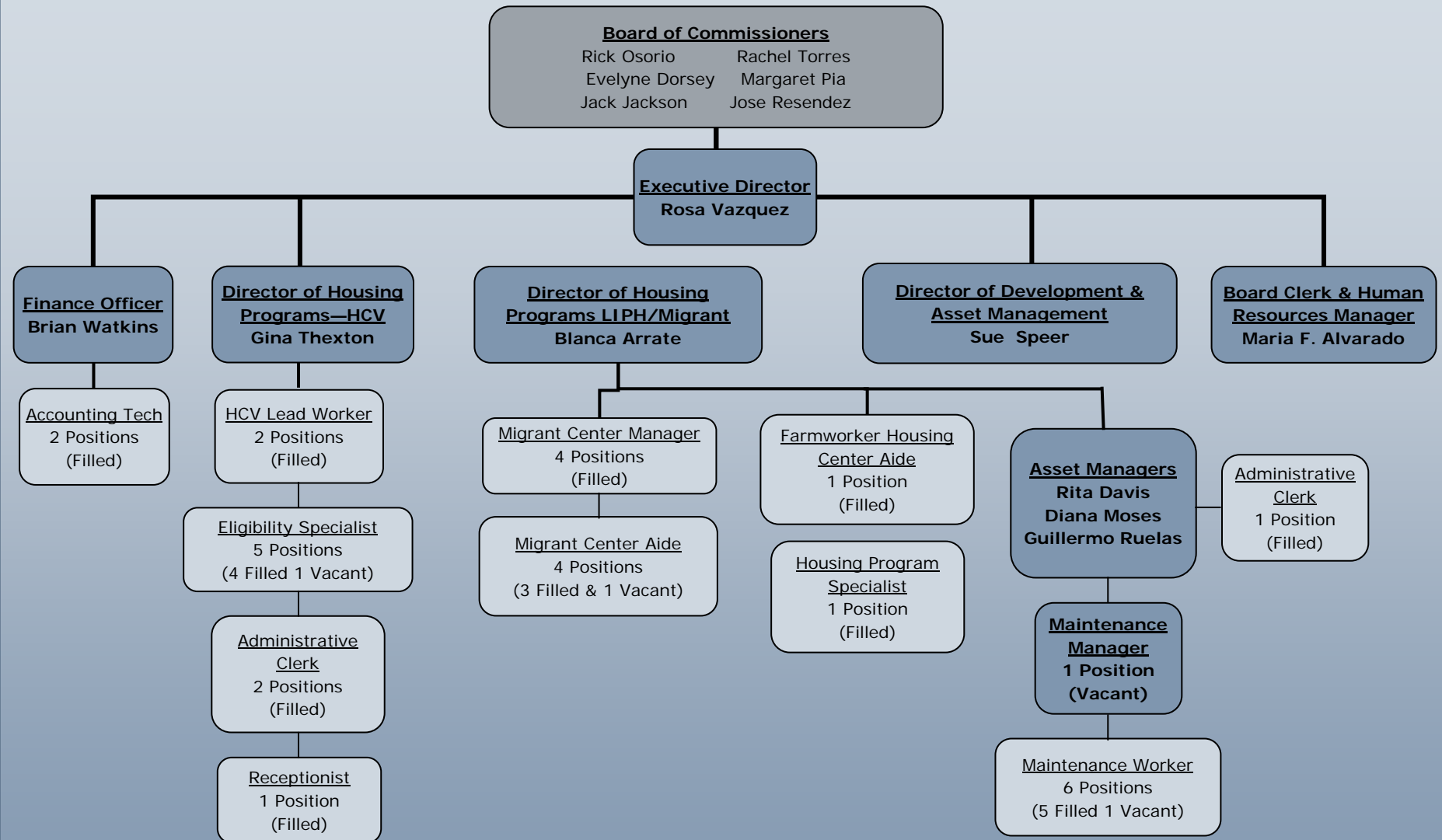
Written examinations for all of the above mentioned positions will be held on Thursday, April 12, 2018 at the Authority's main office.

### **Staff Training**

During the last quarter all Authority staff participated in the following required annual training:

- Cyber Awareness Training – webinar provided by the Department of Justice.
- Fair Housing training – webinar provided by HARRP.

# Housing Authority of the County of Merced





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT

March 15, 2018

Ms. Rosa Vazquez  
Executive Director  
Housing Authority of the County of Merced  
405 U Street  
Merced, CA 95341



Dear Ms. Vazquez:

Congratulations! I am delighted to inform you that HUD selected the project application(s) your organization submitted for funding under Fiscal Year (FY) 2017 Continuum of Care (CoC) Program project application(s) in the total amount of \$53,586.

The CoC Program is an important part of HUD's mission. CoCs around the country will continue to improve the lives of men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2017 CoC Program Competition. Projects like your organization's, funded through the CoC program, continue to demonstrate their value by improving accountability and performance every year.

The enclosure details the conditionally obligated funds for your organization's award(s) which lists: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each conditionally selected application. Your local HUD field office will send a letter to providing more information to your organization about finalizing the award(s), and executing of your grant agreement(s). After all conditions are satisfied and the grant agreement is executed, your organization can expend funds.

HUD commends your organization's work and encourages it to continue to strive for excellence in the fight to end homelessness.

Sincerely,

Neal Rackleff  
Assistant Secretary

Enclosure

Enclosure

CA1098L9T201702

Shelter Plus Care Renewal Proj App FY2017

\$53,586

Total Amount:

**\$53,586**

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 17, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-08** approving the Housing Authority of the County of Merced Enterprise Income Verification (EIV) Policy & Procedures.

On December 29, 2009, the Department of Housing and Urban Development (HUD) issued the final rule entitled *Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification (EIV) System-Amendments* (74 FR 68924), which requires Public Housing Authority's (PHAs) to use the EIV system in its entirety to verify tenant employment and income information during mandatory reexaminations of family composition and income in accordance with 24 CFR 5.233; and reduce administrative and subsidy payment errors in accordance with 24 CFR 5.236 and other administrative guidance issued by HUD.

The EIV System is a web-based application, which provides PHAs with employment, wage, unemployment compensation and social security benefit information for tenants who participate in the Public Housing and various Section 8 programs under the jurisdiction of the Office of Public and Indian Housing (PIH). This system is available to all PHAs nationwide. Information in EIV is derived from computer matching programs initiated by HUD with the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS), for all program participants with valid personal identifying information (name, date of birth (DOB), and social security number (SSN)) reported on the form HUD-50058.

The Housing Authority of the County of Merced (Authority) has and will continue to utilize EIV as mandated by HUD.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-08**, approving the Housing Authority of the County of Merced Enterprise Income Verification (EIV) Policy & Procedures.

## RESOLUTION NO. 2018-08

### TO APPROVE THE HOUSING AUTHORITY OF THE COUNTY OF MERCED ENTERPRISE INCOME VERIFICATION (EIV) POLICY & PROCEDURES

**WHEREAS**, On December 29, 2009, the Department of Housing and Urban Development (HUD) issued the final rule entitled Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification (EIV) System-Amendments (74 FR 68924), which requires Public Housing Authority's (PHAs) to use the EIV system in its entirety to verify tenant employment and income information, and

**WHEREAS**, The EIV System is a web-based application, which provides PHAs with employment, wage, unemployment compensation and social security benefit information for tenants who participate in the Public Housing and various Section 8 programs under the jurisdiction of the Office of Public and Indian Housing (PIH); and

**WHEREAS**, the purpose of the Enterprise Income Verification (EIV) function within the Real Estate Assessment (REAC) Center is to ensure that limited Federal resources are available to serve as many eligible families as possible by reducing the high incidence of program errors and to improve the integrity and accuracy of information contained in the PIC and EIV systems; and

**WHEREAS**, The Housing Authority of the County of Merced (Authority) has and will continue to utilize EIV as mandated by HUD;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Conflict of Interest Policy, attached to this Resolution, is hereby adopted.

The foregoing resolution was introduced at the April 17, 2018, Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: April 17, 2018



HOUSING  
AUTHORITY OF THE  
COUNTY OF MERCED

**ENTERPRISE INCOME  
VERIFICATION (EIV)  
POLICY & PROCEDURES**



## **Unlawful disclosure or use of the EIV data can result in civil and criminal penalties.**

### **Background**

On December 29, 2009, HUD issued the final rule entitled *Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification (EIV) System-Amendments (74 FR 68924)*, which requires PHA's to use the EIV system in its entirety to verify tenant employment and income information during mandatory reexaminations of family composition and income in accordance with 24 CFR 5.233; and reduce administrative and subsidy payment errors in accordance with 24 CFR 5.236 and other administrative guidance issued by HUD.

Using EIV as upfront income verification (UIV) technique will be valuable in validating tenant-reported income during interim and annual reexaminations of family income; as well as streamlining the income verification process. This will result in less administrative burden in complying with 3<sup>rd</sup> party verification requirements. Additionally, EIV will help to identify and cure inaccuracies in housing subsidy determinations, which will benefit PHA's, tenants, and taxpayers by ensuring that the level of benefits provided on behalf of families is proper and will prevent fraud and abuse within Public and Indian Housing (PIH) rental assistance programs.

PHA's must use all features of the EIV system to:

- Verify tenant employment and income information during interim and mandatory reexaminations of family composition and income in accordance with 24 CFR 5.236, and other HUD administrative guidance;
- and**
- Reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

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### **The EIV System**

The EIV System is a web-based application, which provides PHA's with employment, wage, unemployment compensation and social security benefit information for tenants who participate in the Public Housing and various Section 8 programs under the jurisdiction of the Office of Public and Indian Housing (PIH). This system is available to all PHA's nationwide. Information in EIV is derived from computer matching programs initiated by HUD with the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS), for all program participants with valid personal identifying information (name, date of birth (DOB), and social security number (SSN)) reported on the form HUD-50058.

Although EIV cannot be used for verification prior to admission, all PHA's are required to review the EIV Income Report of each family before or during mandatory annual and interim reexaminations of family income and/or composition to reduce tenant under reporting of income and improper subsidy payments. EIV is classified as an UIV technique (or automated written 3<sup>rd</sup> party



verification), which helps to identify income sources and/or amounts that the tenant may not have disclosed. This EIV technique in many instances will reduce the need to mail or fax 3<sup>rd</sup> party verification request forms to an income source. EIV also provides various reports to assist PHA's with the following:

- Identifying tenants whose reported personal identifiers do not match the SSA database;
- Identifying tenants who need to disclose a SSN;
- Identifying tenants whose alternate identification number (Alt ID) needs to be replaced with a SSN;
- Identifying tenants who may not have reported complete and accurate income information;
- Identifying tenants who have started a new job;
- Identifying tenants who may be receiving duplicate rental assistance;
- Identifying tenants who are deceased and possibly continuing to receive rental assistance; and
- Identifying former tenants of PIH rental assistance programs who voluntarily or involuntarily left the program and have a reportable adverse status and/or owe money to a PHA or Section 8 landlord.

### **EIV Access**

All Housing Authority of the County of Merced (AUTHORITY) staff (including AUTHORITY-hired management agents), who have a need to access the EIV system are required to complete and submit the EIV Access Authorization Form & Rules of Behavior and User Agreement to their designated EIV Coordinator in the local HUD office.

This form is available online

at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/rhiip/uivsystem](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/uivsystem)

User access must be approved by the Executive Director or designee in order for the local HUD office to process all EIV access requests. Individuals who will not directly access the EIV system, but will have access to the EIV data in printed or electronic form are also required to complete the EIV Access Authorization Form & Rules of Behavior and User Agreement and maintain it on file (do not submit the form to the local HUD office).

Data obtained via the EIV System is used only by authorized personnel in connection with the administration of subsidy for the Housing Choice Voucher Program (HCV) and Low Income Public Housing (LIPH), to aid in the verification of annual income and benefit information as detailed in this document.

- The Coordinator will be recertified annually for continued access to EIV.
- The Coordinator will re-certify their EIV Users through the User Certification feature in the EIV system annually.
- The Coordinator will monitor user activity on the EIV System.
- Users will not share user names or passwords with anyone.



- The computer will not be left unattended by personnel when signed in to the EIV System.
- EIV data will not be displayed on the computer screen so unauthorized persons can view it.
- Restricted areas will be clearly identified and a list of authorized personnel will be maintained.
- EIV access will be revoked prior to termination of the employee and the EIV file will be documented to indicate the date user access was terminated.
- EIV users will have security training annually.
- Tenant files are secured to ensure confidentiality.
- Tenant files and records will be disposed of in a manner that will prevent any unauthorized access to personal information.
- Improper disclosure of information is grounds for immediate dismissal.

**A BINDER OF THE FOLLOWING SIGNED EIV DOCUMENTS (INITIAL AND CURRENT) WILL BE MAINTAINED AND WILL BE MADE AVAILABLE TO FOR REVIEW ANNUALLY.**

- List of EIV Coordinator(s) and EIV User(s) who currently have access to the EIV system;
- EIV Coordinator Access Authorization Form(s) (CAAFs) ~ Includes "Rules of Behavior";
- EIV User Access Authorization Form(s) (UAAF's) ~ Includes "Rules of Behavior"; and
- Rules of Behavior for Use of Enterprise Income Verification (EIV) Information for Individuals without Access to the EIV System (all originals).

2) Contract Administrator's and HUD staff for monitoring and oversight of the tenant recertification process. All EIV users will adhere to the EIV Rules of Behavior.

3) Owner/agents, Service Bureau staff, Contract Administrator staff and Independent Public Auditors hired by the AUTHORITY to perform the financial audit of the project (*without access to the EIV system*) must agree to the "Rules of Behavior for Use of EIV Information for Individuals without Access to the EIV System". The original executed document will be retained in the EIV file and made available for viewing.

**Data Reporting**

- EIV information from HUD is obtained from data transmitted on *form HUD-50058*, requiring accurate and timely reporting of form HUD-50058 data.
- The AUTHORITY is responsible to make sure the information in PIC agrees with the information on the *form HUD-50058* in the tenant's file and will correct any discrepant information in the PIC database.
- The completeness and accuracy of all data on *form HUD-50058* will be reviewed and errors corrected prior to transmitting to PIC.



- *Form HUD-50058* for move-ins, move-outs, terminations, initial certifications, unit transfers, interims and annual reexaminations will be transmitted timely.

### **EIV Reports**

- The schedule will be strictly enforced to ensure that applicants and tenants are treated in a nondiscriminatory manner. Reports will be monitored, reviewed and resolved at the frequency listed in the chart.
- Discrepancies require follow-up, verification, documentation and corrective action within 30 days of the report.
- A copy of each report will be retained along with supporting documents and detailed information on the resolution of the reported discrepancy.

### **Verification Hierarchy and Techniques**

The AUTHORITY will begin with the highest level of verification techniques. All verifications, regardless of technique, require the AUTHORITY to review for multiple subsidy payments. The AUTHORITY is required to review the EIV Former Tenant and Existing Tenant Report for any SSA matches involving another PHA or a Multi-family entity and follow-up on any issues identified. The AUTHORITY is required to maintain the report and documentation of any follow-up in the tenant file. If the tenant is a new admission to the AUTHORITY, and a match is identified at a Multi-family property, the AUTHORITY must report the program admission date to the Multi-family property and document the notification in the tenant file.

The AUTHORITY will also need to obtain an Income Report for each household. The AUTHORITY is required to maintain the Income Report in the tenant file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all interim and mandatory annual reexaminations of family income and composition.

If the Income Report does not contain any employment and income information for the family, the AUTHORITY should attempt the next lower level verification technique, as noted in the below chart.

#### **Verification Hierarchy and Techniques**

<b>Level</b>	<b>Verification Technique</b>	<b>Ranking</b>	
<b>6</b>	<b>Upfront Income Verification (UIV)</b> using HUD's Enterprise Income Verification (EIV) system (not available for income verifications of applicants)	<b>HIGHEST</b> (Mandatory)	The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals.



5	<b>Upfront Income Verification (UIV)</b> using non-HUD system	<b>Highest</b> (Optional)	The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals.
4	<b>Written 3<sup>rd</sup> Party Verification</b>	<b>High</b> (Mandatory to supplement income sources and when EIV has no data; Mandatory for non-EIV reported income sources; Mandatory when tenant disputes EIV-reported employment and income information and is unable to provide acceptable documentation to support dispute.)	An original or authentic document generated by a 3 <sup>rd</sup> source dated either within the 60-day period preceding the reexamination or AUTHORITY request date. Examples of acceptable tenant-provided documentation (generated by a 3 <sup>rd</sup> source) include, but are not limited to: pay stubs, payroll summary report, employer notice/letter of hire/termination, SSA benefit verification letter, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices. Current acceptable tenant-provided documents must be used for income and rent determinations. The AUTHORITY is required to obtain at a minimum, two current and consecutive pay stubs for determining annual income from wages. For new income sources or when two pay stubs are not available, the AUTHORITY should project income based on the information from a traditional written 3 <sup>rd</sup> verification form or the best available information.



<b>3</b>	<b>Written 3<sup>rd</sup> Party Verification Form</b>	<b>Medium-Low</b> (Mandatory if written 3 <sup>rd</sup> party verification documents are not available or rejected by the AUTHORITY; and when the applicant or tenant is unable to provide acceptable documentation.)	Also, known as traditional 3 <sup>rd</sup> verification. A standardized form to collect information from a 3 <sup>rd</sup> source. The form is completed by the 3 <sup>rd</sup> party by hand (in writing or typeset). The AUTHORITY sends the form directly to the 3 <sup>rd</sup> source by mail, fax, or email.
<b>2</b>	<b>Oral 3<sup>rd</sup> Party Verification</b>	<b>Low</b> (Mandatory if written 3 <sup>rd</sup> party verification is not available.)	Independent verification of information by contacting the individual income/expense source(s), as identified through the UIV technique or identified by the family, via telephone or in-person visit. The AUTHORITY staff should document in the tenant file, the date and time of the telephone call (or visit to the 3 <sup>rd</sup> party), the name of the person contacted and telephone number, along with the confirmed information.
<b>1</b>	<b>Tenant Declaration</b>	<b>Low</b> (Use as a last resort when unable to obtain any type of 3 <sup>rd</sup> party verification.)	The tenant submits an affidavit or notarized statement of reported income and/or expenses to the AUTHORITY. This verification method should be used as a last resort when the AUTHORITY has not been successful in obtaining information via all other verification techniques. When the AUTHORITY relies on tenant declaration, the AUTHORITY must document in the tenant file why 3 <sup>rd</sup> verification was not available



NOTE: This verification hierarchy applies to income determinations for applicants and participants. However, EIV is not available for verifying income of applicants. The Verification Hierarchy and Techniques illustrates six levels of verification starting with 6) as the highest category of Upfront Income Verification using HUD's EIV system, then 5) Upfront Income Verification (UIV) using non-HUD system, 4) Written 3<sup>rd</sup> Party Verification, 3) Written 3<sup>rd</sup> Party Verification Form, 2) Oral 3<sup>rd</sup> Party Verification and 1) Tenant Declaration.

### **Exceptions to 3<sup>rd</sup> Party Verification Requirements**

The AUTHORITY may have made numerous attempts to obtain the required verifications with no success, or it may not be cost effective to obtain 3<sup>rd</sup> party verification of income, assets, or expenses, when the impact on total tenant payment is minimal. In these cases, **the AUTHORITY is required to document in the family file the reason(s) why 3<sup>rd</sup> verification was not available.** The exception to 3<sup>rd</sup> party verification can be found at 24 CFR 960.259(c)(1) and §982.516(a)(2), which state in part, "...The PHA must obtain and document in the family file 3<sup>rd</sup> party verification of the following factors, **or must document in the file why 3<sup>rd</sup> party verification was not available...**"

To assist with compliance and reduce the administrative burden of 3<sup>rd</sup> party verification requirements for employment, wage, unemployment compensation and social security benefits, and any other information that is verifiable using EIV by:

- Reviewing the EIV Income Report to confirm/validate tenant-reported income; and
- Printing and maintaining an EIV Income Report (or an EIV Individual Control Number (ICN) page for interim reexaminations as prescribed in the tenant file; and
- Obtaining current acceptable tenant-provided documentation to supplement EIV information; and
- Using current tenant-provided documentation and/or 3<sup>rd</sup> party verification to calculate annual income.

Note: Social Security benefit information in EIV is updated every three months. If the tenant agrees with the EIV-reported benefit information, the AUTHORITY does not need to obtain or request a benefit verification letter from the tenant. The AUTHORITY may also reduce the administrative burden of obtaining 3<sup>rd</sup> party verification by relying on acceptable documents that are generated by a 3<sup>rd</sup> party, but provided by the tenant. Many documents in the possession of the tenant are derived from 3<sup>rd</sup> party sources (i.e. employers, federal, state and/or local agencies, banks, etc.).

### **Required to request written 3<sup>rd</sup> party verification**

The AUTHORITY must request written 3<sup>rd</sup> party verification under the following circumstances:

- When the tenant disputes the EIV information and is unable to provide acceptable documentation to support his/her dispute (24 CFR 5.236(b));  
b.

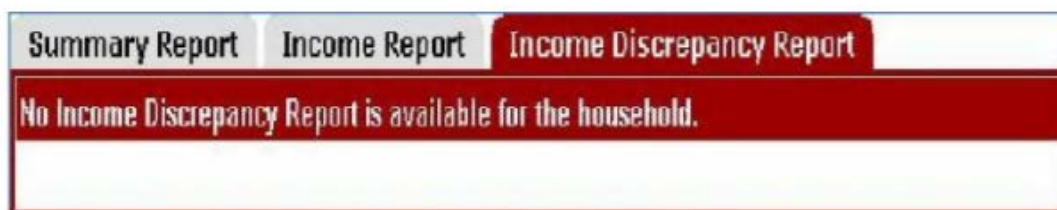


- When the AUTHORITY requires additional information that is not available in EIV and/or the tenant is unable to provide the AUTHORITY with current acceptable tenant-provided documentation. Examples of additional information, include but not limited to:
  - Effective dates of income (i.e. employment, unemployment compensation, or social security benefits)
  - For new employment: pay rate, number of hours worked per week, pay frequency, etc.
  - Confirmation of changes in circumstances (i.e. reduced hours, reduced rate of pay, temporary leave of absence, etc.)

Note: 24 CFR 5.236(a), prohibits PHA's from taking adverse action based solely on EIV information.

### **Documentation**

- For each **new admission** (form HUD-50058 action type 1), the AUTHORITY is required to do the following:
  - Review the EIV Income Report to confirm/validate family-reported income within 90 days of the PIC submission date; and
  - Print and maintain a copy of the EIV Income Report in the tenant file; and
  - Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.
- For each **historical adjustment** (form HUD-50058 action type 14), the AUTHORITY is required to do the following:
  - Review the EIV Income Report to confirm/validate family-reported income within 120 days of the PIC submission date; and
  - Print and maintain a copy of the EIV Income Report in the tenant file; and
  - Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.
- For each **interim reexamination** (form HUD-50058 action type 3) of family income and composition, the AUTHORITY is required to have the following documentation in the tenant file:
  - ICN Page when there is no household income discrepancy noted on the household's Income Discrepancy Report tab or Income Discrepancy Report. (PHAs have the discretion to print the EIV Income report, however, only the ICN page is required.) See sample screen shot below.





The ICN page is available from the "Summary Report" tab. See below.

## Income Information >> By Head of Household >> Summary Report

- EIV Income report when there is an income discrepancy noted on the household's "Income Discrepancy Report" tab or "Income Discrepancy Report". See next page.

**Summary Report** Certification Page Income Report Income Discrepancy Report

**Head of Household Identifiers**

Name: MIKILA  
 Social Security Number: \*\*\*-\*\*-\*\*\*\*  
 Date of Birth (mm/dd/yyyy): XX/XX/1989  
 Program Type: Sec 8 Vouchers  
 Project:   
 Unit Address:   
 Participant Code:   
 Annual Reexamination Date: 05/01/2010  
 Tenant Data from Form 50058 as of: 10/20/2009  
 Most Recent Type of Action: 3-Interim Reexamination  
 Effective Date: 10/01/2009

**Household Members**

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-****	MIKILA		XX/XX/1989	20	Head	Verified
***-**-****	MALAYA		XX/XX/2009		Other youth under 18	Verified

The month and day values in the Date of Birth field have been masked for security reasons.

[Provide ICN](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By: H18XXX NICOLE X FAISON

**Summary Report** Income Report **Income Discrepancy Report**

**Head of Household Information**

Name: DEBRA  
 Social Security Number:   
 Program Type: Public Housing  
 Project:   
 Effective Date of Action: 03/10/2009  
 Annual Reexamination Date: 02/01/2010  
 Projected Annual Wages and Benefits from Form HUD-50058: \$8,328.00  
 Period Of Income for Discrepancy Analysis: 12/10/2007 - 12/09/2008

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$24,919.06	\$26,131.00
Amount of Annual Income Discrepancy:	(\$16,591.06)	(\$17,803.00)
Amount of Monthly Income Discrepancy:	(\$1,382.59)	(\$1,483.58)
Percentage of Income Discrepancy:	(66.58%)	(68.13%)

Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.

**Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.**

Report Generated By: H18XXX NICOLE X FAISON



D. For each **annual reexamination** (form HUD-50058 action type 2) of family income and composition, the AUTHORITY is required to have the following documentation in the tenant file:

- No Dispute of EIV Information: EIV Income Report, current acceptable tenant provided documentation, and if necessary (as determined by the AUTHORITY), traditional 3<sup>rd</sup> party verification form(s).
- Disputed EIV Information: EIV Income report, current acceptable tenant provided documentation, and/or traditional 3<sup>rd</sup> party verification form(s) for disputed information.
- Tenant-reported income not verifiable through EIV system: Current tenant-provided documents, and if necessary (as determined by the AUTHORITY), traditional 3<sup>rd</sup> party verification form(s).

If the tenant does not provide the requested information, the AUTHORITY may mail or fax a 3<sup>rd</sup> party verification request form to the 3<sup>rd</sup> party source. The AUTHORITY is required to request 3<sup>rd</sup> party verification when the tenant disputes EIV information and the tenant is unable to provide acceptable documentation to support disputed information. However, the AUTHORITY should also remind the tenant that s/he is required to supply any information requested by the AUTHORITY for use in a regularly scheduled annual or interim reexamination of family income and composition. The AUTHORITY may determine that the tenant is not in compliance with program requirements and terminate tenancy or assistance, or both, if the tenant fails to provide the requested information in a timely manner (as prescribed by the AUTHORITY).

### **Reducing Administrative and Subsidy Payment Errors**

EIV can help identify other potential issues which may impact a family's level of assistance. EIV contains stand-alone reports, which the AUTHORITY may generate at any time (i.e. Deceased Tenants Report, New Hires Report, Multiple Subsidy Report, Identity Verification Report, Income Discrepancy Report, Debts Owed to PHAs & Termination Report, and Immigration Report). The PHA is required to address any and all potential issues at the time of the annual or interim reexam, as conveyed in the Income Report.

The AUTHORITY may use the stand-alone reports to monitor staff's progress in reducing the following administrative and subsidy payment errors by using the listed reports:

- Incorrect/invalid SSNs/name/date of birth – Identity Verification Report
- Follow-up with families who need to disclose a SSN – Immigration Report
- Duplicate rental assistance – Multiple Subsidy Report
- Unreported increase in income – Income discrepancy Report
- Improper payments on behalf of deceased tenants – Deceased Tenants Report
- Unreported new employment (PHAs with interim increase policy) – New Hires Report



- Adverse Termination/Outstanding Debt to PHA – Debts Owed to PHAs & Termination Search

In order to ensure the AUTHORITY is aware of potential subsidy payment errors, the AUTHORITY is required to monitor the following EIV reports on a **monthly basis**:

- Deceased Tenants Report
- Identity Verification Report
- Immigration Report

In order to ensure that the AUTHORITY is aware of potential subsidy payment errors, the AUTHORITY is required to monitor the following EIV reports on a **quarterly basis**:

- Income Discrepancy Report
- Multiple Subsidy Report
- New Hires Report

### **Report Resolution**

All EIV Income Reports contain the date the report was generated and by whom; and the date EIV received each type of information.

To minimize tenant underreporting of income, the AUTHORITY is required to obtain an EIV Income Report for each family any time the AUTHORITY conducts an annual or interim reexamination of family income and composition.

In accordance with 24 CFR 5.236(b)(3), PHAs are required to compare the information on the EIV report with the family-reported information. If the EIV report reveals an income source that was not reported by the tenant or a substantial difference in the reported income information, the AUTHORITY is required to take the following actions:

- Discuss the income discrepancy with the tenant; and
- Request the tenant to provide any documentation to confirm or dispute the unreported or underreported income and/ or income sources; and
- In the event the tenant is unable to provide acceptable documentation to resolve the income discrepancy, the AUTHORITY is required to request from the 3<sup>rd</sup> party source, any information necessary to resolve the income discrepancy; and
- If applicable, determine the tenant's underpayment of rent as a result of unreported or underreported income, retroactively\*; and
- Take any other appropriate action as directed by HUD or the AUTHORITY's administrative policies.

\*The AUTHORITY is required to determine the retroactive rent as far back as the existence of complete file documentation (form HUD-50058 and supporting documentation) to support such retroactive rent determinations.



Note: A substantial difference is defined as an amount equal to or greater than \$2,400 annually.

The tenant must be provided an opportunity to contest the AUTHORITY's determination of tenant rent underpayment. The AUTHORITY will promptly notify tenants in writing of any adverse findings made on the basis of the information verified through the aforementioned income discrepancy resolution process. The tenant may contest the findings in accordance with the AUTHORITY's established grievance procedures, as required by HUD. The AUTHORITY may not terminate, deny, suspend, or reduce the family's assistance until the expiration of any notice or grievance period.

When there is insubstantial or no disparity between tenant-reported and EIV-reported income information, the AUTHORITY is required to obtain from the tenant, any necessary documentation to complete the income determination process. As noted previously, the AUTHORITY may reject any tenant-provided documentation, if the AUTHORITY deems the documentation unacceptable. The AUTHORITY may reject documentation provided by the tenant for only the following HUD-approved reasons:

- The document is not an original; or
- The original document has been altered, mutilated, or is not legible; or
- The document appears to be a forged document (i.e. does not appear to be authentic).

The AUTHORITY should explain to the tenant, the reason(s) the submitted documents are not acceptable and request the tenant provide additional documentation. If at any time, the tenant is unable to provide acceptable documentation that the AUTHORITY deems necessary to complete the income determination process, the AUTHORITY is required to submit a traditional 3<sup>rd</sup> party verification form to the 3<sup>rd</sup> party source for completion and submission to the AUTHORITY.

If the 3<sup>rd</sup> party source does not respond to the AUTHORITY's request for information, the AUTHORITY is required to document the tenant file of its attempt to obtain 3<sup>rd</sup> party verification and that no response to the 3<sup>rd</sup> party verification request was received.

The AUTHORITY should then pursue lower level verifications in accordance with the verification hierarchy.

### **Income Discrepancy Report**

- Notify and discuss the discrepancy with the tenant.
- Obtain written independent verification of disputed EIV data:
  - 3<sup>rd</sup> party verification to obtain specific information needed (effective dates, earnings for a specific period, etc.).
  - Copies of W4's (for all applicable employers) from the tenant.
  - Copy of applicable tax forms from the tenant.



- If the tenant does not dispute the data contained in the *EIV Income Report*, obtain the signature and date of all adult household members indicating such on the *EIV Certification Page* to be retained in the tenant file.
- Provide the tenant the right to contest the findings.
- If the tenant cannot repay the full amount, collect what the tenant can pay and execute a repayment agreement to collect the balance over a specific period of time (*reasonable, but not less than 10% of the tenant's gross monthly income and should not exceed 12 months*). Inform the tenant that failure to comply with the terms of the agreement will result in the tenant's termination of tenancy.
  - Initiate termination of tenancy if the tenant fails to repay pursuant to the executed repayment agreement (*scheduled repayment amount plus current monthly rent*).
  - If necessary, civil action may be filed to recover the funds.

### **Repayment Agreement**

Tenants are required to reimburse the AUTHORITY if they were charged less rent than required by HUD's rent formula due to the tenant's underreporting or failure to report income. The tenant is required to reimburse the AUTHORITY for the difference between the tenant rent that should have been paid and the tenant rent that was charged.

This rent underpayment is commonly referred to as retroactive rent. If the tenant refuses to enter into a repayment agreement or fails to make payments on an existing or new repayment agreement, the AUTHORITY must terminate the family's tenancy or assistance, or both. HUD does not authorize any AUTHORITY sponsored amnesty or debt forgiveness programs.

All repayment agreements must be in writing, dated, signed by both the tenant and the AUTHORITY, include the total retroactive rent amount owed, amount of lump sum payment made at time of execution, if applicable, and the monthly repayment amount. At a minimum, repayment agreements must contain the following provisions:

- Reference to the paragraphs in the Public Housing lease or Housing Choice Voucher information packet whereby the tenant is in non-compliance and may be subject to termination of tenancy or assistance, or both.
- The monthly retroactive rent repayment amount is in addition to the family's regular rent contribution and is payable to the AUTHORITY.
- The terms of the agreement may be renegotiated if there is a decrease or increase in the family's income. This must be approved by the Department Director.
- Late and missed payments constitute default of the repayment agreement and may result in termination of tenancy and/or assistance.



The AUTHORITY is required to determine retroactive rent amount as far back as the AUTHORITY has documentation of family reported income. For example, if the AUTHORITY determines that the family has not reported income for a period of five years and only has documentation for the last three years; the AUTHORITY is only able to determine retroactive rent for the three years for which documentation is available.

The monthly retroactive rent payment plus the amount of rent the tenant pays at the time the repayment agreement is executed should be affordable and not exceed 40 percent of the family's monthly adjusted income. However, the AUTHORITY has the discretion to establish thresholds and policies for repayment agreements in addition to HUD required procedures. As outlined in the AUTHORITY's Administrative and ACOP plans.

### **Repayment Time Period**

The period in which the retroactive rent balance will be repaid is based on the monthly payments and original retroactive balance.

### **Repayment Options**

Tenants have the option to repay the retroactive rent balance as follows:

- In a lump sum payment; or
- Monthly installment; or
- A combination of the above

### **Record Retention**

The AUTHORITY's record retention policy will determine the length of time the AUTHORITY should maintain EIV printouts in a tenant file. AUTHORITY is authorized to maintain the EIV Income Report in the tenant file for the duration of tenancy and no longer than three years from the end of participation (EOP) date. In accordance with revised regulation, 24 CFR 908.101, the AUTHORITY is required to maintain at a minimum, the last three years of the form HUD-50058, and supporting documentation for all annual and interim reexaminations of family income. All records are to be maintained for a period of at least three years from the effective date of the action.

### **What to do if the EIV Information is incorrect**

Sometimes the source or originator of EIV information may make an error when submitting or reporting information about tenants. HUD cannot correct data in the EIV system. Only the originator of the data can correct the information. When the originator corrects the data, HUD will obtain the updated information with its next computer matching process. Below are the procedures tenants and the AUTHORITY should follow regarding incorrect EIV information.

***Employment and wage information*** reported in EIV originates from the employer. The employer reports this information to the local State Workforce Agency (SWA), who in turn, reports the information to HHS' National Directory of New Hires (NDNH) database.



If the tenant disputes this information, s/he should contact the employer directly, in writing to dispute the employment and/or wage information, and request that the employer correct erroneous information.

The tenant should provide the AUTHORITY with this written correspondence so that it may be maintained in the tenant file. If employer resolution is not possible, the tenant should contact the local SWA for assistance.

**Unemployment benefit information** reported in EIV originates from the local SWA. If the tenant disputes this information, s/he should contact the SWA directly, in writing to dispute the unemployment benefit information, and request that the SWA correct erroneous information. The tenant should provide the AUTHORITY with this written correspondence so that it may be maintained in the tenant file.

**SS and SSI benefit information** reported in EIV originates from the SSA. If the tenant disputes this information, s/he should contact the SSA at (800) 772-1213. SSA office information is available in the government pages of the local telephone directory or online at <http://www.socialsecurity.gov>.

Note: The tenant may also provide the AUTHORITY with 3<sup>rd</sup> party documents which are in the tenant's possession to support their dispute of EIV information. The AUTHORITY, with the tenant's consent, is required to submit a 3<sup>rd</sup> party verification form to 3<sup>rd</sup> party sources for completion and submission to the AUTHORITY when the tenant disputes EIV information and is unable to provide documentation to validate the disputed information. The tenant's failure to sign the consent form is grounds for termination of tenancy and/or assistance in accordance with 24 CFR 5.232.

**Debts owed to PHA's and termination information** reported in EIV originates from the PHA. If a current or former tenant disputes this information, s/he should contact the PHA (who reported the information) directly in writing to dispute this information and provide any documentation that supports the dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV. Former tenants may dispute debt and termination information for a period of up to three years from the end of participation date in the PIH program.

**Identity Theft.** Seemingly incorrect information in EIV may be a sign of identity theft. Sometimes someone else may use an individual's SSN, either on purpose or by accident. SSA does not require an individual to report a lost or stolen SSN card, and reporting a lost or stolen SSN card to SSA will not prevent the misuse of an individual's SSN. However, a person using an individual's SSN can get other personal information about that individual and apply for credit in that individual's name. So, if the tenant suspects someone is using his/her SSN, s/he should check their Social Security records to ensure their records are correct (call SSA at (800) 772-1213); file an identity theft complaint with the local police department and/or Federal Trade Commission (call FTC at (877) 438-4338, or visit their website at: <https://www.identitytheft.gov/>; and s/he should also



monitor their credit reports with the three national credit reporting agencies (Equifax, TransUnion, and Experian). The tenant should provide the AUTHORITY written documentation of filed identity theft complaint. (Refer to paragraph above on Employment and wage information regarding disputed EIV information related to identity theft).

Tenants may request their credit report and place a fraud alert on their credit report with the three national credit reporting agencies at: [www.annualcreditreport.com](http://www.annualcreditreport.com) (877) 322- 8228 or by contacting the credit reporting agency directly. Each agency's contact information is listed below.

#### National Credit Reporting Agencies Contact Information

Equifax Credit Information Services, Inc.  
P.O. Box 740241 Atlanta, GA 30374  
Website: [www.equifax.com](http://www.equifax.com)  
Telephone: (888) 208-4025

Experian  
P.O. Box 2104 Allen, TX 75013  
Website: [www.experian.com](http://www.experian.com)  
Telephone (888) 397-3742

TransUnion  
P.O. Box 6790 Fullerton, CA 92834  
Website: [www.transunion.com](http://www.transunion.com)  
Telephone: (800) 888-4213

#### **Security of EIV Data**

The data in EIV contains personal information on individual tenants which is protected under the Federal Privacy Act. The information in EIV may only be used for limited official purposes, as noted below.

#### **Official Purposes Include:**

- AUTHORITY, in connection with the administration of PIH programs, for verifying the employment and income at the time of interim and annual reexaminations.
- HUD staff for monitoring and oversight of AUTHORITY compliance with HUD program requirements.
- Independent Auditors hired by the AUTHORITY or HUD to perform a financial audit for use in determining the AUTHORITY's compliance with HUD program requirements, including verifying income and determining the accuracy of the rent and subsidy calculations.

#### **Restrictions on disclosure requirements for Independent Auditors:**

- May only access EIV income information within family files and only within the offices of the AUTHORITY or AUTHORITY-hired management agent;
- May not transmit or transport EIV income information in any form;





- May not enter EIV income information on any portable media;
- Must sign non-disclosure oaths that the EIV income information will be used only for the purpose of the audit; and
- May not duplicate EIV income information or re-disclose EIV income information to any user not authorized by 5 U.S.C. 552a (b) of the Privacy Act to have access to the EIV income data.

**Official Purposes Do NOT Include:**

Sharing the information with governmental or private entities not involved in the reexamination process specifically used for PIH rental assistance programs.

Disclosing the EIV information to other private or public entities for purposes other than determining eligibility and level of assistance for PIH rental assistance programs is prohibited since these entities are not a party to the computer matching agreements with the HHS and SSA. The fact that these entities may find EIV beneficial for similar eligibility and determination purposes for other low-income housing programs or public benefits, does not permit these entities to use or view information in the EIV system that is covered by the computer matching agreements.

The computer matching agreements are governed by the Privacy Act and the Social Security Act. Specifically, 5 U.S.C. 552a (b) limits disclosure of the data matched between HUD and HHS' National Directory of New Hires (NDNH) database to PHAs, Independent Auditors, the Inspector General (IG) and Attorney General, private owners, management agents, and contract administrators of Multifamily Housing programs.

**Penalties for Willful Disclosure or Inspection of EIV Data:**

- Unauthorized Disclosure – felony conviction and fine up to \$5,000 or imprisonment up to five (5) years, as well as civil damages.
- Unauthorized Inspection – misdemeanor penalty of up to \$1,000 and/or one year imprisonment, as well as civil damages.

**Penalties for Noncompliance with Mandated EIV System Use**

The AUTHORITY may be subject to sanctions and/or the assessment of disallowed costs associated with any resulting incorrect subsidy or tenant rent calculation or both. It should be noted that HUD may impose a sanction on any PHA who does not have access to the EIV system or the PHA has access to the system, however, has not used the system within the last six months. To avoid sanctions or disallowed costs, the AUTHORITY will follow all formal and informal guidance provided to PHA's via webcast trainings, PIH Rental Housing Integrity Improvement Project (RHIIP) periodic electronic mailings, and any other HUD Headquarters'-generated guidance.

HUD will monitor each PHA's effective and mandated use of the EIV system with analysis of data in the following EIV reports:

- Deceased Tenants Verification
- Income Verification & Income Discrepancy Verification
- Multiple Subsidy Verification



- Identity Verification
- Immigration Verification and
- Failed Date Check

This monitoring will also evaluate access to and frequency of use of the EIV and DHS Systematic Alien Verification of Entitlements (SAVE) systems. If at any time these reports identify apparent inefficient or ineffective use of the EIV System, HUD will provide information to the AUTHORITY on the issues identified and request the AUTHORITY provide evidence of resolution. The notification to the AUTHORITY and the data submission to HUD will be in a format determined by HUD.

#### **Disclosure**

- The *"What you should know about EIV"* brochure will be provided to tenants at move-in, interims, and at each mandatory annual recertification.
- The tenant may receive a copy of their EIV Income Report upon written request. The request must be signed & dated by all adult household members and the owner/agent. It will be retained in the tenant file.
- The EIV data of one adult household member will not be shared, provided or displayed with another adult household member or any unauthorized 3<sup>rd</sup> party without a signed "Tenant Consent to Disclose EIV Income Information".

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Name (please print)

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Signature

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Date



## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 17, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-09** approving updating the Housing Authority of the County of Merced Conflict of Interest Policy.

The Housing Authority of the County of Merced (Authority) has an obligation to exercise diligence, objectivity, and honesty in executing its professional responsibilities. Commissioners, directors, and employees are subject to close scrutiny by both the public and the media, and in many cases, the public bases their judgment of the character, efficiency and accountability of our agency on the basis of a single employee's attitude, performance or behavior.

Authority commissioners, directors, and employees are expected to conduct themselves with the highest degree of integrity, impartiality, and commitment to the public interest. The Authority expects all to be aware of, and to minimize any situations which may be considered a conflict of interest.

The purpose of this policy is to establish general standards, and to define ethical responsibilities for the guidance of all, and to ensure that no commissioner, director, or employee of the Authority engages in any transaction or activity which is, or would to a reasonable person, appear to be in conflict with or incompatible with the proper discharge of any official duties.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-09**, approving updating the Housing Authority of the County of Merced Conflict of Interest Policy.

## RESOLUTION NO. 2018-09

### TO APPROVE THE REVISION TO THE HOUSING AUTHORITY OF THE COUNTY OF MERCED CONFLICT OF INTEREST POLICY

**WHEREAS**, the general public places certain expectations upon employees of any organization to perform their duties in a fair, ethical, and competent manner, and

**WHEREAS**, the Housing Authority of the County of Merced (Authority) as a public agency, has a responsibility to establish standards of conduct, and to delineate the ethical responsibilities of public service for the guidance of all officers, commissioner, directors, and employees; and

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) requires a code of conduct be implemented within agencies and organizations who receive federal awards of financial assistance; and

**WHEREAS**, HUD requires that said code must prohibit real and apparent conflicts of interest that may arise among officers, commissioners, employees or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees and agents for their personal benefit in excess of minimal value, and outlines administrative and disciplinary actions available to remedy violations of such standards, and

**WHEREAS**, HUD further notices that failure to meet the requirements for a code of conduct will prohibit the Housing Authority from receiving an award of funds from HUD;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Conflict of Interest Policy, attached to this Resolution, is hereby adopted.

The foregoing resolution was introduced at the April 17, 2018, Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

---

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

Dated: April 17, 2018



HOUSING  
AUTHORITY OF THE  
COUNTY OF MERCED

**CONFLICT OF  
INTEREST POLICY**

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## PURPOSE

This conflict of interest policy is designed to help directors, employees and commissioners of the Housing Authority of the County of Merced ("Authority") identify situations that present potential conflicts of interest and to provide the Authority with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, employee or commissioner has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

### 1. Conflict of Interest Defined.

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside Interests.
  - i. An Agreement or Transaction between the Authority and a Responsible Person or Family Member.
  - ii. An Agreement or Transaction between the Authority and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
- b. Outside Activities.
  - i. A Responsible Person competing with the Authority in the rendering of services or in any other Agreement or Transaction with a third party.
  - ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with the Authority in the provision of services or in any other Agreement or Transaction with a third party.
- c. Gifts, Gratuities, and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
  - i. does or is seeking to do business with, or is a competitor of the Authority; or
  - ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from the Authority;
  - iii. is a charitable organization;
  - iv. under circumstances where it might be inferred that such action



was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of the Authority.

- d. Interested Employees.
  - i. Any employee of the Authority who formulates policy or who influences decisions with respect to the project(s) and/or program(s), or any member of the employee's immediate family, or the employee's partner

## **2. Definitions.**

- a. A "*Conflict of Interest*" is any circumstance described in this Policy.
- b. A "*Responsible Person*" is any person serving as a director, employee, or member of the board of commissioners of the Authority.
- c. A "*Family Member*" is defined as spouse, domestic partner, child/step/current foster children, father/step mother/step, foster parents, sister, brother, father-in-law, mother-in-law, all grandparents, son-in-law, daughter-in-law, grandchildren, aunt, uncle, niece, or nephew of a Responsible Person.
- d. A "*Material Financial Interest*" in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.")
- e. An "*Agreement or Transaction*" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by the Authority. The making of a gift to the Authority is not an Agreement or Transaction within the meaning of this document.
- f. The term "*Gift*" includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services, as well as the gift of training, transportation, local travel, lodgings and meals, whether provided in-kind, by the purchase of a ticket, payment in advance or reimbursement.

## **3. Procedures.**

- a. Before board action on an Agreement or Transaction involving a Conflict of Interest, a director or commissioner having a Conflict of





Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

- b. A director or commissioner who plans not to attend a meeting at which he or she has reason to believe that the board will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of commissioners of the Authority has a Conflict of Interest when he or she stands for election as a commissioner or for re-election as a member of the board of commissioners.
- e. Responsible Persons who are not members of the board of commissioners of the Authority, or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Authority's participation in such Agreement or Transaction.
- f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to their Department Director, Human Resources, or the Executive Director, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- g. In the event that an employee is presented with a file or is in a situation in which the employee is presented with a conflict of interest, the employee must immediately report it to a department



director. The employee must ensure that they remove themselves from handling, coming into contact, review, or handle, etc. any of that person(s) file and/or related documents.

#### **4. Confidentiality.**

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Authority.

Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Authority for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

#### **5. Review of Policy.**

- a. The Authority will require that each new Responsible Person be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to the Authority. Each Responsible Person should also disclose any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Department Director, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.



## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 17, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-10** approving the Housing Authority of the County of Merced Limited English Proficiency (LEP) Plan.

Executive Order 13166 required each federal agency that provides financial assistance to develop Limited English Proficiency (LEP) guidance for its recipients of the obligation to provide meaningful access to LEP individuals.

The Fair Housing Act (or Act) prohibits discrimination in the sale, rental or financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex, disability, familial status or national origin.

LEP refers to a person's limited ability to read, write, speak, or understand English. Individuals who are LEP are not a protected class under the Act. The Act nonetheless prohibits housing providers from using LEP selectively based on a protected class or as a pretext for discrimination because of a protected class. The Act also prohibits housing providers from using LEP in a way that causes an unjustified discriminatory effect.

The Housing Authority of the County of Merced (Authority) has prepared a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.

Attached for your review is the LEP policy.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-10**, approving the Housing Authority of the County of Merced Limited English Proficiency (LEP) Plan.

## RESOLUTION NO. 2018-10

### RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF MERCED LIMITED ENGLISH PROFICIENCY (LEP) POLICY

**WHEREAS**, Executive Order 13166 required each federal agency that provides financial assistance to develop Limited English Proficiency (LEP) guidance for its recipients of the obligation to provide meaningful access to LEP individuals: and

**WHEREAS**, The Fair Housing Act (or Act) prohibits discrimination in the sale, rental or financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex, disability, familial status or national origin: and

**WHEREAS**, The Housing Authority of the County of Merced (Authority) has prepared a plan to improve access to its federally conducted programs and activities by eligible LEP persons; and

**WHEREAS**, each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the County of Merced that the Limited English Proficiency (LEP) Policy, attached to this Resolution, is hereby adopted.

The foregoing resolution was introduced at the April 17, 2018, Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

---

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

Dated: April 17, 2018



HOUSING  
AUTHORITY OF THE  
COUNTY OF MERCED

**LIMITED ENGLISH  
PROFICIENCY POLICY**

## **I. PLAN STATEMENT**

The Housing Authority of the County of Merced (Authority) fully understands that language for Limited English Proficiency (LEP) individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided the Authority programs or activities.

The Authority is fully committed to providing meaningful access to Authority programs, activities, and services by persons with LEP. In accordance with Authority goals and with federal guidelines, the Authority has and will continue to make reasonable efforts to provide or arrange free language assistance for its LEP clients, including applicants, recipients, and/or persons eligible for public housing, Housing Choice Voucher and other programs provided by the Authority.

The Authority is committed to the continuous improvement of accessibility to these programs and activities for all eligible LEP persons, and equally committed to promoting programs and activities designed to help individuals learn English.

In the development of the LEP Plan, the Authority utilized Title IV and related guidance plan to integrate, formalize, and assess existing efforts with the possibility of additional reasonable efforts based on the current needs of our LEP population.

## **II. MEANINGFUL ACCESS**

Meaningful access assures that reasonable steps have been taken to provide access to LEP individuals seeking services, benefits, information, or assertions of rights.

## **III. FOUR-FACTOR ANALYSIS**

The Authority has and will continue to utilize the four-factor analysis in determining the language needs and reasonable accommodations necessary to ensure meaningful access for LEP persons.

The Authority will periodically assess and update the following four-factor analysis, including, but not limited to:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Authority.
2. The frequency with which with LEP individuals using a particular language come into contact with the Authority.
3. The nature and importance of the program, activity or service provided by the Authority.

4. The resources available and the cost of providing meaningful access to the Authority. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

#### **IV. LANGUAGE ASSISTANCE**

A person who does not speak English as their primary language and who has a limited ability to read, write speak or understand English may be LEP and may be entitled to language assistance with respect to Authority programs and activities.

1. The Authority has substantial flexibility in determining the type of language assistance necessary to provide meaningful access. Meaningful access shall be in a timely manner, two (2) business days, to prevent an undue burden or delay the rights, benefits or services to the LEP person.
2. There are two (2) methods to provide language assistance:

**Interpretation.** which means oral or spoken transfer of a message from one language into another language; and/or

**Translation.** which means the written transfer of a message from one language into another language.

3. Authority staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and the Authority determines that the client is an LEP person and that language assistance is necessary to provide meaningful access, the Authority will make reasonable efforts to provide free language assistance.

The Authority has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.

#### **V. TRANSLATION OF DOCUMENTS**

The written transfer of a message from one language into another language; after applying the four-factor rule the Authority will consider the following in determining if translation is needed and is reasonable:

1. The Authority will weigh the costs and benefits of translating documents for potential LEP groups, considering the expense of translating the documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, the apparent literacy rate in an LEP group and other relevant factors. The Authority will undertake this examination when an eligible LEP group constitutes 5 percent of an eligible client group (for example, 5 percent of households living in the Authority's public housing) or 1,000 persons, whichever is less.

2. If the Authority determines that translation is necessary and appropriate, the Authority will review and rank documents as vital/nonvital.
3. The Authority has and will continue to work with other housing authorities to share information and the costs of translating common documents, which may include language groups which do not (yet) reach the threshold level in the Authority's client population.
4. the Authority will look to the United States Department of Housing and Urban Development (HUD) for information/available translations of standard housing documents in multiple languages.
5. The Authority will consider technological aids such as Internet-based translation services which may provide helpful, although perhaps not authoritative, translations of written materials.

## **VI. INTERPRETATION**

The oral or spoken transfer of a message from one language into another language; After applying the four-factor rule the Authority will consider the following in determining if interpretation is needed and is reasonable:

1. When necessary to provide meaningful access for LEP clients, the Authority will provide access to qualified interpreters, including:
  - Authority bilingual staff
  - Contract vendors
  - Community Volunteers
2. Competency to interpret
  - Authority may require a formal interpreter to certify ability to demonstrate proficiency to communicate accurately
  - Knowledge of both languages of specialized terms
  - Understand and follow confidentiality and impartiality rules
3. Formal Interpreters
  - Formal Interpreters include Authority bilingual staff and contract vendors.
  - The Authority may use formal interpreters at the following:
    - i. Formal hearings for denial of admission to public housing;
    - ii. Informal tenant conferences and formal hearings for termination of public housing;
    - iii. Hearings, reviews or client conferences concerning denial or termination of Housing Choice Voucher participation.



- iv. Briefings conducted for admission for the Housing Choice Voucher participation
- v. Nondisclosure hearing for the Housing Choice Voucher participation
- The Authority staff interpreter may not be a subordinate to the person making the decision.
- The Authority shall maintain a list of qualified, bilingual employees who have proven proficient in languages used by clients.

#### 4. Informal Interpreters

- Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. Authority staff will determine whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. However, in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- An LEP person may use an informal interpreter of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by the Authority. The Authority shall accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.

**In these cases, the client and interpreter shall sign a waiver of free interpreter services.**

- If an LEP client wants to use their own informal interpreter, the Authority reserves the right to also have a formal interpreter present.

#### 5. Outside Resources

- Outside resources may include community volunteers, Authority residents or Housing Choice Voucher participants.
- Outside resources may be used for interpreting services at public or informal meetings or events if a timely request has been made.
- The Authority maintains relationships with mutual assistance associations (MAA's) and other organizations that assist specific cultural and ethnic groups living in Merced County. To help their

clients obtain or keep housing assistance through the Authority, these organizations may provide qualified interpreters for LEP persons.

6. Audiovisual Materials

The Authority will continue to make reasonable efforts to produce or obtain multiple translations of audiovisual materials it uses to inform or educate applicants, residents, and other client groups, (*example, a training video on housekeeping used by Authority staff has four language options*).

7. Emergency Situations

Any interpreter may be used in an emergency situation. Authority will respond to the emergency first and follow-up with language assistance as appropriate.

8. Document Use of Interpreter

Authority staff will document in the LEP client's file or record when an interpreter is used during the application and termination process to an Authority program or during a public housing grievance procedure.

## **VII. PROVIDING NOTICE TO LEP PERSONS**

1. The Authority will provide LEP persons with notice of those language services which are available and that they are free of charge.
2. Notice and information could be provided in the language that the LEP persons will understand. Examples of notification include:
  - posting of signs in common areas
  - outreach documents
  - brochures & booklets
  - telephone voice mail menu
  - when applicable newspapers
3. Availability of language assistance services and resources available will be posted.
4. Each denial of public housing, lease termination and denial of Housing Choice Voucher participation will state that the client may contact the Authority for free language assistance about the action taken.

5. The Authority will determine on what other occasions to give notice that a client may request free language assistance for Authority business.
6. Notice of LEP service will be posted on Authority's website, [www.merced-pha.com](http://www.merced-pha.com)

#### **VIII. PRIVATE AND CONFIDENTIAL DATA**

1. Authority Staff Interpreters

Federal and state law requires the Authority to protect private and confidential data.

2. Contract Language Assistance Vendors

Contract language assistance vendors will sign a "State and Federal Data Privacy Statement" form as part of the contract documents.

3. Informal Interpreters

When using informal interpreters, the Authority will have the informal interpreter and client sign a "Waiver of Free Interpretive Services" form.

#### **IX. COLLECTION OF LANGUAGE INFORMATION**

1. The application for public housing and Housing Choice Voucher shall ask the LEP client to identify their language.
2. The Authority will research the possibility of entering a client's language on the tracking software for public housing and Housing Choice Voucher.

#### **X. AUTHORITY STAFF TRAINING**

1. The Authority will provide training to ensure that staff understands their obligations to provide meaningful access to information and services for LEP persons.
2. Staff will be informed of LEP policies and procedures
3. Training will be included as part of the Authority's orientation for new employees
4. Authority Staff who have ongoing contact with LEP clients will receive in-depth LEP training, that will include:
  - The Authority's duty to offer free language assistance in compliance with federal requirements;
  - The substance of the Authority's LEP Plan;

- How to document a client's language needs; and
  - Identity bilingual staff and contract interpreters.
5. Management staff, even if they do not interact regularly with LEP persons, shall be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff.

#### **XI. MONITORING AND UPDATING THE LEP PLAN**

1. The Authority will periodically review and revise this LEP Plan. The Authority's review process will access changes in the following:
  - a. Current LEP populations affected or encountered
  - b. The frequency of encounters
  - c. Nature and importance of encounters with LEP groups
  - d. Availability of resources
  - e. Costs imposed
  - f. Whether existing assistance meets is meeting current needs
  - g. Whether staff knows and understands the LEP plan
2. Analysis of staff requests for contract interpreters: number of requests, languages requested costs, etc.
3. Analysis of clients needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of clients.
4. The Resident Advisory Board (RAB) will be asked to review the LEP Plan annually as part of updating the Agency Plan.

#### **XII. VOLUNTARY COMPLIANCE EFFORT**

The Authority is fully committed to ensuring meaningful access to LEP persons by developing and implementing an ongoing comprehensive system providing appropriate and reasonable types and levels of language services that meet Title VI and regulatory requirements.

#### **XIII. STANDARD OF CARE**

The LEP Plan does not create a standard of care, a covenant of habitability, or any rights to third parties or Authority clients. The Plan does not enlarge Authority's duty under any law, regulation or ordinance. In cases of conflict, the applicable law, regulation or ordinance shall prevail. The Plan is a general guideline as to a standard of care to which the Authority aspires.

### **Contacts for Assistance in Language Translation:**

#### Lao Family 384-7384

- Can provide translation
- (Hmong, Laotian)
- Staff available
- Hmong T.V. Station available for community service announcements

#### Healthy House, 1729 Canal St., Merced 724-0102

- Translation provided - Spanish, Hmong, Laotian, Portuguese, Punjabi.
- Available staff
- Funding from CDBG will provide for residents within the City of Merced

## **HOUSING AUTHORITY OF THE COUNTY OF MERCED**

### **Language Translation Services Available**

If you need an interpreter, we provide free interpreter services upon request to conduct your Housing Authority business.

All requests must be received at least twenty-four (24) hours in advance, to ensure that someone who speaks your language will be available to help you.

Please call (209) 722-3501 extension 139.  
Monday — Thursday 7:30 a.m. – 5 p.m.  
Alternating Fridays 7:30 a.m. – 4 p.m.

### **Servicios de Interpretación Disponibles**

Si usted requiere un intérprete, nosotros proveemos servicios de interpretación gratuitos los cuales están disponibles si los solicita.

Todas solicitudes deben ser hechas con un mínimo de veinticuatro (24) horas de anticipación para asegurar que alguien que habla su idioma está disponible para asistirle.

Llame al (209) 722-3501 extensión 139  
Lunes a Jueves 7:30 a.m. – 5 p.m.  
Viernes Alternados 7:30 a.m. – 4 p.m.

## **GUIDELINES FOR USING AN INTERPRETER**

1. State the purpose of your communication and describe the type of information you may convey.
2. Enunciate your words and avoid contractions such as "can't" which can easily be misunderstood. Instead, say, "cannot."
3. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.
4. Avoid the use of double negatives, e.g., "If you don't appear in person, you won't get your benefits." Instead say, "You must come in person in order to get your benefits."
5. Speak to the LEP client and not to the interpreter.
6. Avoid using slang and acronyms such as "HCV". If you must do so, their meanings will be explained.
7. Provide brief explanations of technical terms, such as recertification, income disregard, and minimum rent.
8. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the client may also be confused.
9. Occasionally ask if the LEP client understands the information. You may have to repeat or clarify some information by saying it in a different way.
10. Be patient and thank the interpreter.

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 17, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-11** approving updating the Housing Authority of the County of Merced Punctuality, Absenteeism, and Tardiness Policy.

The Housing Authority of the County of Merced (Authority) Punctuality, Absenteeism, and Tardiness Policy was adopted through Board Resolution on May 17, 2011, and amended via Resolution No. 2017-19 on June 20, 2017.

The policy was reviewed and it was determined that the policy needed further revisions. These revisions provide further clarity and flexibility pertaining to staff attendance, the call-in procedure, and the disciplinary actions.

The Authority provided the proposed revisions to the Union and subsequently met with the employee Union and two stewards on March 12, 2018, to review the revisions. The employee Union presented their recommendations and the Authority has incorporated some of the recommendations presented.

Attached for your review is the policy with the proposed changes highlighted and in red lettering.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-11**, approving updating the Housing Authority of the County of Merced Punctuality, Absenteeism, and Tardiness Policy.



## RESOLUTION NO. 2018-11

### RESOLUTION APPROVING UPDATING THE HOUSING AUTHORITY OF THE COUNTY OF MERCED ATTENDANCE POLICY

**WHEREAS**, the Housing Authority of the County of Merced (Authority) Punctuality, Absenteeism, and Tardiness Policy was adopted through Board Resolution on May 17, 2011: and

**WHEREAS**, the Board approved a revision to the Punctuality, Absenteeism, and Tardiness Policy via Resolution 2017-19 on June 20, 2017: and

**WHEREAS**, the policy was reviewed and it was determined that the policy needed further revisions. These revisions provide further clarity and flexibility pertaining to staff attendance, the call-in procedure, and the disciplinary actions; and

**WHEREAS**, the Authority provided the proposed revisions to the Union and subsequently met with the employee Union and two stewards on March 12, 2018, to review the revisions; and

**WHEREAS**, the employee Union presented their recommendations and the Authority has incorporated some of the recommendations presented.;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the County of Merced that the revised Attendance Policy, attached to this Resolution as *Exhibit A*, is hereby adopted.

The foregoing resolution was introduced at the April 17, 2018, Board meeting of the Board of Commissioners of the Authority and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

---

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

Dated: April 17, 2018



## Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341  
PHONE (209) 722-3501 TDD 711 or 800-855-7100  
[www.merced-pha.com](http://www.merced-pha.com)

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### **ATTENDANCE POLICY** *Punctuality, Absenteeism, and Tardiness*

The Housing Authority of the County of Merced (“Authority”) values your work and attendance, which are vital to our operation in providing quality service to our clients. Employees’ are expected to be punctual and regular in attendance. If you are absent or late, you hamper the operation and burden your fellow coworkers. When you are absent, your coworkers must assume your workload, just as you must assume the workload of others who are absent. It is the Employees’ responsibility to notify his/her Department Director prior to expected leave, absences, and/or tardiness. In the event of unexpected absences and/or tardiness, it is the Employees responsibility to stay in contact with the Department Director. The Department Director may require the Employee to call his/her designated supervisor immediately in order to plan and maintain adequate staffing for the department.

The Authority expects Employees to remain at work for the entire work schedule, except for meals and breaks. Employees are expected to report to work as scheduled and prepared to start work. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

Employees’ attendance and tardiness are important part of the performance review as they seriously impact the overall operation of the office. The following are guidelines in assessing employee attendance:

- **Absence:** An absence is either scheduled (approved/authorized at least one (1) week in advance; e.g., vacation) or unscheduled (e.g., illness). Greater than three (32) unscheduled/unauthorized absences in a rolling three (3) month period will be considered excessive. Illness of more than one consecutive day will be counted as one absence. **Per MOU Article 15 Section 1: In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor prior to or within two (2) hours after the beginning of the work shift. When absent in excess of three (3) workdays, the employee shall file, upon request, a doctor's statement or a personal affidavit with the department head stating the cause for the absence.**

- **Tardiness:** Each incident of tardiness (e.g., arriving at work or returning late from lunch and scheduled breaks) is also treated as an unscheduled absence. Greater than three (32) instances of tardiness in a calendar month will be considered excessive.
- **Unscheduled early departure:** Every time an Employee leaves prior to the end time of a work shift without advanced supervisory approval, she/he will be considered to have unscheduled early departure. More than three (32) unscheduled **mid-day absences** or early departures within a rolling three (3) month period will be considered excessive.

A rolling three (3) months is defined as a period of three (3) consecutive months determined on a rolling basis with a new three-month period beginning on the first day of each calendar month.

The Authority recognizes that occasional absences and tardiness may occur and situations in which absenteeism or tardiness become excessive (whether authorized or unauthorized) will be evaluated on a case-by-case- basis. Legally protected absences (such as those protected by the American with Disability Act, FMLA/CFRA leave, **and Healthy Workplace Healthy Family Act**) are excluded from consideration and not counted in determining whether absenteeism or tardiness is excessive. Misrepresenting the purpose for use of leave will also be grounds for disciplinary action.

Any violation of the above guidelines and/or patterns of marginal attendance depending on mitigating factor at management discretion will result in progressive disciplinary action, up to and including termination of employment. The Authority will take the following steps, which are in accordance with the MOU, when addressing the violation of this policy:

- 1<sup>ST</sup> Violation – Counseling Memorandum
- 2<sup>ND</sup> Violation – Written Reprimand

The employee shall **personally** speak to their Department Director, when an employee is not able to arrive at work on time or in the event attendance is not possible. If the Department Director is not available, the employee is to **personally** speak with another Department Director as specified in the Call-in Procedure below. **Voicemails, text messages or emails are not accepted.**

Personal issues requiring time away from your work, such as doctor's appointments or other matters should be scheduled during your non-work hours if possible.

## **Call-In Procedure**

As outlined above the employee **MUST** personally speak to your/a Department Director **or Human Resources** when calling in. **Voicemails, text messages or emails are not accepted.** In order to assist you with complying with this requirement, the following call-in list is provided to you.

### **LIPH/Development/Maintenance/Migrant**

- 1. Director of Housing Programs LIPH & Migrant**  
Blanca Arrate: Agency Cell (209) 652-4265/Ext.136
- 2. Director of Housing Programs HCV**  
Gina Thexton: Agency Cell (209) 652-4315/Ext.115
- 3. Finance Officer**  
Brian Watkins: Agency Cell: (209) 564-0458/Ext.105
- 4. HR Manager**  
Maria Alvarado: Agency Cell (209) 652-4288/Ext. 139
- 5. Executive Director**  
Rosa Vazquez: Agency Cell (209) 564-2504/Ext. 108

### **HCV**

- 1. Director of Housing Programs HCV**  
Gina Thexton: Agency Cell (209) 652-4315/Ext.115
- 2. Director of Housing Programs LIPH & Migrant**  
Blanca Arrate: Agency Cell (209) 652-4265/Ext.136
- 3. Finance Officer**  
Brian Watkins: Agency Cell: (209) 564-0458/Ext.105
- 4. HR Manager**  
Maria Alvarado: Agency Cell (209) 652-4288/Ext. 139
- 5. Executive Director**  
Rosa Vazquez: Agency Cell (209) 564-2504/Ext. 108

### **Accounting**

- 1. Finance Officer**  
Brian Watkins: Agency Cell: (209) 564-0458/Ext.105
- 2. Director of Housing Programs HCV**  
Gina Thexton: Agency Cell (209) 652-4315/Ext.115
- 3. Director of Housing Programs LIPH & Migrant**  
Blanca Arrate: Agency Cell (209) 652-4265/Ext.136
- 4. HR Manager**  
Maria Alvarado: Agency Cell (209) 652-4288/Ext. 139
- 5. Executive Director**  
Rosa Vazquez: Agency Cell (209) 564-2504/Ext. 108

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** April 17, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-12**, approving the revised Operating Budgets for Fiscal Year 2017 – 2018.

On September 19, 2017, the Board of Commissioners (Board) approved the Department of Housing and Urban Development (HUD) mandated Housing Authority of the County of Merced (Authority) yearly operations budgets.

Upon further review the Authority finds itself needing revisions to the operations budgets. Regulations allow revisions to be made and submitted for Board and HUD review and approval.

The attached budget reflects the revised projected revenues and expenses for all components.

### RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-12**, approving the revised Operating Budgets for Fiscal Year 2017 – 2018.

**RESOLUTION NO. 2018-12**

**HOUSING AUTHORITY OF THE COUNTY OF MERCED BOARD  
RESOLUTION APPROVING THE REVISED OPERATING BUDGET FOR  
FISCAL YEAR 2017 - 2018**

See preprinted Form HUD – 52575 (04/2013)

The foregoing resolution was introduced at the April 17, 2018 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:

Nays:

Absent:

Abstain:

---

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

Dated: April 17, 2018

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

**Public reporting burden for** this collection of information is estimated to average **10 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: \*\*\*\*\*PHA Code:

PHA Fiscal Year Beginning: \*\*\*\*\*Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET SUMMARY

2017-2018 FISCAL YEAR REVISED 4/10/18	PUBLIC HOUSING	HCV	COCC	LANGDON	OBANION	VALLEY VIEW	FELIX TORRES YR	MIGRANT	TOTAL BUDGET
REVENUES									
TENANT INCOME	1,818,356	-	-	46,200	182,100	589,280	525,221	-	3,161,157
GRANT INCOME	1,192,721	19,354,000	-	-	-	-	-	1,151,733	21,698,454
OTHER INCOME	65,500	3,600	1,106,000	249,423	-	1,800	1,000	-	1,427,323
TOTAL REVENUES	3,076,577	19,357,600	1,106,000	295,623	182,100	591,080	526,221	1,151,733	26,286,934
EXPENSES									
TOTAL ADMINISTRATIVE	993,364	1,577,085	826,040	56,909	19,400	140,748	69,300	683,601	4,366,447
TOTAL UTILITIES	514,980	-	41,100	1,650	64,550	103,200	85,430	249,000	1,059,910
TOTAL MAINTENANCE AND OPS	887,565	111,960	76,420	4,397	37,095	141,913	110,900	49,230	1,419,480
TOTAL GENERAL EXPENSE	318,968	119,540	132,867	83,913	1,320	34,691	26,370	19,500	737,169
TOTAL HOUSING ASSISTANCE	-	17,640,000	-	-	-	-	-	-	17,640,000
TOTAL FINANCING	-	-	-	-	-	171,560	25,000	150,402	346,962
TOTAL NON-OPERATING	270,524	-	-	3,438	53,800	40,519	199,791	-	568,072
TOTAL EXPENSES	2,985,401	19,448,585	1,076,427	150,307	176,165	632,631	516,791	1,151,733	26,138,040
GAIN OR LOSS (REVISED BUDGET)	91,176	(90,985)	29,573	145,316	5,935	(41,551)	9,430	-	148,894
BOARD APPROVED BUDGET GAIN/LOSS	81,403	155,381	-	133,081	5,235	(60,831)	27,711	-	341,980
VARIANCES - GAIN/(LOSS)	9,773	(246,366)	29,573	12,235	700	19,280	(18,281)	-	(193,086)



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 1](#)  
(MERCED AREA) 176 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 1</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 1</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	667,608.00	667,608.00	-	0.00%	
2	GRANT INCOME	540,000.00	535,000.00	(5,000.00)	-0.93%	reduction based on operating subsidy awarded during Oct '17 to Mar '18
3	OTHER INCOME	4,800.00	20,000.00	15,200.00	316.67%	
4	TOTAL REVENUES	1,212,408.00	1,222,608.00	10,200.00	0.84%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	107,105.00	92,500.00	(14,605.00)	-13.64%	Change in Asset Mgr (New Person), Change in Development Dir.
6	FRINGE BENEFITS	87,290.00	87,290.00	-	0.00%	
7	LEGAL EXPENSE	4,800.00	4,800.00	-	0.00%	
8	MANAGEMENT FEES	142,800.00	142,800.00	-	0.00%	
9	BOOKKEEPING FEES	15,600.00	15,600.00	-	0.00%	
10	ASSET MANAGEMENT FEES	21,000.00	21,000.00	-	0.00%	
11	OTHER ADMIN EXPENSES	36,420.00	36,420.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	415,015.00	400,410.00	(14,605.00)	-3.52%	
	UTILITIES					
13	WATER	35,600.00	35,600.00	-	0.00%	
14	ELECTRICITY	9,200.00	9,200.00	-	0.00%	
15	GAS	300.00	1,500.00	1,200.00	400.00%	
16	GARBAGE/TRASH	64,800.00	64,800.00	-	0.00%	
17	SEWER	72,000.00	72,000.00	-	0.00%	
18	OTHER UTILITIES	960.00	960.00	-	100.00%	
19	TOTAL UTILITIES	182,860.00	184,060.00	1,200.00	0.66%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	92,644.00	92,644.00	-	0.00%	
21	FRINGE BENEFITS	24,943.00	24,943.00	-	0.00%	
22	UNIFORMS	1,500.00	1,500.00	-	100.00%	
23	VEHICLE GAS, OIL	5,000.00	5,000.00	-	100.00%	
24	MATERIALS	57,720.00	85,065.00	27,345.00	47.38%	Work Order Project and make ready for vacant units
25	CONTRACT COSTS	126,985.00	135,000.00	8,015.00	6.31%	Increase for work orders contract
26	TOTAL MAINTENANCE AND OPERATIONS	308,792.00	344,152.00	35,360.00	11.45%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 1](#)  
(MERCED AREA) 176 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 1</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 1</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	GENERAL EXPENSE					
27	INSURANCE	34,827.00	34,827.00	-	0.00%	
28	P.I.L.O.T.	42,600.00	42,600.00	-	0.00%	
29	BAD DEBT EXPENSE	3,600.00	3,600.00	-	0.00%	
30	OPEB EXPENSE	42,000.00	42,000.00	-	0.00%	
31	OTHER GENERAL EXPENSE	4,200.00	4,200.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	127,227.00	127,227.00	-	0.00%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	127,200.00	127,200.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	127,200.00	127,200.00	-	0.00%	
35	TOTAL EXPENSES	1,161,094.00	1,183,049.00	21,955.00	1.89%	
36	GAIN OR LOSS	51,314.00	39,559.00	(11,755.00)	-22.91%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 2](#)  
(ATWATER/LIVINGSTON AREA) 117 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 2</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 2</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	561,540.00	570,000.00	8,460.00	1.51%	reflects rental increases and pet/work order revenue
2	GRANT INCOME	276,000.00	280,000.00	4,000.00	1.45%	Based on Op Sub from Oct '17 to Mar '18
3	OTHER INCOME	-	-	-	0.00%	
4	TOTAL REVENUES	837,540.00	850,000.00	12,460.00	1.49%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	81,286.00	76,400.00	(4,886.00)	-6.01%	Reflects cost savings through March and change in Development Dir.
6	FRINGE BENEFITS	65,192.00	63,192.00	(2,000.00)	-3.07%	Reflects cost savings through March and change in Development Dir.
7	LEGAL EXPENSE	2,640.00	2,640.00	-	0.00%	
8	MANAGEMENT FEES	95,080.00	95,080.00	-	0.00%	
9	BOOKKEEPING FEES	10,508.00	10,508.00	-	0.00%	
10	ASSET MANAGEMENT FEES	14,040.00	14,040.00	-	0.00%	
11	OTHER ADMIN EXPENSES	28,558.00	28,558.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	297,304.00	290,418.00	(6,886.00)	-2.32%	
	UTILITIES					
13	WATER	38,300.00	38,300.00	-	0.00%	
14	ELECTRICITY	6,275.00	8,275.00	2,000.00	31.87%	Based on Actual Expense Oct '17 to Mar '18
15	GAS	400.00	550.00	150.00	37.50%	
16	GARBAGE/TRASH	46,330.00	46,330.00	-	0.00%	
17	SEWER	80,000.00	80,000.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	171,305.00	173,455.00	2,150.00	1.26%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	46,387.00	42,787.00	(3,600.00)	-7.76%	Cost Savings from open positions
21	FRINGE BENEFITS	7,873.00	14,650.00	6,777.00	86.08%	Change in allocation of personnel and open enrollment elections
22	UNIFORMS	900.00	900.00	-	0.00%	
23	VEHICLE GAS, OIL	4,800.00	4,800.00	-	0.00%	
24	MATERIALS	44,460.00	44,460.00	-	0.00%	
25	CONTRACT COSTS	101,775.00	101,775.00	-	0.00%	
26	TOTAL MAINTENANCE AND OPERATIONS	206,195.00	209,372.00	3,177.00	1.54%	
	GENERAL EXPENSE					

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 2](#)  
(ATWATER/LIVINGSTON AREA) 117 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 2</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 2</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
27	INSURANCE	22,240.00	22,240.00	-	0.00%	
28	P.I.L.O.T.	37,609.00	37,609.00	-	0.00%	
29	BAD DEBT EXPENSE	2,730.00	2,730.00	-	0.00%	
30	OPEB EXPENSE	33,840.00	33,840.00	-	0.00%	
31	OTHER GENERAL EXPENSE	1,524.00	1,524.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	97,943.00	97,943.00	-	0.00%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	71,100.00	71,100.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	71,100.00	71,100.00	-	0.00%	
35	TOTAL EXPENSES	843,847.00	842,288.00	(1,559.00)	-0.18%	
36	GAIN OR LOSS	(6,307.00)	7,712.00	14,019.00	-222.28%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 3](#)  
(LOS BANOS & DOS PALOS AREA) 122 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 3</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 3</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	507,956.00	572,248.00	64,292.00	12.66%	reflects rental increases and pet/work order revenue
2	GRANT INCOME	402,842.00	365,021.00	(37,821.00)	-9.39%	reduction based on operating subsidy awarded during Oct '17 to Mar '18
3	OTHER INCOME	-	20,000.00	20,000.00	0.00%	
4	TOTAL REVENUES	910,798.00	957,269.00	46,471.00	5.10%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	73,386.00	65,386.00	(8,000.00)	-10.90%	Cost Savings and change in Development Dir.
6	FRINGE BENEFITS	66,975.00	63,975.00	(3,000.00)	-4.48%	Cost Savings and change in Development Dir.
7	LEGAL EXPENSE	4,807.00	4,807.00	-	0.00%	
8	MANAGEMENT FEES	98,184.00	98,184.00	-	0.00%	
9	BOOKKEEPING FEES	10,854.00	10,854.00	-	0.00%	
10	ASSET MANAGEMENT FEES	14,640.00	14,640.00	-	0.00%	
11	OTHER ADMIN EXPENSES	28,401.00	30,401.00	2,000.00	7.04%	Office Supplies and Computer Parts under budgeted
12	TOTAL ADMINISTRATIVE EXPENSES	297,247.00	288,247.00	(9,000.00)	-3.03%	
	UTILITIES					
13	WATER	55,000.00	55,000.00	-	0.00%	
14	ELECTRICITY	5,725.00	5,725.00	-	0.00%	
15	GAS	650.00	650.00	-	0.00%	
16	GARBAGE/TRASH	44,500.00	44,500.00	-	0.00%	
17	SEWER	45,250.00	45,250.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	151,125.00	151,125.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	86,008.00	76,008.00	(10,000.00)	-11.63%	Cost Savings due to open positions
21	FRINGE BENEFITS	23,769.00	16,769.00	(7,000.00)	-29.45%	Cost Savings due to open positions
22	UNIFORMS	450.00	900.00	450.00	100.00%	
23	VEHICLE GAS, OIL	6,000.00	6,000.00	-	0.00%	
24	MATERIALS	54,420.00	79,420.00	25,000.00	45.94%	Work Order Project
25	CONTRACT COSTS	89,964.00	122,650.00	32,686.00	36.33%	Work Order Project
26	TOTAL MAINTENANCE AND OPERATIONS	260,611.00	301,747.00	41,136.00	15.78%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 3](#)  
(LOS BANOS & DOS PALOS AREA) 122 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 3</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 3</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	GENERAL EXPENSE					
27	INSURANCE	29,083.00	27,083.00	(2,000.00)	-6.88%	
28	P.I.L.O.T.	31,733.00	31,733.00	-	0.00%	
29	BAD DEBT EXPENSE	2,472.00	2,472.00	-	0.00%	
30	OPEB EXPENSE	26,053.00	26,053.00	-	0.00%	
31	OTHER GENERAL EXPENSE	2,010.00	2,010.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	91,351.00	89,351.00	(2,000.00)	-2.19%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	58,424.00	58,424.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	58,424.00	58,424.00	-	0.00%	
35	TOTAL EXPENSES	858,758.00	888,894.00	30,136.00	3.51%	
36	GAIN OR LOSS	52,040.00	68,375.00	16,335.00	31.39%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 4](#)  
(MERCED 1ST STREET AREA) 6 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 4</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 4</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	18,500.00	8,500.00	(10,000.00)	-54.05%	reflects rental charges and pet/work order revenue
2	GRANT INCOME	14,400.00	12,700.00	(1,700.00)	-11.81%	vacancies reduced overall income potential
3	OTHER INCOME	-	25,500.00	25,500.00	0.00%	RHF Funds
4	TOTAL REVENUES	32,900.00	46,700.00	13,800.00	41.95%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	3,454.00	4,454.00	1,000.00	28.95%	Staffing shifts
6	FRINGE BENEFITS	2,869.00	3,416.00	547.00	19.07%	
7	LEGAL EXPENSE	300.00	300.00	-	0.00%	
8	MANAGEMENT FEES	4,800.00	3,800.00	(1,000.00)	-20.83%	vacancies
9	BOOKKEEPING FEES	504.00	504.00	-	0.00%	
10	ASSET MANAGEMENT FEES	480.00	425.00	(55.00)	100.00%	vacancies
11	OTHER ADMIN EXPENSES	1,390.00	1,390.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	13,797.00	14,289.00	492.00	3.57%	
	UTILITIES					
13	WATER	1,200.00	1,100.00	(100.00)	-8.33%	
14	ELECTRICITY	700.00	700.00	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	2,040.00	2,140.00	100.00	4.90%	
17	SEWER	2,400.00	2,400.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	6,340.00	6,340.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	3,409.00	3,409.00	-	0.00%	
21	FRINGE BENEFITS	607.00	875.00	268.00	44.15%	
22	UNIFORMS	50.00	50.00	-	100.00%	
23	VEHICLE GAS, OIL	60.00	60.00	-	0.00%	
24	MATERIALS	3,400.00	3,400.00	-	0.00%	
25	CONTRACT COSTS	2,420.00	24,500.00	22,080.00	912.40%	RHF funds projects
26	TOTAL MAINTENANCE AND OPERATIONS	9,946.00	32,294.00	22,348.00	224.69%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [AMP 4](#)  
(MERCED 1ST STREET AREA) 6 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">AMP 4</a>	REVISED BUDGET 2017-2018 <a href="#">AMP 4</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	GENERAL EXPENSE					
27	INSURANCE	1,197.00	1,197.00	-	0.00%	
28	P.I.L.O.T.	1,760.00	1,760.00	-	0.00%	
29	BAD DEBT EXPENSE	90.00	90.00	-	0.00%	
30	OPEB EXPENSE	1,414.00	1,200.00	(214.00)	-15.13%	
31	OTHER GENERAL EXPENSE	200.00	200.00	-	100.00%	
32	TOTAL GENERAL EXPENSE	4,661.00	4,447.00	(214.00)	-4.59%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	13,800.00	13,800.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	13,800.00	13,800.00	-	0.00%	
35	TOTAL EXPENSES	48,544.00	71,170.00	22,626.00	46.61%	
36	GAIN OR LOSS	(15,644.00)	(24,470.00)	(8,826.00)	56.42%	



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **PUBLIC HOUSING**  
TOTAL 421 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <b>PH TOTALS</b>	REVISED BUDGET 2017-2018 <b>PH TOTALS</b>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	1,755,604.00	1,818,356.00	62,752.00	3.57%	
2	GRANT INCOME	1,233,242.00	1,192,721.00	(40,521.00)	-3.29%	
3	OTHER INCOME	4,800.00	65,500.00	60,700.00	1264.58%	
4	<b>TOTAL REVENUES</b>	<b>2,993,646.00</b>	<b>3,076,577.00</b>	<b>82,931.00</b>	<b>2.77%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	265,231.00	238,740.00	(26,491.00)	-9.99%	Shift in Asset Managers and new Development Dir.
6	FRINGE BENEFITS	222,326.00	217,873.00	(4,453.00)	-2.00%	Shift in Asset Managers and new Development Dir.
7	LEGAL EXPENSE	12,547.00	12,547.00	-	0.00%	
8	MANAGEMENT FEES	340,864.00	339,864.00	(1,000.00)	-0.29%	vacancies
9	BOOKKEEPING FEES	37,466.00	37,466.00	-	0.00%	
10	ASSET MANAGEMENT FEES	50,160.00	50,105.00	(55.00)	-0.11%	
11	OTHER ADMIN EXPENSES	94,769.00	96,769.00	2,000.00	2.11%	Amp 3 Office Supplies and Computer supplies
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,023,363.00</b>	<b>993,364.00</b>	<b>(29,999.00)</b>	<b>-2.93%</b>	
	UTILITIES					
13	WATER	130,100.00	130,000.00	(100.00)	-0.08%	
14	ELECTRICITY	21,900.00	23,900.00	2,000.00	9.13%	
15	GAS	1,350.00	2,700.00	1,350.00	100.00%	
16	GARBAGE/TRASH	157,670.00	157,770.00	100.00	0.06%	
17	SEWER	199,650.00	199,650.00	-	0.00%	
18	OTHER UTILITIES	960.00	960.00	-	0.00%	
19	<b>TOTAL UTILITIES</b>	<b>511,630.00</b>	<b>514,980.00</b>	<b>3,350.00</b>	<b>0.65%</b>	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	228,448.00	214,848.00	(13,600.00)	-5.95%	Open positions
21	FRINGE BENEFITS	57,192.00	57,237.00	45.00	0.08%	
22	UNIFORMS	2,900.00	3,350.00	450.00	100.00%	
23	VEHICLE GAS, OIL	15,860.00	15,860.00	-	0.00%	
24	MATERIALS	160,000.00	212,345.00	52,345.00	32.72%	Work Order Contract
25	<b>CONTRACT COSTS</b>	<b>321,144.00</b>	<b>383,925.00</b>	<b>62,781.00</b>	<b>19.55%</b>	Work Order Contract

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **PUBLIC HOUSING**  
TOTAL 421 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <b>PH TOTALS</b>	REVISED BUDGET 2017-2018 <b>PH TOTALS</b>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	785,544.00	887,565.00	102,021.00	12.99%	
	GENERAL EXPENSE					
27	INSURANCE	87,347.00	85,347.00	(2,000.00)	-2.29%	Based on Property decrease and Workers Comp
28	P.I.L.O.T.	113,702.00	113,702.00	-	0.00%	
29	BAD DEBT EXPENSE	8,892.00	8,892.00	-	0.00%	
30	OPEB EXPENSE	103,307.00	103,093.00	(214.00)	-0.21%	
31	OTHER GENERAL EXPENSE	7,934.00	7,934.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	321,182.00	318,968.00	(2,214.00)	-0.69%	
	NON-OPERATING ITEMS					
33	DEPRECIATION	270,524.00	270,524.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	270,524.00	270,524.00	-	0.00%	
35	TOTAL EXPENSES	2,912,243.00	2,985,401.00	73,158.00	2.51%	
36	GAIN OR LOSS	81,403.00	91,176.00	9,773.00	12.01%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - HOUSING CHOICE VOUCHERS  
(HCV) 2791 VOUCHERS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 HCV	REVISED BUDGET 2017-2018 HCV	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	19,854,000.00	19,354,000.00	(500,000.00)	-2.52%	Includes HAP (-\$360k) and administrative fees (-\$140K)
3	OTHER INCOME	3,600.00	3,600.00	-	0.00%	
4	TOTAL REVENUES	19,857,600.00	19,357,600.00	(500,000.00)	-2.52%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	395,805.00	450,000.00	54,195.00	13.69%	Salary charges for Gina
6	FRINGE BENEFITS	215,800.00	278,945.00	63,145.00	29.26%	Change in staff and benefits elections
7	LEGAL EXPENSE	23,100.00	23,100.00	-	0.00%	
8	MANAGEMENT FEES	387,600.00	380,000.00	(7,600.00)	-1.96%	Decrease in total vouchers issued
9	BOOKKEEPING FEES	243,600.00	236,600.00	(7,000.00)	-2.87%	Decrease in total vouchers issued
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	208,440.00	208,440.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	1,474,345.00	1,577,085.00	102,740.00	6.97%	
	UTILITIES					
13	WATER	-	-	-	0.00%	
14	ELECTRICITY	-	-	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	-	-	-	0.00%	
17	SEWER	-	-	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	-	-	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	360.00	360.00	-	100.00%	
25	CONTRACT COSTS	111,600.00	111,600.00	-	0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - HOUSING CHOICE VOUCHERS  
(HCV) 2791 VOUCHERS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 HCV	REVISED BUDGET 2017-2018 HCV	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	111,960.00	111,960.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	18,614.00	22,240.00	3,626.00	19.48%	Work Comp higher than projected
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	86,500.00	86,500.00	-	0.00%	
31	OTHER GENERAL EXPENSE	10,800.00	10,800.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	115,914.00	119,540.00	3,626.00	3.13%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	18,000,000.00	17,640,000.00	(360,000.00)	-2.00%	Fewer Vouchers utilized
34	TOTAL NON-OPERATING ITEMS	18,000,000.00	17,640,000.00	(360,000.00)	-2.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	19,702,219.00	19,448,585.00	(253,634.00)	-1.29%	
36	GAIN OR LOSS	155,381.00	(90,985.00)	(246,366.00)	-158.56%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - CENTRAL OFFICE COST CENTER  
(COCC)  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 COCC	REVISED BUDGET 2017-2018 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	1,129,690.00	1,106,000.00	(23,690.00)	-2.10%	Lower than expected management fees
4	TOTAL REVENUES	1,129,690.00	1,106,000.00	(23,690.00)	-2.10%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	451,660.00	406,000.00	(45,660.00)	-10.11%	remove Gina
6	FRINGE BENEFITS	240,603.00	233,000.00	(7,603.00)	-3.16%	remove Gina
7	LEGAL EXPENSE	42,000.00	42,000.00	-	0.00%	
8	MANAGEMENT FEES	-	-	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	145,040.00	145,040.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	879,303.00	826,040.00	(53,263.00)	-6.06%	
	UTILITIES					
13	WATER	3,900.00	3,900.00	-	0.00%	
14	ELECTRICITY	31,200.00	31,200.00	-	0.00%	
15	GAS	3,000.00	3,000.00	-	0.00%	
16	GARBAGE/TRASH	1,200.00	1,200.00	-	0.00%	
17	SEWER	1,800.00	1,800.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	41,100.00	41,100.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	3,000.00	3,000.00	-	0.00%	Reflects actual expenses in 2016-17
24	MATERIALS	3,600.00	3,600.00	-	0.00%	Reflects actual expenses in 2016-17
25	CONTRACT COSTS	69,820.00	69,820.00	-	0.00%	Janitorial/Cleaning contract

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - CENTRAL OFFICE COST CENTER  
(COCC)  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 COCC	REVISED BUDGET 2017-2018 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	76,420.00	76,420.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	16,867.00	16,867.00	-	0.00%	Workers Comp
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	116,000.00	116,000.00	-	0.00%	OPEB under budget in 2016-17
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	132,867.00	132,867.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	1,129,690.00	1,076,427.00	(53,263.00)	-4.71%	
36	GAIN OR LOSS	-	29,573.00	29,573.00	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - LANGDON VILLAS

1 UNIT

BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 LANGDON	REVISED BUDGET 2017-2018 LANGDON	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	46,200.00	46,200.00	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	249,423.00	249,423.00	-	0.00%	
4	TOTAL REVENUES	295,623.00	295,623.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	42,860.00	36,109.00	(6,751.00)	-15.75%	Changes in staffing and open positions
6	FRINGE BENEFITS	22,768.00	18,400.00	(4,368.00)	-19.18%	Changes in staffing and open positions
7	LEGAL EXPENSE	600.00	600.00	-	0.00%	
8	MANAGEMENT FEES	-	-	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	1,800.00	1,800.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	68,028.00	56,909.00	(11,119.00)	-16.34%	
	UTILITIES					
13	WATER	600.00	650.00	50.00	8.33%	
14	ELECTRICITY	-	-	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	400.00	400.00	-	0.00%	
17	SEWER	500.00	600.00	100.00	20.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	1,500.00	1,650.00	150.00	10.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	419.00	419.00	-	0.00%	
21	FRINGE BENEFITS	78.00	78.00	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	300.00	1,500.00	1,200.00	400.00%	work orders
25	CONTRACT COSTS	4,200.00	2,400.00	(1,800.00)	-42.86%	cost savings

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - LANGDON VILLAS  
1 UNIT  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 LANGDON	REVISED BUDGET 2017-2018 LANGDON	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	4,997.00	4,397.00	(600.00)	-12.01%	
	GENERAL EXPENSE					
27	INSURANCE	4,266.00	3,600.00	(666.00)	-15.61%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	79,713.00	79,713.00	-	0.00%	
31	OTHER GENERAL EXPENSE	600.00	600.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	84,579.00	83,913.00	(666.00)	-0.79%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	3,438.00	3,438.00	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	3,438.00	3,438.00	-	0.00%	
35	TOTAL EXPENSES	162,542.00	150,307.00	(12,235.00)	-7.53%	
36	GAIN OR LOSS	133,081.00	145,316.00	12,235.00	9.19%	



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - OBANION CENTER  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 OBANION	REVISED BUDGET 2017-2018 OBANION	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	182,100.00	182,100.00	-	0.00%	Includes rent and tenant paid utilities
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	-	-	-	0.00%	
4	TOTAL REVENUES	182,100.00	182,100.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	-	-	-	0.00%	
6	FRINGE BENEFITS	-	-	-	0.00%	
7	LEGAL EXPENSE	-	-	-	0.00%	
8	MANAGEMENT FEES	17,900.00	17,900.00	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	1,500.00	1,500.00	-	0.00%	
12	TOTAL ADMINISTRATIVE EXPENSES	19,400.00	19,400.00	-	0.00%	
	UTILITIES					
13	WATER	3,350.00	3,350.00	-	0.00%	
14	ELECTRICITY	44,000.00	43,000.00	(1,000.00)	-2.27%	
15	GAS	4,800.00	5,500.00	700.00	14.58%	
16	GARBAGE/TRASH	2,700.00	2,700.00	-	0.00%	
17	SEWER	11,000.00	10,000.00	(1,000.00)	-9.09%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	65,850.00	64,550.00	(1,300.00)	-1.97%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	3,600.00	4,200.00	600.00	16.67%	Landscaping and Janitorial contracts
25	CONTRACT COSTS	32,895.00	32,895.00	-	0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - OBANION CENTER  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 OBANION	REVISED BUDGET 2017-2018 OBANION	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	36,495.00	37,095.00	600.00	1.64%	
	GENERAL EXPENSE					
27	INSURANCE	1,320.00	1,320.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	-	-	-	0.00%	
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	1,320.00	1,320.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	53,800.00	53,800.00	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	53,800.00	53,800.00	-	0.00%	
35	TOTAL EXPENSES	176,865.00	176,165.00	(700.00)	-0.40%	
36	GAIN OR LOSS	5,235.00	5,935.00	700.00	13.37%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [VALLEY VIEW](#)  
73 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">VALLEY VIEW</a>	REVISED BUDGET 2017-2018 <a href="#">VALLEY VIEW</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	589,280.00	589,280.00	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	1,800.00	1,800.00	-	0.00%	
4	<b>TOTAL REVENUES</b>	<b>591,080.00</b>	<b>591,080.00</b>	<b>-</b>	<b>0.00%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	42,777.00	29,777.00	(13,000.00)	-30.39%	Change in Asset Managers
6	FRINGE BENEFITS	38,751.00	28,751.00	(10,000.00)	-25.81%	Change in Asset Managers
7	LEGAL EXPENSE	1,680.00	12,000.00	10,320.00	614.29%	Additional fees for Evictions
8	MANAGEMENT FEES	58,200.00	56,600.00	(1,600.00)	-2.75%	vacancies
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	13,620.00	13,620.00	-	0.00%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>155,028.00</b>	<b>140,748.00</b>	<b>(14,280.00)</b>	<b>-9.21%</b>	
	UTILITIES					
13	WATER	36,240.00	36,240.00	-	0.00%	
14	ELECTRICITY	9,240.00	9,240.00	-	0.00%	
15	GAS	720.00	720.00	-	0.00%	
16	GARBAGE/TRASH	16,800.00	16,800.00	-	0.00%	
17	SEWER	40,200.00	40,200.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	<b>TOTAL UTILITIES</b>	<b>103,200.00</b>	<b>103,200.00</b>	<b>-</b>	<b>0.00%</b>	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	49,121.00	46,121.00	(3,000.00)	-6.11%	cost savings
21	FRINGE BENEFITS	10,842.00	8,842.00	(2,000.00)	-18.45%	cost savings
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	15,400.00	15,400.00	-	0.00%	
25	<b>CONTRACT COSTS</b>	<b>71,550.00</b>	<b>71,550.00</b>	<b>-</b>	<b>0.00%</b>	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - [VALLEY VIEW](#)  
73 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 <a href="#">VALLEY VIEW</a>	REVISED BUDGET 2017-2018 <a href="#">VALLEY VIEW</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	146,913.00	141,913.00	(5,000.00)	-3.40%	
	GENERAL EXPENSE					
27	INSURANCE	17,243.00	17,243.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	1,000.00	1,000.00	-	0.00%	1/2 of 1% of tenant rent
30	OPEB EXPENSE	16,448.00	16,448.00	-	0.00%	OPEB under budgeted in 2016-17
31	OTHER GENERAL EXPENSE	-	-	-	0.00%	
32	TOTAL GENERAL EXPENSE	34,691.00	34,691.00	-	0.00%	
	FINANCING EXPENSES					
33	INTEREST EXPENSE - BOND	171,560.00	171,560.00	-	0.00%	
34	TOTAL FINANCING	171,560.00	171,560.00	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	40,519.00	40,519.00	-	0.00%	AMORTIZATION OF BOND COSTS - EXPENSED
36	TOTAL NON-OPERATING ITEMS	40,519.00	40,519.00	-	0.00%	
35	TOTAL EXPENSES	651,911.00	632,631.00	(19,280.00)	-2.96%	
36	GAIN OR LOSS	(60,831.00)	(41,551.00)	19,280.00	-31.69%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **FELIX TORRES YEAR ROUND**  
50 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 FT-YR	REVISED BUDGET 2017-2018 FT-YR	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	568,600.00	525,221.00	(43,379.00)	-7.63%	RENTAL ASSISTANCE DECREASE
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	-	1,000.00	1,000.00	0.00%	
4	<b>TOTAL REVENUES</b>	<b>568,600.00</b>	<b>526,221.00</b>	<b>(42,379.00)</b>	<b>-7.45%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	32,037.00	-	(32,037.00)	-100.00%	Site manager position changed to maintenance
6	FRINGE BENEFITS	20,903.00	16,500.00	(4,403.00)	-21.06%	Pension benefit posted under admin
7	LEGAL EXPENSE	4,050.00	3,600.00	(450.00)	-11.11%	
8	MANAGEMENT FEES	34,800.00	34,800.00	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	17,720.00	14,400.00	(3,320.00)	-18.74%	Training, Travel, IT consultant
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>109,510.00</b>	<b>69,300.00</b>	<b>(40,210.00)</b>	<b>-36.72%</b>	
	UTILITIES					
13	WATER	28,000.00	26,000.00	(2,000.00)	-7.14%	
14	ELECTRICITY	17,400.00	16,000.00	(1,400.00)	-8.05%	
15	GAS	780.00	780.00	-	0.00%	
16	GARBAGE/TRASH	5,700.00	6,000.00	300.00	5.26%	
17	SEWER	37,020.00	36,000.00	(1,020.00)	-2.76%	
18	OTHER UTILITIES	650.00	650.00	-	100.00%	
19	<b>TOTAL UTILITIES</b>	<b>89,550.00</b>	<b>85,430.00</b>	<b>(4,120.00)</b>	<b>-4.60%</b>	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	37,631.00	64,700.00	27,069.00	100.00%	Moved from Administrative Salaries above
21	FRINGE BENEFITS	7,197.00	25,000.00	17,803.00	247.37%	Moved from Administrative Section above
22	UNIFORMS	800.00	800.00	-	100.00%	
23	VEHICLE GAS, OIL	1,800.00	1,200.00	(600.00)	-33.33%	Vehicle repairs
24	MATERIALS	19,170.00	14,400.00	(4,770.00)	-24.88%	Appliances and Electrical
25	<b>CONTRACT COSTS</b>	<b>7,600.00</b>	<b>4,800.00</b>	<b>(2,800.00)</b>	<b>-36.84%</b>	Vehicle Maintenance & Alarms

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **FELIX TORRES YEAR ROUND**  
50 UNITS  
BOARD APPROVED BUDGET & BUDGET REVISION

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018 FT-YR	REVISED BUDGET 2017-2018 FT-YR	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	74,198.00	110,900.00	36,702.00	49.46%	
	GENERAL EXPENSE					
27	INSURANCE	11,848.00	10,800.00	(1,048.00)	-8.85%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	1,170.00	1,170.00	-	100.00%	
30	OPEB EXPENSE	18,886.00	14,400.00	(4,486.00)	-23.75%	
31	OTHER GENERAL EXPENSE	-	-	-	0.00%	
32	TOTAL GENERAL EXPENSE	31,904.00	26,370.00	(5,534.00)	-17.35%	
	FINANCING EXPENSE					
33	INTEREST EXPENSES	35,936.00	25,000.00	(10,936.00)	-30.43%	
34	TOTAL FINANCING EXPENSE	35,936.00	25,000.00	(10,936.00)	-30.43%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	199,791.00	199,791.00	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	199,791.00	199,791.00	-	0.00%	
35	TOTAL EXPENSES	540,889.00	516,791.00	(24,098.00)	-4.46%	
36	GAIN OR LOSS	27,711.00	9,430.00	(18,281.00)	-65.97%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **ATWATER** MIGRANT 59 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - ATW			BUDGET 2017-2018 MIG - ATW			BUDGET VS. BUDGET DIFFERENCE		DIFF. %	COMMENTS
	REVENUES										
1	TENANT INCOME	-			-			-		0.00%	
2	GRANT INCOME	269,094.00			262,326.00			(6,768.00)		-2.52%	
3	OTHER INCOME	-			-			-		0.00%	
4	<b>TOTAL REVENUES</b>	269,094.00			262,326.00			(6,768.00)		-2.52%	
	EXPENSES										
	ADMINISTRATIVE										
5	SALARIES AND WAGES	94,194.00			94,194.00			-		0.00%	
6	FRINGE BENEFITS	72,887.00			48,600.00			(24,287.00)		-33.32%	
7	LEGAL EXPENSE	-			-			-		0.00%	
8	MANAGEMENT FEES	24,463.00			24,302.00			(161.00)		-0.66%	
9	BOOKKEEPING FEES	-			-			-		0.00%	
10	ASSET MANAGEMENT FEES	-			-			-		0.00%	
11	OTHER ADMIN EXPENSES	11,800.00			6,400.00			(5,400.00)		-45.76%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	203,344.00			173,496.00			(29,848.00)		-14.68%	
	UTILITIES										
13	WATER	-			-			-		0.00%	
14	ELECTRICITY	34,000.00			40,000.00			6,000.00		17.65%	
15	GAS	-			-			-		0.00%	
16	GARBAGE/TRASH	9,000.00			9,000.00			-		0.00%	
17	SEWER	5,200.00			5,200.00			-		0.00%	
18	OTHER UTILITIES	-			-			-		0.00%	
19	<b>TOTAL UTILITIES</b>	48,200.00			54,200.00			6,000.00		12.45%	
	MAINTENANCE AND OPERATIONS										
20	SALARIES AND WAGES	-			-			-		0.00%	
21	FRINGE BENEFITS	-			-			-		0.00%	
22	UNIFORMS	-			-			-		0.00%	
23	VEHICLE GAS, OIL	2,500.00			2,500.00			-		0.00%	
24	MATERIALS	15,050.00			25,130.00			10,080.00		66.98%	
25	CONTRACT COSTS	-			-			-		0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **ATWATER** MIGRANT 59 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - ATW	BUDGET 2017-2018 MIG - ATW	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	17,550.00	27,630.00	10,080.00	57.44%	
	GENERAL EXPENSE					
27	INSURANCE	-	7,000.00	7,000.00	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	-	-	-	0.00%	
31	OTHER GENERAL EXPENSE	-	-	-	0.00%	
32	TOTAL GENERAL EXPENSE	-	7,000.00	7,000.00	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	269,094.00	262,326.00	(6,768.00)	-2.52%	
36	GAIN OR LOSS	-	-	-	#DIV/0!	



HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - MIGRANT LOS BANOS - 48 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - LB	BUDGET 2017-2018 MIG - LB	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	#DIV/0!	
2	GRANT INCOME	263,361.00	246,998.00	(16,363.00)	-6.21%	
3	OTHER INCOME	-	-	-	#DIV/0!	
4	TOTAL REVENUES	263,361.00	246,998.00	(16,363.00)	-6.21%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	84,419.00	84,419.00	-	0.00%	
6	FRINGE BENEFITS	64,010.00	45,900.00	(18,110.00)	-28.29%	
7	LEGAL EXPENSE	-	-	-	#DIV/0!	
8	MANAGEMENT FEES	23,942.00	22,454.00	(1,488.00)	-6.22%	
9	BOOKKEEPING FEES	-	-	-	#DIV/0!	
10	ASSET MANAGEMENT FEES	-	-	-	#DIV/0!	
11	OTHER ADMIN EXPENSES	21,140.00	11,425.00	(9,715.00)	-45.96%	
12	TOTAL ADMINISTRATIVE EXPENSES	193,511.00	164,198.00	(29,313.00)	-15.15%	
	UTILITIES					
13	WATER	-	-	-	#DIV/0!	
14	ELECTRICITY	48,000.00	44,000.00	(4,000.00)	-8.33%	
15	GAS	-	-	-	#DIV/0!	
16	GARBAGE/TRASH	6,000.00	9,000.00	3,000.00	50.00%	
17	SEWER	10,000.00	11,000.00	1,000.00	10.00%	
18	OTHER UTILITIES	-	-	-	#DIV/0!	
19	TOTAL UTILITIES	64,000.00	64,000.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	#DIV/0!	
21	FRINGE BENEFITS	-	-	-	#DIV/0!	
22	UNIFORMS	-	-	-	#DIV/0!	
23	VEHICLE GAS, OIL	1,200.00	-	(1,200.00)	-100.00%	
24	MATERIALS	4,650.00	12,800.00	8,150.00	175.27%	
25	CONTRACT COSTS	-	-	-	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - MIGRANT LOS BANOS - 48 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - LB	BUDGET 2017-2018 MIG - LB	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	5,850.00	12,800.00	6,950.00	118.80%	
	GENERAL EXPENSE					
27	INSURANCE	-	6,000.00	6,000.00	#DIV/0!	
28	P.I.L.O.T.	-	-	-	#DIV/0!	
29	BAD DEBT EXPENSE	-	-	-	#DIV/0!	
30	OPEB EXPENSE	-	-	-	#DIV/0!	
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	-	6,000.00	6,000.00	#DIV/0!	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	#DIV/0!	
34	TOTAL NON-OPERATING ITEMS	-	-	-	#DIV/0!	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	#DIV/0!	
36	TOTAL NON-OPERATING ITEMS	-	-	-	#DIV/0!	
35	TOTAL EXPENSES	263,361.00	246,998.00	(16,363.00)	-6.21%	
36	GAIN OR LOSS	-	-	-	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - PLANADA MIGRANT CENTER - 72 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - PLAN	BUDGET 2017-2018 MIG - PLAN	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	#DIV/0!	
2	GRANT INCOME	374,173.00	353,924.00	(20,249.00)	-5.41%	
3	OTHER INCOME	-	-	-	#DIV/0!	
4	TOTAL REVENUES	374,173.00	353,924.00	(20,249.00)	-5.41%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	73,706.00	73,706.00	-	0.00%	
6	FRINGE BENEFITS	57,643.00	39,150.00	(18,493.00)	-32.08%	
7	LEGAL EXPENSE	-	-	-	#DIV/0!	
8	MANAGEMENT FEES	34,016.00	35,416.00	1,400.00	4.12%	
9	BOOKKEEPING FEES	-	-	-	#DIV/0!	
10	ASSET MANAGEMENT FEES	-	-	-	#DIV/0!	
11	OTHER ADMIN EXPENSES	13,750.00	10,844.00	(2,906.00)	-21.13%	
12	TOTAL ADMINISTRATIVE EXPENSES	179,115.00	159,116.00	(19,999.00)	-11.17%	
	UTILITIES					
13	WATER	-	-	-	#DIV/0!	
14	ELECTRICITY	24,000.00	20,000.00	(4,000.00)	-16.67%	
15	GAS	-	-	-	#DIV/0!	
16	GARBAGE/TRASH	6,800.00	6,800.00	-	0.00%	
17	SEWER	53,000.00	50,000.00	(3,000.00)	-5.66%	
18	OTHER UTILITIES	-	-	-	#DIV/0!	
19	TOTAL UTILITIES	83,800.00	76,800.00	(7,000.00)	-8.35%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	#DIV/0!	
21	FRINGE BENEFITS	-	-	-	#DIV/0!	
22	UNIFORMS	-	-	-	#DIV/0!	
23	VEHICLE GAS, OIL	-	-	-	#DIV/0!	
24	MATERIALS	2,300.00	3,550.00	1,250.00	54.35%	
25	CONTRACT COSTS	-	-	-	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - PLANADA MIGRANT CENTER - 72 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - PLAN	BUDGET 2017-2018 MIG - PLAN	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	2,300.00	3,550.00	1,250.00	54.35%	
	GENERAL EXPENSE					
27	INSURANCE	-	5,500.00	5,500.00	#DIV/0!	
28	P.I.L.O.T.	-	-	-	#DIV/0!	
29	BAD DEBT EXPENSE	-	-	-	#DIV/0!	
30	OPEB EXPENSE	-	-	-	#DIV/0!	
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	-	5,500.00	5,500.00	#DIV/0!	
	FINANCING EXPENSES					
33	DEBT SERVICE & REPLACEMENT RES	108,958.00	108,958.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	108,958.00	108,958.00	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	#DIV/0!	
36	TOTAL NON-OPERATING ITEMS	-	-	-	#DIV/0!	
35	TOTAL EXPENSES	374,173.00	353,924.00	(20,249.00)	-5.41%	
36	GAIN OR LOSS	-	-	-	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **MIGRANT MERCED - 49 UNITS**  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET			BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
		2016-2017 MIG - MER	2017-2018 MIG - MER				
	REVENUES						
1	TENANT INCOME	-	-	-		#DIV/0!	
2	GRANT INCOME	299,975.00	288,485.00	(11,490.00)		-3.83%	
3	OTHER INCOME	-	-	-		#DIV/0!	
4	<b>TOTAL REVENUES</b>	299,975.00	288,485.00	(11,490.00)		-3.83%	
	EXPENSES						
	ADMINISTRATIVE						
5	SALARIES AND WAGES	87,930.00	87,930.00	-		0.00%	
6	FRINGE BENEFITS	66,882.00	55,780.00	(11,102.00)		-16.60%	
7	LEGAL EXPENSE	-	-	-		#DIV/0!	
8	MANAGEMENT FEES	27,270.00	29,351.00	2,081.00		7.63%	
9	BOOKKEEPING FEES	-	-	-		#DIV/0!	
10	ASSET MANAGEMENT FEES	-	-	-		#DIV/0!	
11	OTHER ADMIN EXPENSES	23,250.00	13,730.00	(9,520.00)		-40.95%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	205,332.00	186,791.00	(18,541.00)		-9.03%	
	UTILITIES						
13	WATER	-	-	-		#DIV/0!	
14	ELECTRICITY	35,000.00	40,000.00	5,000.00		14.29%	
15	GAS	-	-	-		#DIV/0!	
16	GARBAGE/TRASH	5,000.00	5,000.00	-		0.00%	
17	SEWER	9,000.00	9,000.00	-		0.00%	
18	OTHER UTILITIES	-	-	-		#DIV/0!	
19	<b>TOTAL UTILITIES</b>	49,000.00	54,000.00	5,000.00		10.20%	
	MAINTENANCE AND OPERATIONS						
20	SALARIES AND WAGES	-	-	-		#DIV/0!	
21	FRINGE BENEFITS	-	-	-		#DIV/0!	
22	UNIFORMS	-	-	-		#DIV/0!	
23	VEHICLE GAS, OIL	-	-	-		#DIV/0!	
24	MATERIALS	4,200.00	5,250.00	1,050.00		25.00%	
25	CONTRACT COSTS	-	-	-		#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **MIGRANT MERCED - 49 UNITS**  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - MER	BUDGET 2017-2018 MIG - MER	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	4,200.00	5,250.00	1,050.00	25.00%	
	GENERAL EXPENSE					
27	INSURANCE	-	1,000.00	1,000.00	#DIV/0!	
28	P.I.L.O.T.	-	-	-	#DIV/0!	
29	BAD DEBT EXPENSE	-	-	-	#DIV/0!	
30	OPEB EXPENSE	-	-	-	#DIV/0!	
31	OTHER GENERAL EXPENSE	-	-	-	#DIV/0!	
32	TOTAL GENERAL EXPENSE	-	1,000.00	1,000.00	#DIV/0!	
	FINANCING EXPENSES					
33	DEBT SERVICE AND REPLACEMENT RES	41,443.00	41,444.00	1.00	0.00%	
34	TOTAL NON-OPERATING ITEMS	41,443.00	41,444.00	1.00	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	#DIV/0!	
36	TOTAL NON-OPERATING ITEMS	-	-	-	#DIV/0!	
35	TOTAL EXPENSES	299,975.00	288,485.00	(11,490.00)	-3.83%	
36	GAIN OR LOSS	-	-	-	#DIV/0!	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - MIGRANT TOTAL - 228 UNITS  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - TOTAL	BUDGET 2017-2018 MIG - TOTAL	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	1,206,603.00	1,151,733.00	(54,870.00)	-4.55%	
3	OTHER INCOME	-	-	-	0.00%	
4	TOTAL REVENUES	1,206,603.00	1,151,733.00	(54,870.00)	-4.55%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	340,249.00	340,249.00	-	0.00%	
6	FRINGE BENEFITS	261,422.00	189,430.00	(71,992.00)	-27.54%	
7	LEGAL EXPENSE	-	-	-	0.00%	
8	MANAGEMENT FEES	109,691.00	111,523.00	1,832.00	1.67%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	69,940.00	42,399.00	(27,541.00)	-39.38%	INSURANCE MOVED TO SEPARATE ACCOUNT
12	TOTAL ADMINISTRATIVE EXPENSES	781,302.00	683,601.00	(97,701.00)	-12.50%	
	UTILITIES					
13	WATER	-	-	-	0.00%	
14	ELECTRICITY	141,000.00	144,000.00	3,000.00	2.13%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	26,800.00	29,800.00	3,000.00	11.19%	
17	SEWER	77,200.00	75,200.00	(2,000.00)	-2.59%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	245,000.00	249,000.00	4,000.00	1.63%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	3,700.00	2,500.00	(1,200.00)	-32.43%	
24	MATERIALS	26,200.00	46,730.00	20,530.00	78.36%	
25	CONTRACT COSTS	-	-	-	0.00%	

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
BUDGET COMPARISON - **MIGRANT TOTAL - 228 UNITS**  
2016-2017 VS. 2017-2018

LINE #	ITEM	BUDGET 2016-2017 MIG - TOTAL	BUDGET 2017-2018 MIG - TOTAL	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	29,900.00	49,230.00	19,330.00	64.65%	
	GENERAL EXPENSE					
27	INSURANCE	-	19,500.00	19,500.00	100.00%	SEPARATED INTO NEW ACCOUNT FOR 2017-2018
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	-	-	-	0.00%	
30	OPEB EXPENSE	-	-	-	0.00%	
31	OTHER GENERAL EXPENSE	-	-	-	0.00%	
32	TOTAL GENERAL EXPENSE	-	19,500.00	19,500.00	100.00%	
	FINANCING EXPENSES					
33	DEBT SERVICE AND REPLACEMENT RES	150,401.00	150,402.00	1.00	0.00%	
34	TOTAL NON-OPERATING ITEMS	150,401.00	150,402.00	1.00	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	1,206,603.00	1,151,733.00	(54,870.00)	-4.55%	
36	GAIN OR LOSS	-	-	-	0.00%	