

# **A G E N D A**

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

**Regular Meeting  
Tuesday, June 19, 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. April 17, 2018 Quarterly 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 April & May 2018
- B. Track Summary Report for April & May 2018
- C. Financial Reports for April & May 2018

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

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

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

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

- i. Human Services Agency – CES
- ii. PHA Plan Updates
- iii. Congressman Costa - Correspondence to ICE

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

- 1.) **Resolution No. 2018-13:** Approving the Housing Authority of the County of Merced revised Operating Budget for Fiscal Year 2017 – 2018.

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

- 2.) **Resolution No. 2018-14:** Authorizing the Executive Director to enter into an amended purchase and sale agreement with Enrique Perez Calderon for 1489 Vine Circle, Atwater, CA accepting the \$165,417.00 indebtedness as satisfied in full, and authorizing the reconveyance of the property and recordation thereof.

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

- 3.) **Resolution No. 2018-15:** Approving the Housing Authority of the County of Merced Lead Based Paint Policy.

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

##### C. Action Item(s):

None



**VII. COMMISSIONER'S COMMENTS**

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

- 1.) Pursuant To Government Code §54957.6  
Union Negotiations  
Agency Negotiators:  
Dave Ritchie, Chief Negotiator  
Rosa Vazquez, Executive Director

**IX. ADJOURNMENT**



# **MINUTES**

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

**Regular Meeting  
Tuesday, April 17, 2018**

- I. The meeting was called to order by Chairperson Pia at 5:31 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

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

**Commissioners Absent:**

None

Chairperson Torres declared there was a quorum present.

**Staff Present:**

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

**Others Present:**

Diane Love, Former Housing Choice Voucher Participant

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

None

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

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

A. March 20, 2018 Meeting

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



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

Diane Love, a former Housing Choice Voucher participant requests that the Board review her case in order to reinstate her voucher.

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

A. PHAS Report for February & March 2018

B. Aged Receivables Report for February & March 2018

C. Financial Reports for February & March 2018

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

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

A. Information/discussion Item(s):

##### **1.) Department Reviews:**

Executive Director Vazquez reviewed the

##### **a. Finance Quarterly Report**

i. The auditors will have their site visit the week of May 14, 2018.

ii. The Yardi conversion is now complete. There were a few issues which have been addressed.

##### **b. Public Housing & Migrant Family Centers Quarterly Report**

i. The waiting list is opened April 9, 2018 and will remain open until further notice.

ii. The Atwater Migrant Center has opened and has 42 families leased. The Authority received notice that preopening extensions would be done on a week by week basis. This caused some confusion and issues and the notice was withdrawn.

##### **c. Housing Choice Voucher Quarterly Report**

i. The waiting list opened on April 9, 2018 and closed April 12, 2018. The Authority received approximately 1,066 pre-applications. The Authority is continuing lease up efforts with the 960 applicants pulled from the waiting list. The issue many families are facing is the vacancy rate.

ii. The Authority received notice that funding for the 8 Shelter+ Care voucher has been approved.

##### **d. Human Resources Quarterly Report**

i. The Human Resources Manager attended Section 504 training and will develop a review and transition plan for all Authority properties.

##### **2.) Directors Updates:**

a. Executive Director Vazquez informed the Board that Authority received the HUD settlement money.



- b. Executive Director Vazquez and Programs Director Arrate met with MCOE and Mr. Carlos Fuentes. They are offering free legal services to our Migrant Center.

**B. Resolutions 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):** Commissioner Torres/Commissioner Resendez/passed

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

**(M/S/C):** Commissioner Resendez/Commissioner Jackson/passed

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

**(M/S/C):** Commissioner Torres/Commissioner Jackson/passed

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

**(M/S/C):** Commissioner Jackson/Commissioner Resendez/passed

- 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):** Commissioner Jackson/Commissioner Torres/passed

**C. Action Item(s):**

None

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

None

**VIII. COMMISSIONER'S COMMENTS**

The Board thanked staff for the information provided and the efforts to ensure the Authority remains in compliance.

**IX. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:48 p.m.

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Chairperson Signature / Date

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Secretary Signature/ Date



**Aged Receivables**

Trans through=04/30/2018

AMP Code	Property Code	Property Name	Thirty Day	Sixty Day	Ninety Day	Over 90 Day	Total AR	Prepayments	Ending Balance
<b>AMP 1 - Merced</b>									
Amp 1	ca023001	PH - Merced	250.52	-	-	(36.26)	214.26	(1,865.78)	(1,651.52)
Amp 1	ca023010	PH - Merced	148.04	-	-	-	148.04	(1,579.79)	(1,431.75)
Amp 1	ca023013	PH - Merced Sr	370.97	-	-	-	370.97	(331.00)	39.97
<b>Total AMP 1</b>			<b>769.53</b>	<b>-</b>	<b>-</b>	<b>(36.26)</b>	<b>733.27</b>	<b>(3,776.57)</b>	<b>(3,043.30)</b>
<b>AMP 2 - Atwater, Winton and Livingston</b>									
Amp 2	012a	PH - Atwater	12.00	-	-	-	12.00	(1,081.28)	(1,069.28)
Amp 2	ca023006	PH - Livingston	969.60	4.00	(438.93)	(295.00)	239.67	(2,896.65)	(2,656.98)
<b>Total AMP 2</b>			<b>981.60</b>	<b>4.00</b>	<b>(438.93)</b>	<b>(295.00)</b>	<b>251.67</b>	<b>(3,977.93)</b>	<b>(3,726.26)</b>
<b>AMP 3 - Los Banos and Dos Palos</b>									
Amp 3	012c	PH - Dos Palos - Alleyne	1,237.12	3.97	-	-	1,241.09	-	1,241.09
Amp 3	012d	PH - Dos Palos - Globe	259.67	-	(4.70)	-	254.97	(1,005.46)	(750.49)
Amp 3	ca023002	PH - Los Banos	203.19	8.97	-	-	212.16	(725.70)	(513.54)
Amp 3	ca023004	PH - Los Banos - Abby, B, C & D	286.00	226.00	211.45	-	723.45	(3,939.91)	(3,216.46)
Amp 3	ca023005	PH - Dos Palos - West Globe	1,602.00	525.52	188.36	-	2,315.88	-	2,315.88
Amp 3	ca023011	PH - Los Banos - J & K St	707.32	683.00	181.33	-	1,571.65	-	1,571.65
<b>Total AMP 3</b>			<b>4,295.30</b>	<b>1,447.46</b>	<b>576.44</b>	<b>-</b>	<b>6,319.20</b>	<b>(5,671.07)</b>	<b>648.13</b>
<b>AMP 4 - First Street, Merced</b>									
Amp 4	ca023024	PH - 1st Street	229.00	108.00	90.00	-	427.00	-	427.00
<b>Total AMP 4</b>			<b>229.00</b>	<b>108.00</b>	<b>90.00</b>	<b>-</b>	<b>427.00</b>	<b>-</b>	<b>427.00</b>
<b>Felix Torres Year Round - Planada</b>									
FTYR	ft-yr	Felix Torres Year Round Center	23,342.97	1,098.00	946.00	1,346.00	26,732.97	-	26,732.97
<b>Total Felix Torres Year Round</b>			<b>23,342.97</b>	<b>1,098.00</b>	<b>946.00</b>	<b>1,346.00</b>	<b>26,732.97</b>	<b>-</b>	<b>26,732.97</b>
<b>Valley View Homes</b>									
Valley View	atw	Atwater Elderly	75.00	-	-	-	75.00	(736.00)	(661.00)
Valley View	dp	Dos Palos Elderly	59.00	83.00	-	-	142.00	(833.10)	(691.10)
Valley View	mid	Midway	1,641.62	(549.60)	-	-	1,092.02	(1,788.57)	(696.55)
<b>Total Vally View Homes</b>			<b>1,775.62</b>	<b>(466.60)</b>	<b>-</b>	<b>-</b>	<b>1,309.02</b>	<b>(3,357.67)</b>	<b>(2,048.65)</b>
<b>Report Totals</b>			<b>31,394.02</b>	<b>2,190.86</b>	<b>1,173.51</b>	<b>1,014.74</b>	<b>35,773.13</b>	<b>(16,783.24)</b>	<b>18,989.89</b>

## Aged Receivables

Trans through=5/31/18

AMP Code	Property Code	Property Name	0-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total AR	Prepayments	Balance
<b>AMP 1 - Merced</b>									
	ca023001	PH - Merced	0.24	(244.40)	-	-	(244.16)	(1,825.90)	(2,070.06)
	ca023010	PH - Merced	378.00	10.00	-	-	388.00	(2,051.99)	(1,663.99)
	ca023013	PH - Merced Sr	292.97	10.00	-	-	302.97	(557.00)	(254.03)
	ca023023	PH - Acquisition	95.00	-	-	-	95.00	(1.89)	93.11
<b>Total AMP 1</b>			<b>766.21</b>	<b>(224.40)</b>	<b>-</b>	<b>-</b>	<b>541.81</b>	<b>(4,436.78)</b>	<b>(3,894.97)</b>
<b>AMP 2 - Atwater, Winton and Livingston</b>									
	012a	PH - Atwater	2.41	-	-	(964.01)	(961.60)	(833.88)	(1,795.48)
	012b	PH - Winton	-	-	-	(301.00)	(301.00)	(1,182.75)	(1,483.75)
	ca023003	PH - Atwater - Cameo	-	-	-	-	-	(418.78)	(418.78)
	ca023006	PH - Livingston	567.07	-	-	-	567.07	(4,033.34)	(3,466.27)
<b>Total AMP 2</b>			<b>569.48</b>	<b>-</b>	<b>-</b>	<b>(1,265.01)</b>	<b>(695.53)</b>	<b>(6,468.75)</b>	<b>(7,164.28)</b>
<b>AMP 3 - Los Banos and Dos Palos</b>									
	012c	PH - Dos Palos - Alleyne	1,839.92	233.00	-	-	2,072.92	(94.03)	1,978.89
	012d	PH - Dos Palos - Globe	311.97	186.00	-	-	497.97	(720.46)	(222.49)
	ca023002	PH - Los Banos	116.16	-	-	-	116.16	(781.70)	(665.54)
	ca023004	PH - Los Banos - Abby, B, C & D	772.34	311.00	-	-	1,083.34	(4,816.80)	(3,733.46)
	ca023005	PH - Dos Palos - West Globe	585.00	500.00	(15.10)	429.66	1,499.56	-	1,499.56
<b>Total AMP 3</b>			<b>3,625.39</b>	<b>1,230.00</b>	<b>(15.10)</b>	<b>429.66</b>	<b>5,269.95</b>	<b>(6,412.99)</b>	<b>(1,143.04)</b>
<b>Felix Torres Year Round - Planada</b>									
	ft-yr	Felix Torres Year Round Center	2,032.00	145.97	-	-	2,177.97	-	2,177.97
<b>Total Felix Torres Year Round</b>			<b>2,032.00</b>	<b>145.97</b>	<b>-</b>	<b>-</b>	<b>2,177.97</b>	<b>-</b>	<b>2,177.97</b>
<b>Valley View Homes</b>									
	atw	Atwater Elderly	272.00	247.00	-	-	519.00	(1,627.00)	(1,108.00)
	dp	Dos Palos Elderly	125.00	-	-	-	125.00	(1,736.10)	(1,611.10)
	mid	Midway	1,914.43	-	-	-	1,914.43	(6,463.98)	(4,549.55)
<b>Total Valley View Homes</b>			<b>2,311.43</b>	<b>247.00</b>	<b>-</b>	<b>-</b>	<b>2,558.43</b>	<b>(9,827.08)</b>	<b>(7,268.65)</b>
<b>Report Totals</b>			<b>9,304.51</b>	<b>1,398.57</b>	<b>(15.10)</b>	<b>(835.35)</b>	<b>9,852.63</b>	<b>(27,145.60)</b>	<b>(17,292.97)</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	21	21					
Average Lease Up Days		0	0	0	5	3	2	2					
Make Ready Time		26	26	111	661	784	883	883					
Average Make Ready Days		26	26	56	94	98	98	98					
Down Days		0	0	0	31	31	31	31					
Average Down Days		0	0	0	4	4	3	3					
Total # Vacant Units Turned		1	1	2	7	8	9	9					
Total # Turn Around Days		26	26	111	724	836	935	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	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%	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	25					

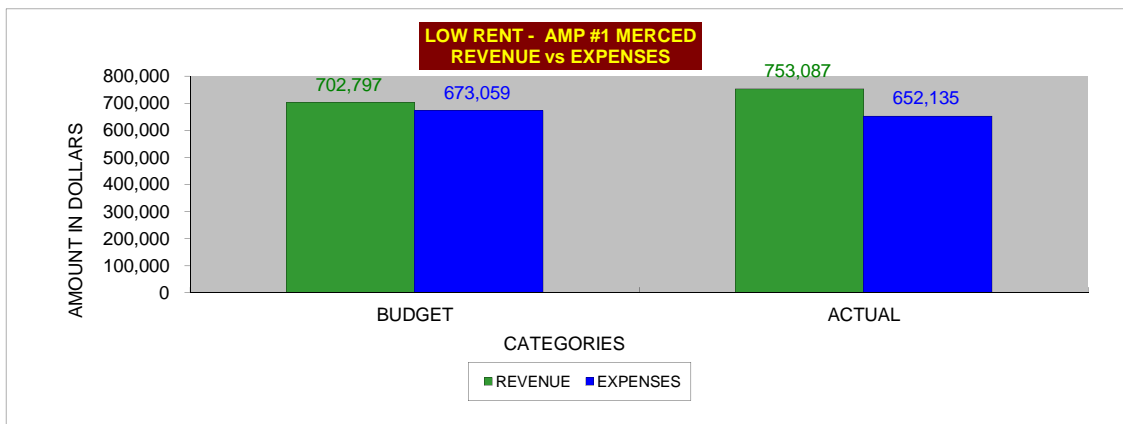
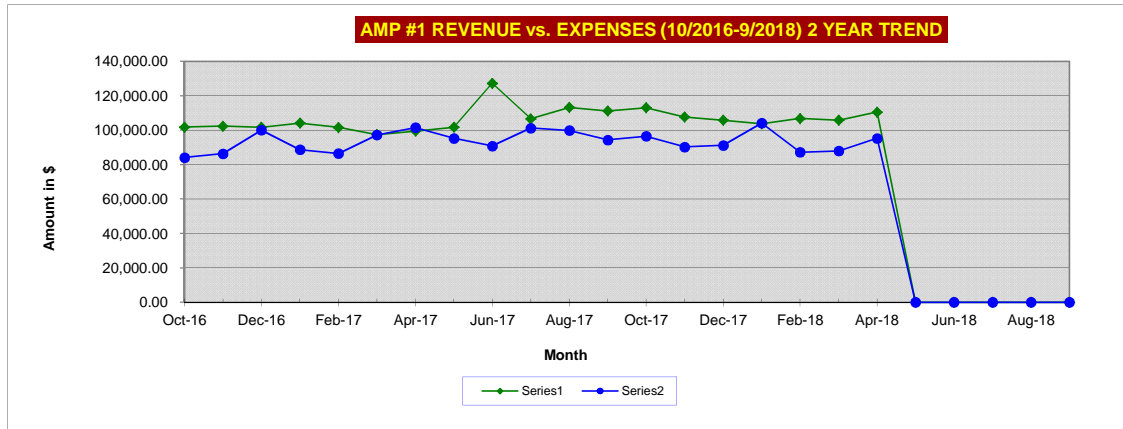
**PHAS Tracking Summary**  
**Fiscal Year Ending 09/30/18**

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	21	21				
Average Lease Up Days		0	0	0	5	3	2	2	2				
Make Ready Time		26	26	111	661	784	883	883	1206				
Average Make Ready Days		26	26	56	94	98	98	98	101				
Down Days		0	0	0	31	31	31	31	147				
Average Down Days		0	0	0	4	4	3	3	12				
Total # Vacant Units Turned		1	1	2	7	8	9	9	12				
Total # Turn Around Days		26	26	111	724	836	935	935	1374				
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	104	115				

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%				
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	25	24				

01-Oct-17

TO: 30-Apr-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	386,993	411,272	316.10	335.93
NON-DWELL. RENTS	0	0	0.00	0.00
OTHER INCOME	2,782	22,251	2.27	18.17
PFS SUBSIDY	313,022	319,564	255.68	261.03
	<b>702,797</b>	<b>753,087</b>	<b>574.05</b>	<b>615.13</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	240,572	214,631	196.50	175.31
TENANT SERVICES	0	1,081	0.00	0.88
UTILITIES	105,998	106,083	86.58	86.65
MAINT.	178,999	196,149	146.21	160.22
GENERAL	73,756	60,803	60.25	49.67
DEPRECIATION	73,734	73,388	60.23	59.94
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>673,059</b>	<b>652,135</b>	<b>549.77</b>	<b>532.67</b>
NET SURPLUS	29,738	100,952		
NET FROM OPERATIONS	<b>29,738</b>	<b>100,952</b>		
ENDING EQUITY BALANCE	<b>2,379,099</b>	<b>2,307,885</b>		
NET SURPLUS	29,738	100,952		
ADD BACK DEPRECIATION	73,734	73,388		
<b>CASH FLOW</b>	<b>103,472</b>	<b>174,340</b>		

## 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:

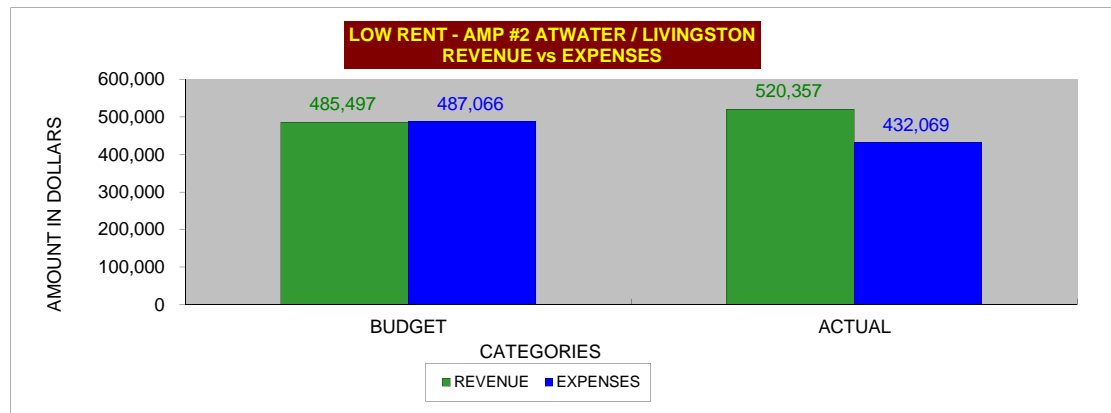
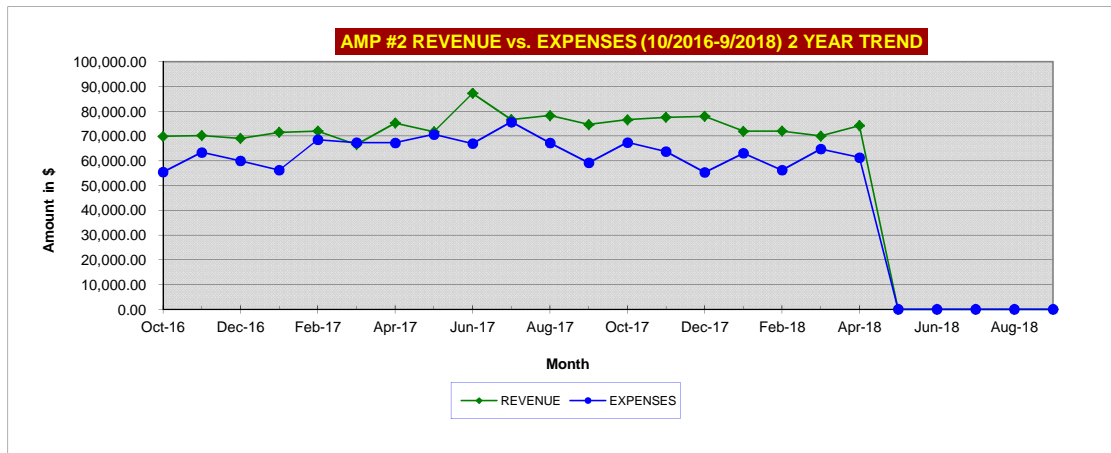
01-Oct-17

TO:

REV. RATE: 58.0%

# UNIT/MONTH: 1,404

30-Apr-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	316,430	342,634	388.80	421.00
INTEREST	0	0	0.00	0.00
OTHER INCOME	9,078	5,506	11.15	6.77
PFS SUBSIDY	159,989	172,217	196.58	211.61
	485,497	520,357	596.53	639.38
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	170,251	142,874	209.19	175.55
UTILITIES	99,300	92,455	122.01	113.60
MAINT.	119,525	108,100	146.86	132.82
GENERAL	56,775	47,365	69.76	58.20
DEPRECIATION	41,215	41,020	50.64	50.40
EQUITY TRANSFERS	0	0	0.00	0.00
	487,066	432,069	598.46	530.88
NET SURPLUS	(1,569)	88,288		
NET FROM OPERATIONS	(1,569)	88,288		
ENDING EQUITY BALANCE	1,829,657	1,739,800		
NET SURPLUS	(1,569)	88,288		
ADD BACK DEPRECIATION	41,215	41,020		
CASH FLOW	39,646	129,308		

## 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: 58.0%

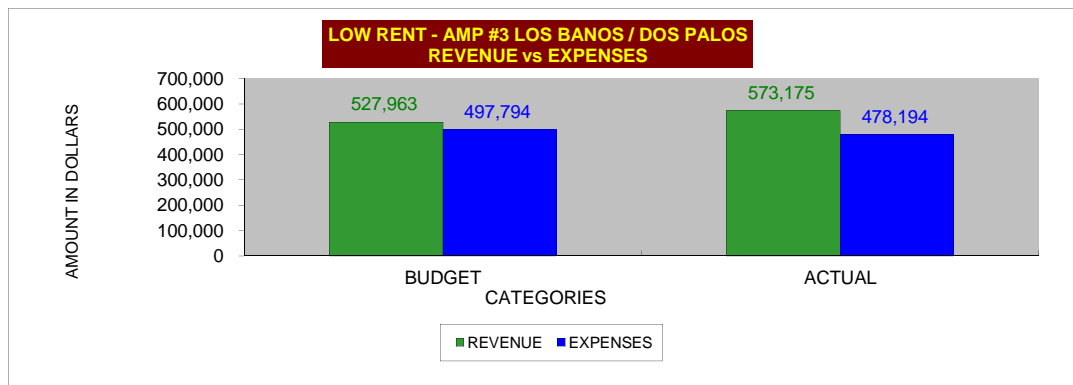
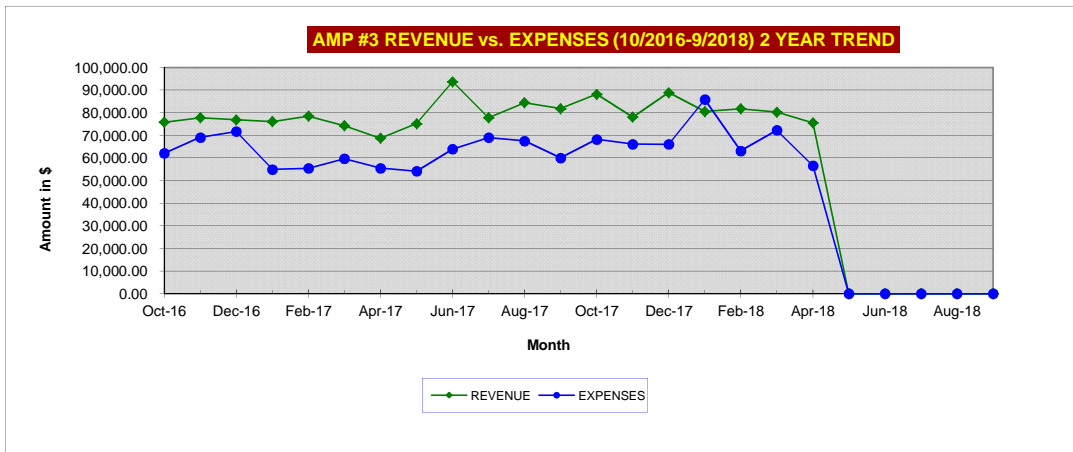
# UNIT/MONTH: 1,464

REPORT PERIOD FROM:

01-Oct-17

TO:

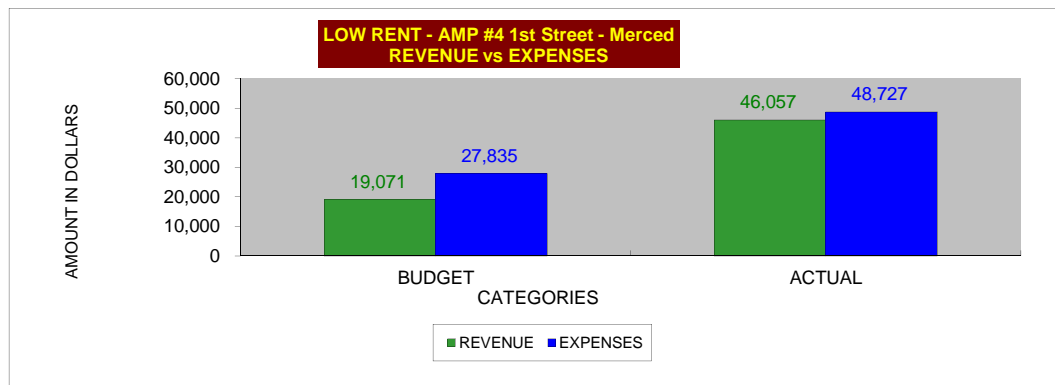
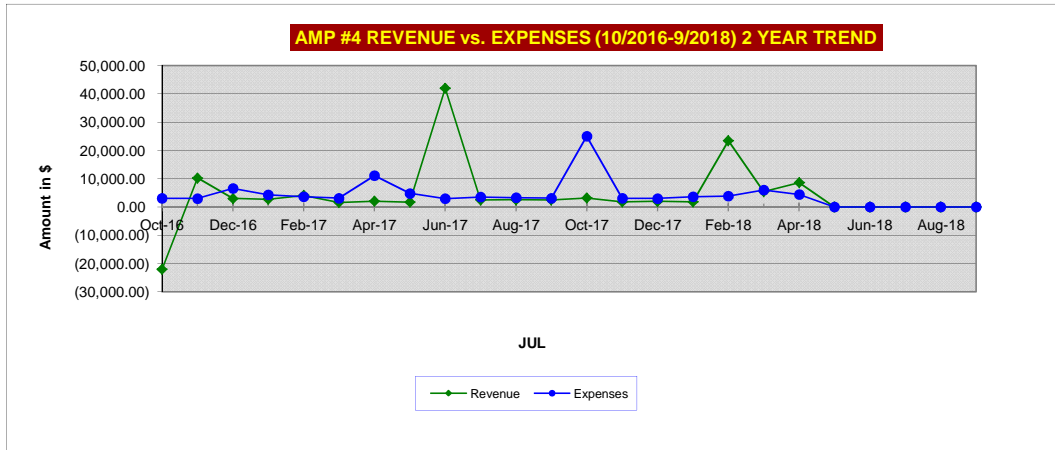
30-Apr-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	286,621	339,767	337.74	400.37
INTEREST	0	0	0.00	0.00
OTHER INCOME	7,826	13,062	9.22	15.39
PFS SUBSIDY	233,516	220,346	275.17	259.65
	527,963	573,175	622.13	675.41
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	172,303	144,683	203.03	170.49
UTILITIES	87,603	77,127	103.23	90.88
MAINT.	151,068	178,202	178.01	209.99
GENERAL	52,953	44,223	62.40	52.11
DEPRECIATION	33,867	33,705	39.91	39.72
EQUITY TRANSFERS	0	0	0.00	0.00
	497,794	478,194	586.58	563.49
NET SURPLUS	30,169	94,980		
NET FROM OPERATIONS	30,169	94,980		
ENDING EQUITY BALANCE	1,746,958	1,682,146		
NET SURPLUS	30,169	94,980		
ADD BACK DEPRECIATION	33,867	33,705		
CASH FLOW	64,036	128,685		

01-Oct-17

TO: 30-Apr-18



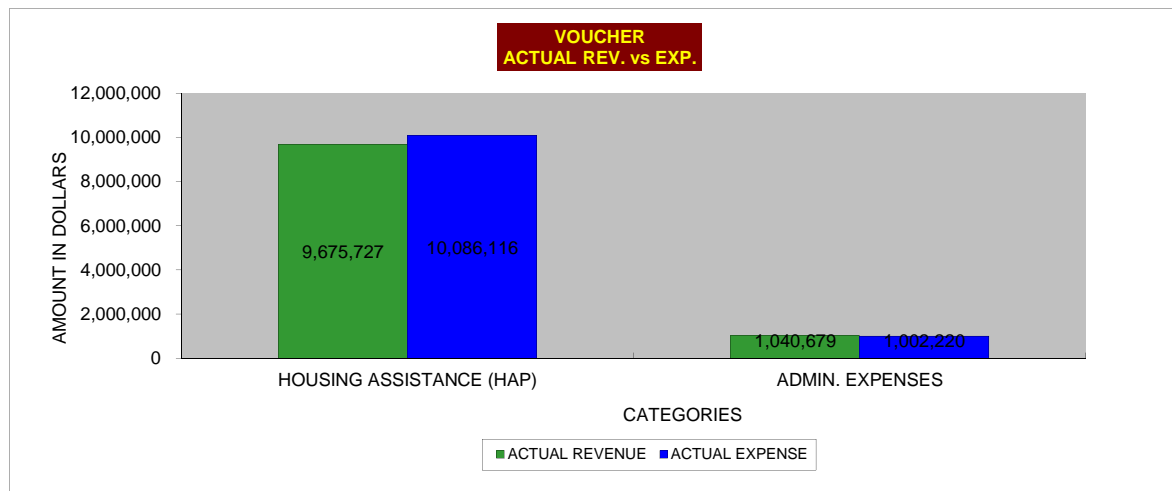
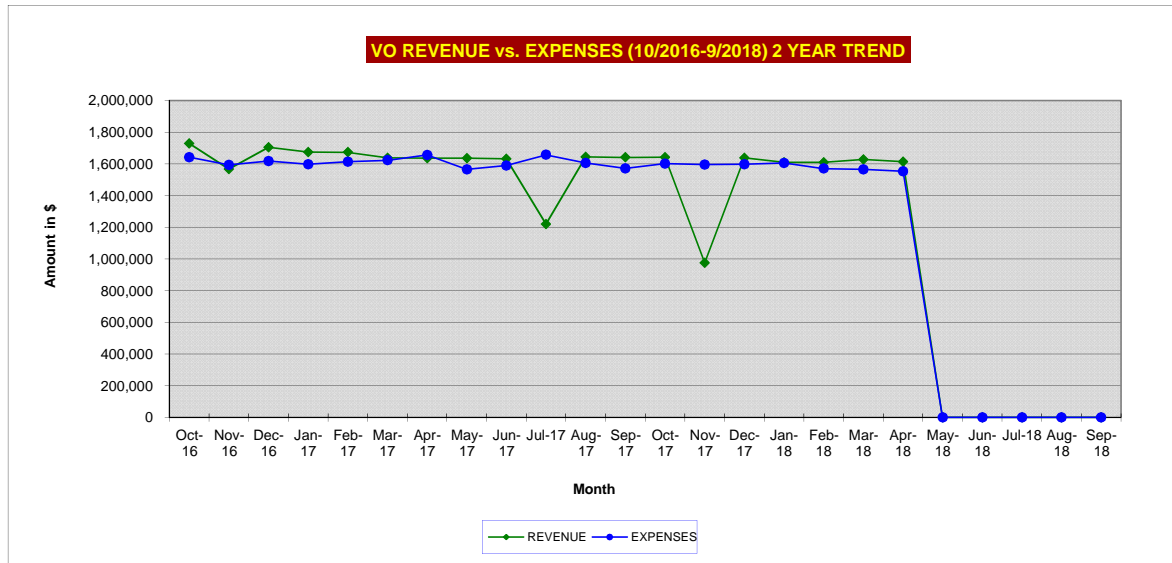
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	10,434	5,062	250.00	121.29
OTHER INCOME	290	1,911	6.94	45.79
PFS SUBSIDY	8,347	17,334	200.00	415.33
CFP FUNDS	0	21,750	0.00	521.13
	19,071	46,057	456.94	1,103.54
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	7,691	8,522	184.28	204.19
UTILITIES	3,676	3,333	88.08	79.86
MAINT.	5,767	26,755	138.18	641.05
GENERAL	2,702	2,158	64.74	51.70
DEPRECIATION	7,999	7,959	191.66	190.70
EQUITY TRANSFERS	0	0	0.00	0.00
	27,835	48,727	666.94	1,167.50
NET SURPLUS	(8,764)	(2,670)		
NET FROM OPERATIONS	(8,764)	(24,420)		
ENDING EQUITY BALANCE	862,142	856,048		
NET SURPLUS	(8,764)	(2,670)		
ADD BACK DEPRECIATION	7,999	7,959		
CASH FLOW	(765)	5,289		

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: 58.0%  
BUDGET # VOUCHER MONTHS: 33,492  
YTD VOUCHERS 16,177  
YTD % 48.3%

01-Oct-17

TO: 30-Apr-18



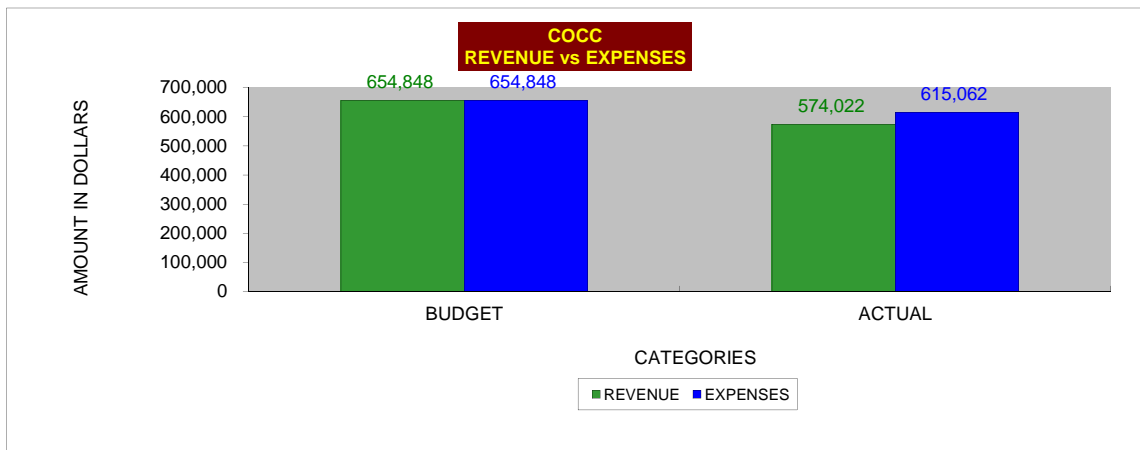
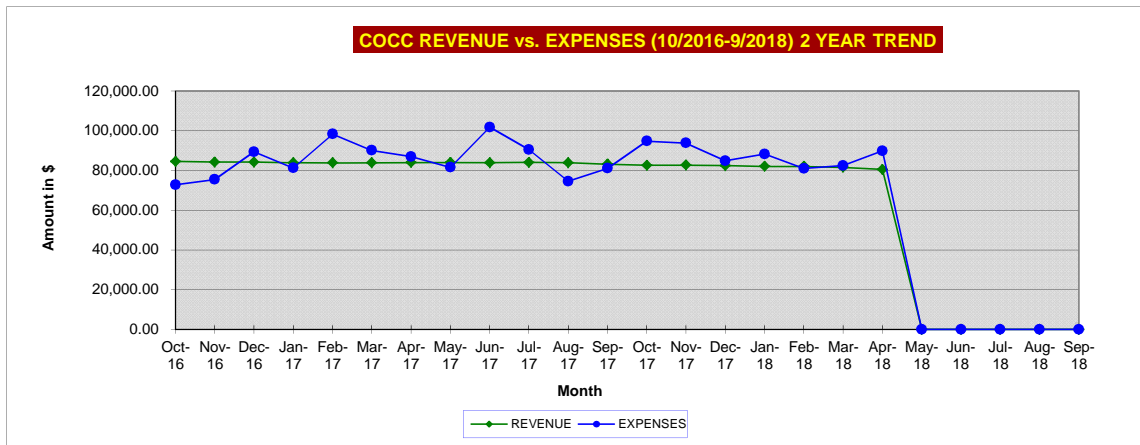
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	10,435,109	9,675,727	537.50	498.38
ADMIN. FEES	1,075,752	1,040,679	55.41	53.60
	11,510,861	10,716,406	592.91	551.98
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	10,434,066	10,086,116	537.44	519.52
ADMIN. EXPENSES	986,728	1,002,220	50.82	51.62
	11,420,794	11,088,336	588.26	571.14
NET SURPLUS	90,067	(371,930)		
HAP SURPLUS YTD Change	1,043	(410,389)		
ADMIN SURPLUS YTD Change	89,024	38,459		
HAP SURPLUS BALANCE	150,335	(261,097)		
ADMIN SURPLUS BALANCE	73,476	22,911		

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: 58.0%  
 # UNIT/MONTH: 2,940

01-Oct-17

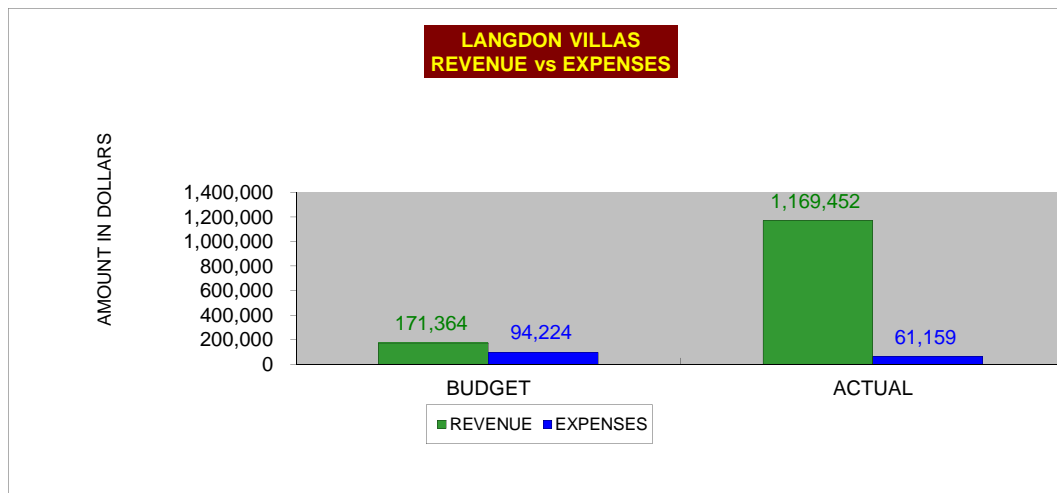
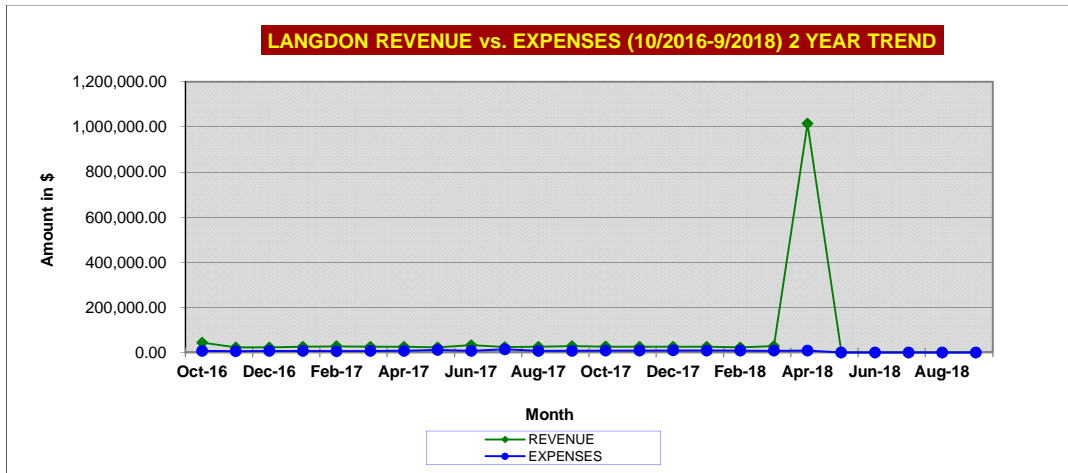
TO: 30-Apr-18



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	585,195	574,022	343.38	336.82
ASSET MANAGEMENT FEES	29,076	0	17.06	0.00
CFP ADMIN FEES	40,577	0	23.81	0.00
	654,848	574,022	384.25	336.82
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	509,706	506,123	299.08	296.98
UTILITIES	23,824	15,484	13.98	9.09
MAINT.	44,298	37,962	25.99	22.28
GENERAL	77,019	55,164	45.19	32.37
	654,848	615,062	384.24	360.91
NET SURPLUS	0	(41,040)		
NET FROM OPERATIONS	0	(41,040)		
ENDING RESERVE BALANCE	(289,939)	(330,979)		
NET SURPLUS	0	(41,040)		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	0	(41,040)		

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: 01-Oct-17 TO: 30-Apr-18

REV. RATE: 58.0%  
 # UNIT/MONTH: 12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	26,781	26,950	3,850.03	3,874.33
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	128,932	129,491	18,535.25	18,615.61
OTHER INCOME	15,651	1,013,011	2,249.99	145,630.32
	<b>171,364</b>	<b>1,169,452</b>	<b>24,635.27</b>	<b>168,120.26</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	39,436	25,067	5,669.31	3,603.63
UTILITIES	870	883	125.07	127.01
MAINT. & OPER.	2,897	689	416.47	99.08
GENERAL	51,021	34,520	7,334.77	4,962.52
	<b>94,224</b>	<b>61,159</b>	<b>13,545.62</b>	<b>8,792.24</b>
<b>NET SURPLUS</b>	<b>77,140</b>	<b>1,108,293</b>		
<b>ENDING EQUITY BALANCE</b>	<b>9,894,285</b>	<b>10,925,438</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

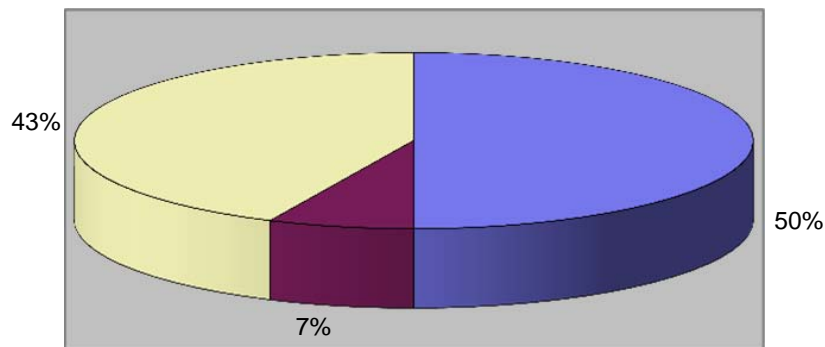
TO:

30-Apr-18

EXPEND. RATE:

# UNIT/MONTH:

## LANGDON VILLA BALANCE SHEET

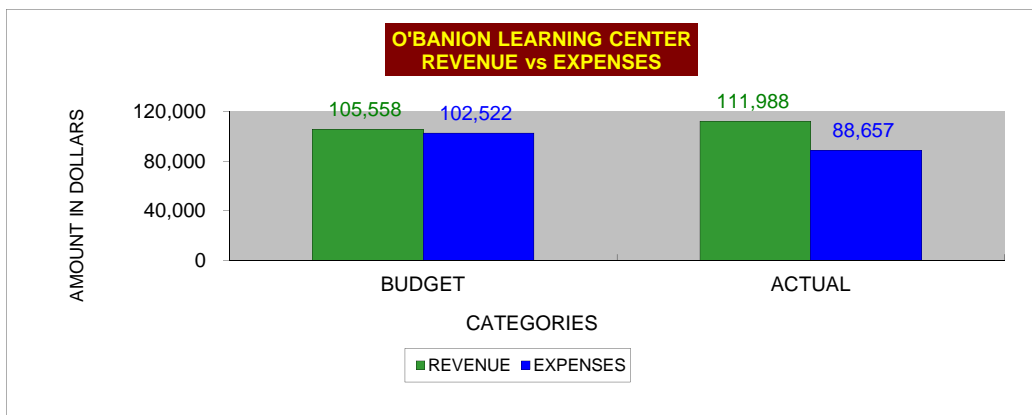
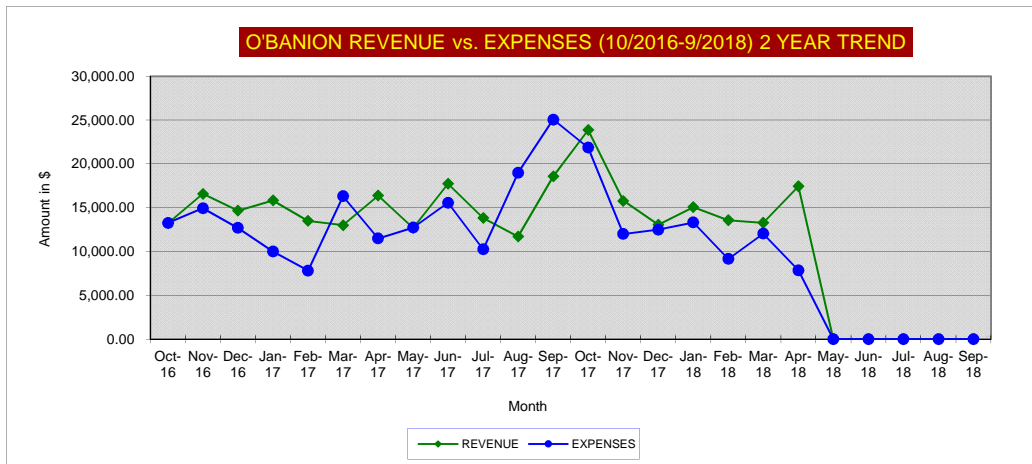


■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	5,009,474			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	123,871			
NOTES RECEIVABLE	922,682			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,639,212			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,743		
Other Current Liabilities		151,628		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,495,835		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,228,767	
CURRENT YEAR			1,108,293	
EQUITY TRANSFERS			0	
	\$13,159,688	\$1,822,628	\$11,337,060	\$13,159,688
				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: 30-Apr-18

REV. RATE: 58.0%  
# UNIT/MONTH: 72

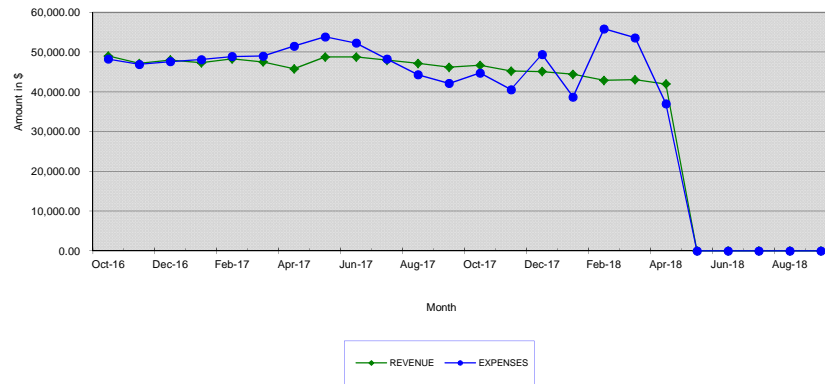


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	105,558	111,988	2,529.17	2,683.24
OTHER INCOME	0	0	0.00	0.00
	<b>105,558</b>	<b>111,988</b>	2,529.17	2,683.24
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	11,246	11,749	269.45	281.51
UTILITIES	38,170	26,036	914.55	623.82
MAINT. & OPER.	21,155	18,754	506.87	449.35
GENERAL	765	735	18.33	17.61
DEPRECIATION	31,186	31,383	747.22	751.94
	<b>102,522</b>	<b>88,657</b>	2,456.42	2,124.23
NET SURPLUS	3,036	23,331		
ENDING EQUITY BALANCE	2,434,755	2,455,050		
ADD BACK DEPRECIATION	31,186	31,383		
CASH FLOW	34,222	54,714		

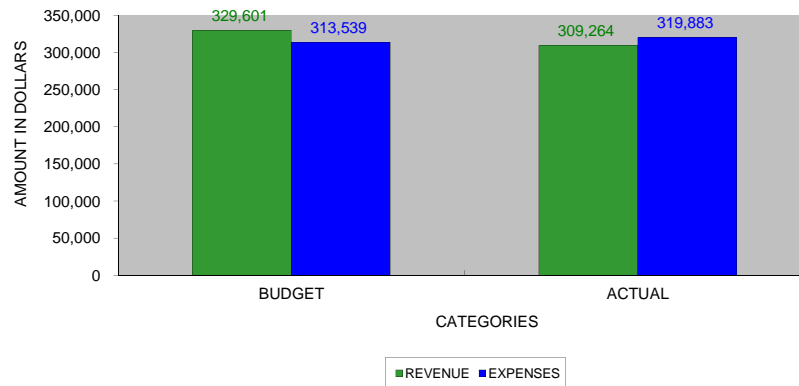
01-Oct-17

TO: 30-Apr-18

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



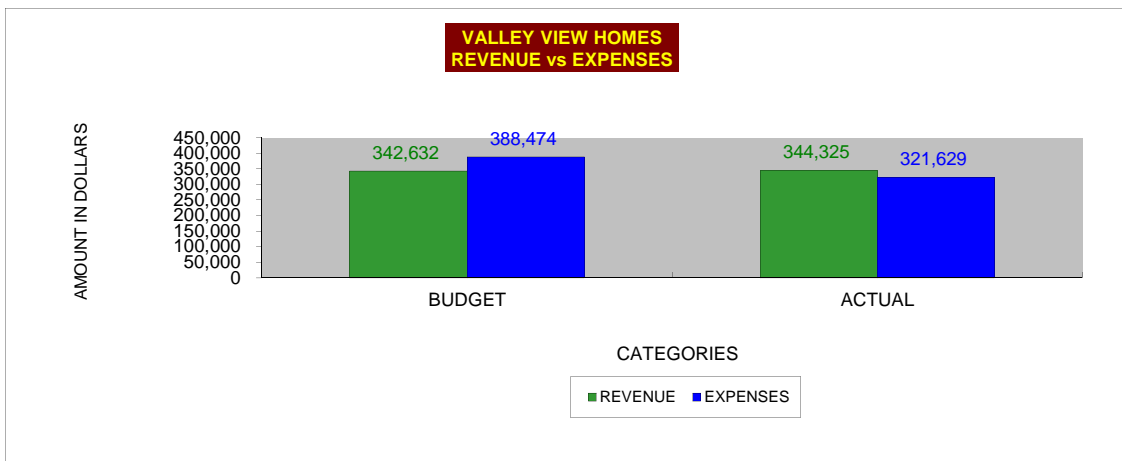
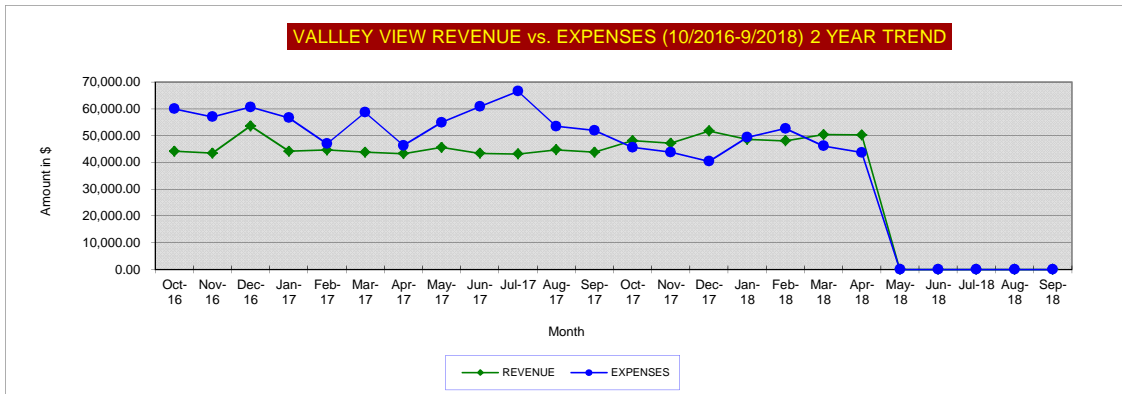
**FELIX TORRES YR REVENUE vs EXPENSES**



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	329,021	308,115	1,028.26	962.93
INTEREST	0	0	0.00	0.00
OTHER INCOME	580	1,149	1.81	3.59
	<b>329,601</b>	<b>309,264</b>	<b>1,030.07</b>	<b>966.52</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	63,483	36,710	198.40	114.73
UTILITIES	51,909	33,722	162.23	105.39
MAINT.	43,009	64,826	134.41	202.59
GENERAL	39,325	68,080	122.90	212.76
DEPRECIATION	115,813	116,545	361.94	364.23
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>313,539</b>	<b>319,883</b>	<b>979.88</b>	<b>999.70</b>
NET SURPLUS	16,062	(10,618)		
NET FROM OPERATIONS	16,062	(10,618)		
ENDING EQUITY BALANCE	(148,766)	(175,446)		
NET SURPLUS	16,062	(10,618)		
ADD BACK DEPRECIATION	115,813	116,545		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	131,875	105,927		

01-Oct-17

TO: 30-Apr-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	336,649	329,555	662.97	649.00
INTEREST	1,043	0	2.05	0.00
OTHER INCOME	4,939	14,770	9.73	29.09
	<b>342,632</b>	<b>344,325</b>	<b>674.75</b>	<b>678.09</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	89,868	72,468	176.98	142.71
UTILITIES	59,821	49,220	117.81	96.93
MAINT. & OPER.	85,161	62,312	167.71	122.71
GENERAL	20,109	15,275	39.60	30.08
DEPRECIATION	23,488	23,373	46.26	46.03
BOND INTEREST	99,448	98,980	195.84	194.92
BOND REPLACEMENT RESV	10,579	0	20.83	0.00
	<b>388,474</b>	<b>321,629</b>	<b>765.03</b>	<b>633.38</b>
<b>NET SURPLUS</b>	<b>(45,842)</b>	<b>22,696</b>		
BOND PRINCIPAL	43,475	0		
<b>ADJUSTED SURPLUS</b>	<b>(89,318)</b>	<b>22,696</b>		
ADD BACK DEPRECIATION	23,488	23,373		
ADD BACK BOND COST AMORT	0	0		
<b>CASH FLOW</b>	<b>(65,830)</b>	<b>46,069</b>		
<b>ENDING EQUITY BALANCE</b>	<b>(2,543,178)</b>	<b>(2,431,164)</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:

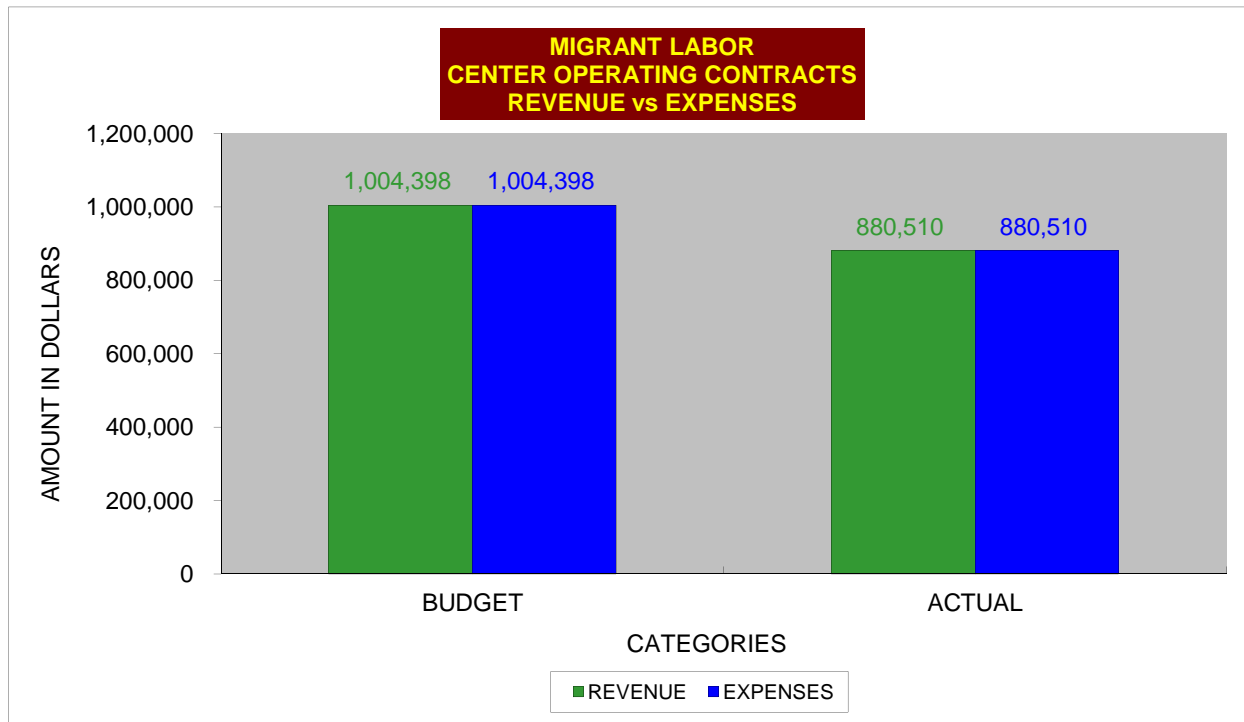
30-Apr-18

EXPEND. RATE:

83.2%

# UNIT/MONTH:

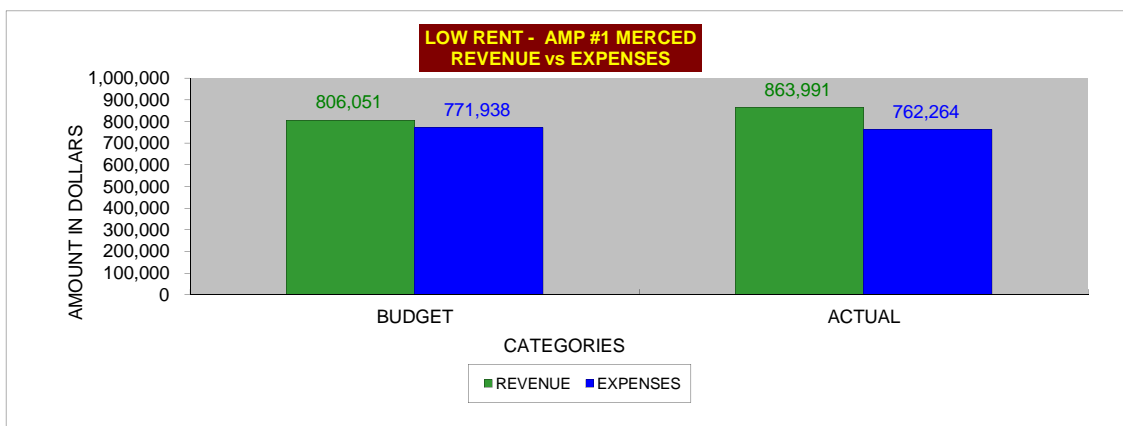
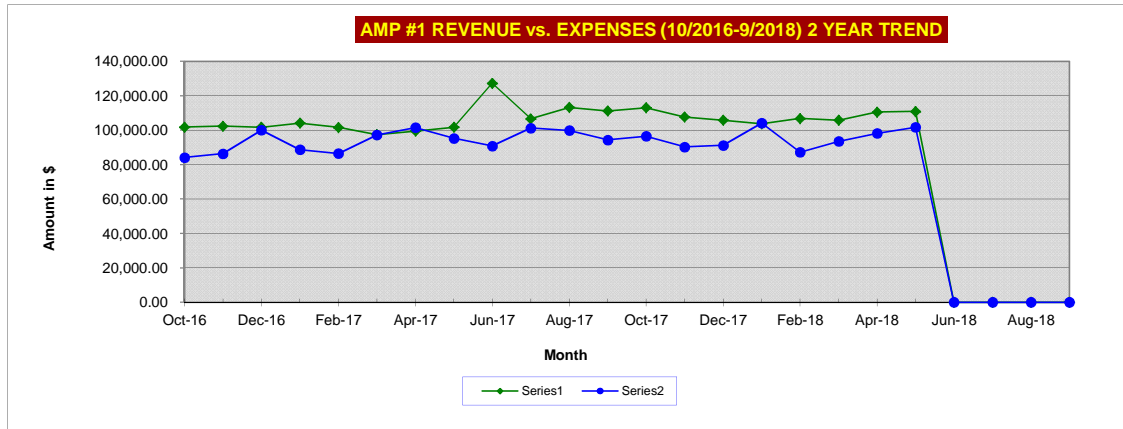
1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	1,004,398	880,510	779.46	683.32
	1,004,398	880,510	779.46	683.32
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	500,842	437,246	388.68	339.32
OPERATIONS	267,447	244,197	207.55	189.51
MAINTENANCE	15,525	23,350	12.05	18.12
ADMINISTRATION	95,388	93,936	74.03	72.90
DEBT SERVICE	125,196	81,781	97.16	63.47
	1,004,398	880,510	779.47	683.32
NET SURPLUS	-	-		

01-Oct-17

TO: 31-May-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	443,849	467,210	316.10	332.74
NON-DWELL. RENTS	0	0	0.00	0.00
OTHER INCOME	3,191	24,539	2.27	17.48
PFS SUBSIDY	359,011	372,242	255.68	265.10
	<b>806,051</b>	<b>863,991</b>	<b>574.05</b>	<b>615.32</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	275,916	241,820	196.50	172.22
TENANT SERVICES	0	1,291	0.00	0.92
UTILITIES	121,570	123,449	86.58	87.92
MAINT.	205,294	242,740	146.21	172.88
GENERAL	84,591	69,092	60.24	49.21
DEPRECIATION	84,567	83,872	60.23	59.73
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>771,938</b>	<b>762,264</b>	<b>549.76</b>	<b>542.88</b>
NET SURPLUS	34,113	101,728		
NET FROM OPERATIONS	<b>34,113</b>	<b>101,728</b>		
ENDING EQUITY BALANCE	<b>2,374,723</b>	<b>2,307,109</b>		
NET SURPLUS	34,113	101,728		
ADD BACK DEPRECIATION	84,567	83,872		
<b>CASH FLOW</b>	<b>118,680</b>	<b>185,600</b>		

## 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

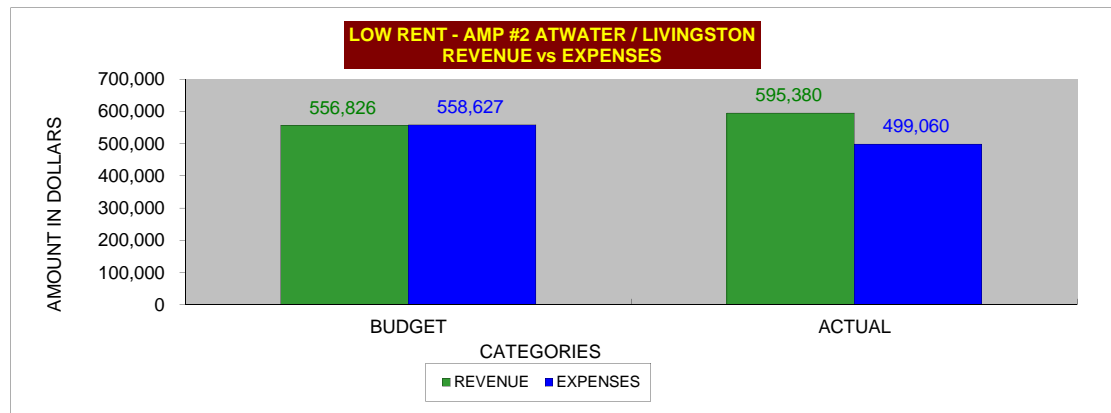
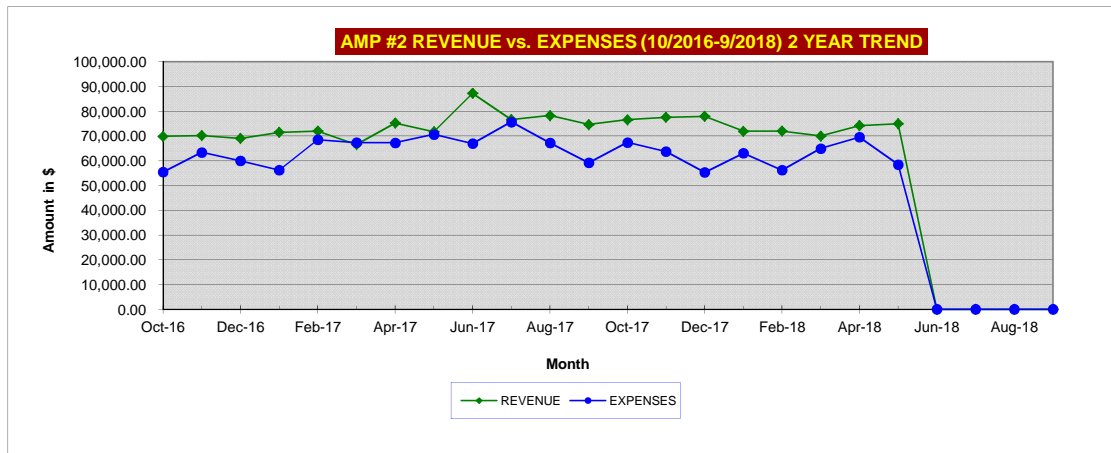
TO:

REV. RATE:

66.5%

# UNIT/MONTH:

1,404



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	362,920	388,549	388.80	416.26
INTEREST	0	0	0.00	0.00
OTHER INCOME	10,411	5,984	11.15	6.41
PFS SUBSIDY	183,495	200,847	196.58	215.17
	<b>556,826</b>	<b>595,380</b>	596.53	637.84
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	195,266	163,490	209.19	175.15
UTILITIES	113,890	114,172	122.01	122.31
MAINT.	137,086	120,128	146.86	128.70
GENERAL	65,115	54,065	69.76	57.92
DEPRECIATION	47,270	46,880	50.64	50.22
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>558,627</b>	<b>499,060</b>	598.46	534.65
NET SURPLUS	(1,801)	96,320		
NET FROM OPERATIONS	(1,801)	96,320		
ENDING EQUITY BALANCE	1,829,889	1,731,768		
NET SURPLUS	(1,801)	96,320		
ADD BACK DEPRECIATION	47,270	46,880		
CASH FLOW	45,469	143,200		

## 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: 66.5%

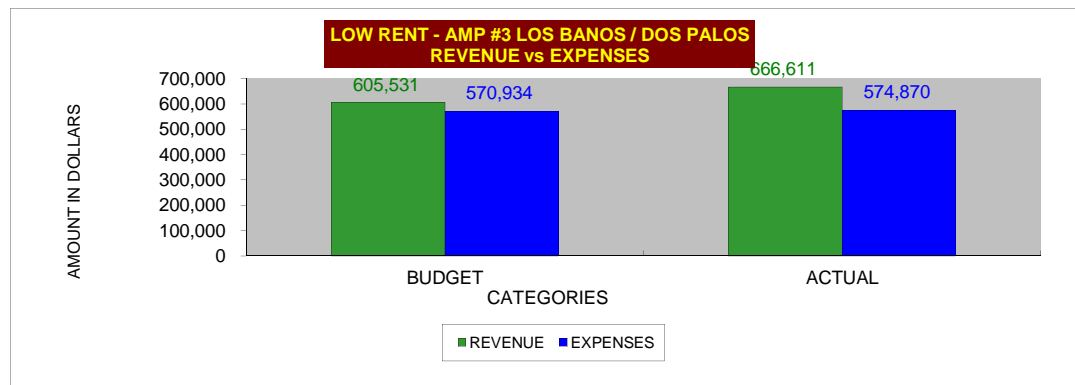
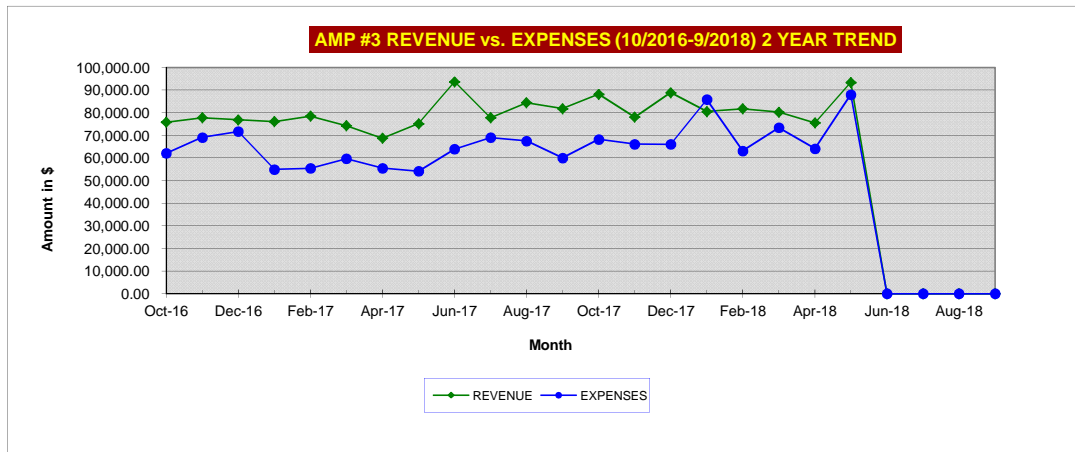
# UNIT/MONTH: 1,464

REPORT PERIOD FROM:

01-Oct-17

TO:

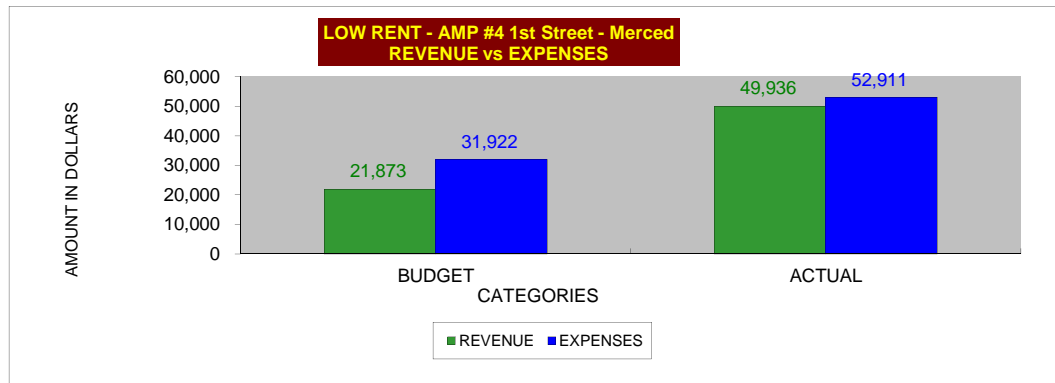
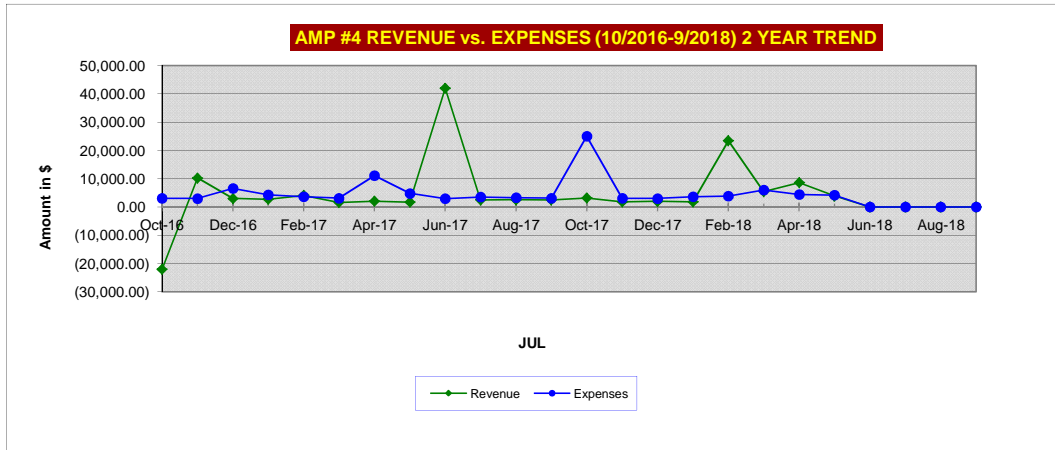
31-May-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	328,732	385,872	337.74	396.45
INTEREST	0	0	0.00	0.00
OTHER INCOME	8,975	24,776	9.22	25.46
PFS SUBSIDY	267,824	255,963	275.17	262.98
	605,531	666,611	622.13	684.89
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	197,623	164,855	203.04	169.37
UTILITIES	100,473	94,596	103.23	97.19
MAINT.	173,263	226,115	178.01	232.31
GENERAL	60,733	50,296	62.40	51.67
DEPRECIATION	38,842	38,520	39.91	39.58
EQUITY TRANSFERS	0	0	0.00	0.00
	570,934	574,870	586.59	590.62
NET SURPLUS	34,597	91,741		
NET FROM OPERATIONS	34,597	91,741		
ENDING EQUITY BALANCE	1,742,530	1,685,385		
NET SURPLUS	34,597	91,741		
ADD BACK DEPRECIATION	38,842	38,520		
CASH FLOW	73,439	130,261		

01-Oct-17

TO: 31-May-18



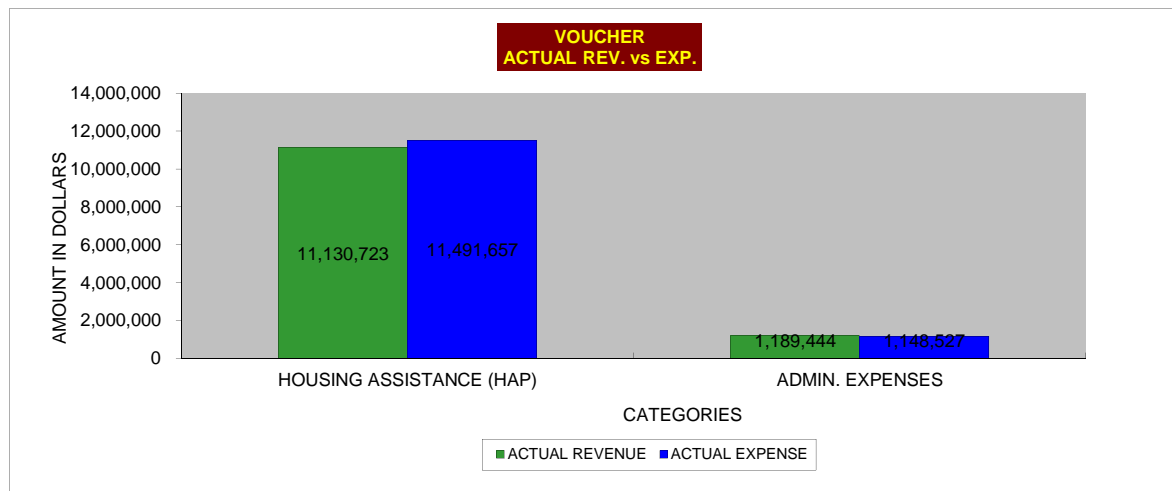
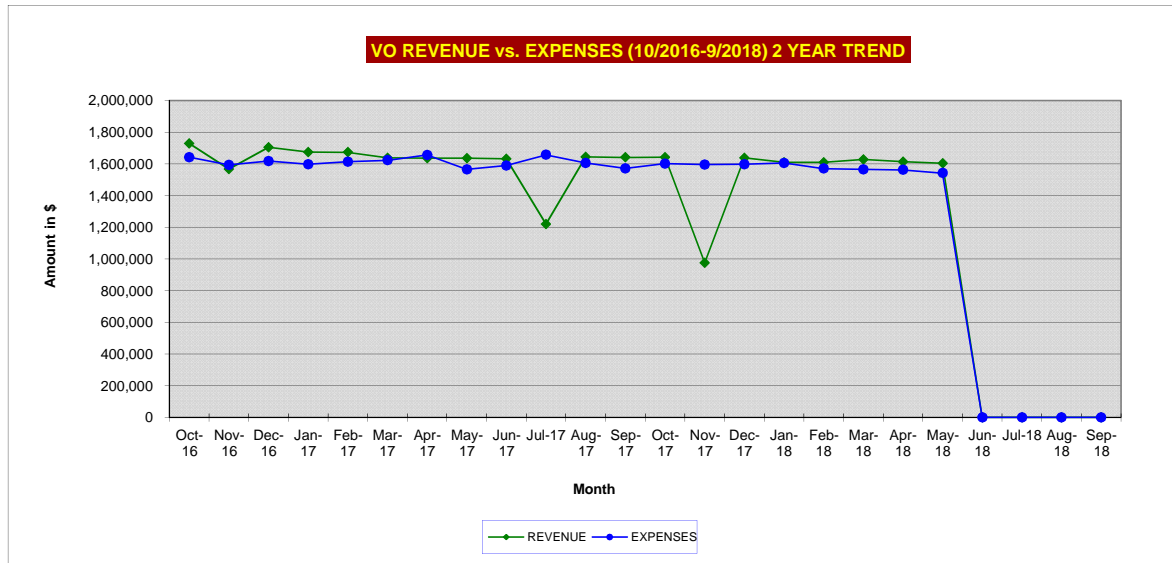
REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	11,967	5,816	250.00	121.50
OTHER INCOME	332	1,911	6.94	39.92
PFS SUBSIDY	9,574	20,459	200.00	427.41
CFP FUNDS	0	21,750	0.00	454.37
	21,873	49,936	456.94	1,043.20
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	8,821	10,157	184.28	212.19
UTILITIES	4,215	3,959	88.05	82.70
MAINT.	6,613	27,244	138.15	569.14
GENERAL	3,098	2,455	64.72	51.29
DEPRECIATION	9,175	9,096	191.67	190.02
EQUITY TRANSFERS	0	0	0.00	0.00
	31,922	52,911	666.87	1,105.35
NET SURPLUS	(10,049)	(2,975)		
NET FROM OPERATIONS	(10,049)	(24,725)		
ENDING EQUITY BALANCE	863,427	856,353		
NET SURPLUS	(10,049)	(2,975)		
ADD BACK DEPRECIATION	9,175	9,096		
CASH FLOW	(874)	6,121		

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: 66.5%  
BUDGET # VOUCHER MONTHS: 33,492  
YTD VOUCHERS 16,177  
YTD % 48.3%

01-Oct-17

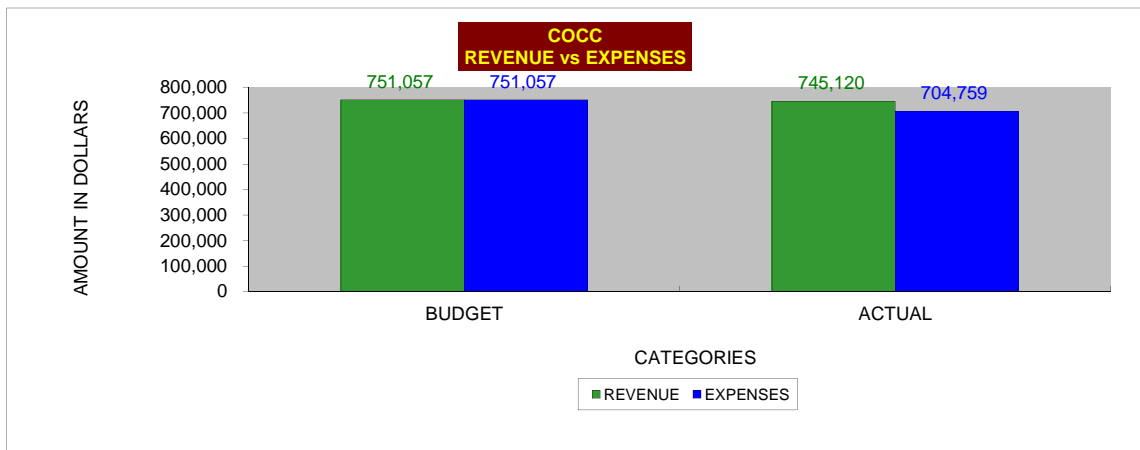
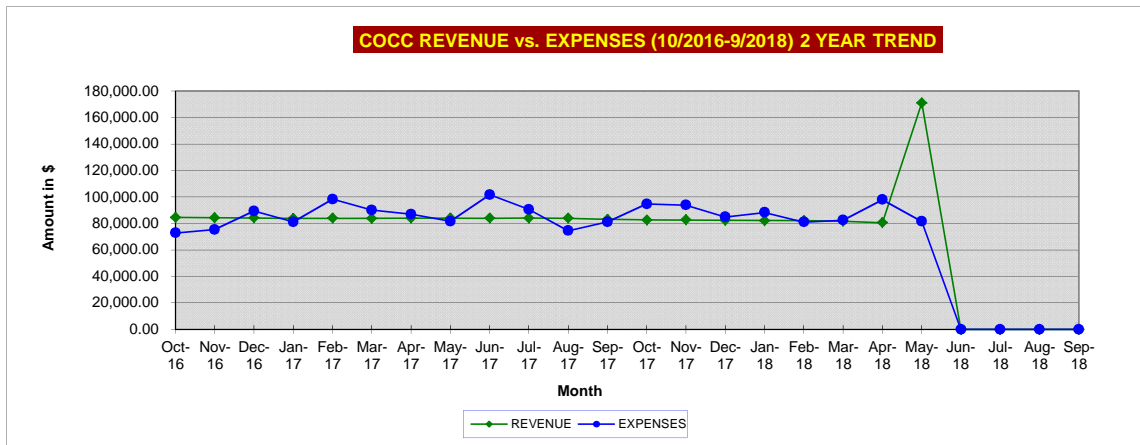
TO: 31-May-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	11,968,230	11,130,723	537.50	499.88
ADMIN. FEES	1,233,801	1,189,444	55.41	53.42
	13,202,031	12,320,167	592.91	553.30
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	11,967,033	11,491,657	537.44	516.09
ADMIN. EXPENSES	1,131,695	1,148,527	50.82	51.58
	13,098,728	12,640,184	588.26	567.67
NET SURPLUS	103,303	(320,017)		
HAP SURPLUS YTD Change	1,196	(360,934)		
ADMIN SURPLUS YTD Change	102,106	40,917		
HAP SURPLUS BALANCE	150,488	(211,642)		
ADMIN SURPLUS BALANCE	86,558	25,369		

01-Oct-17

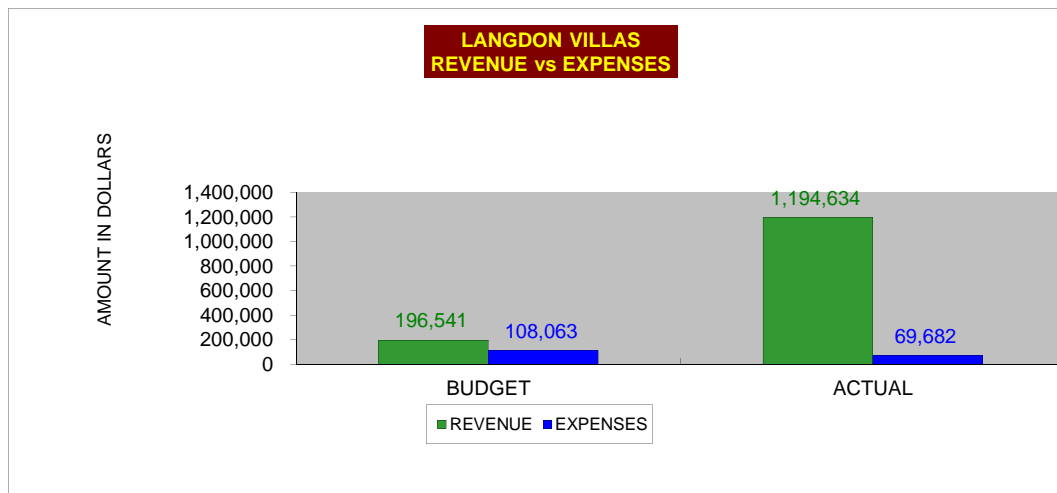
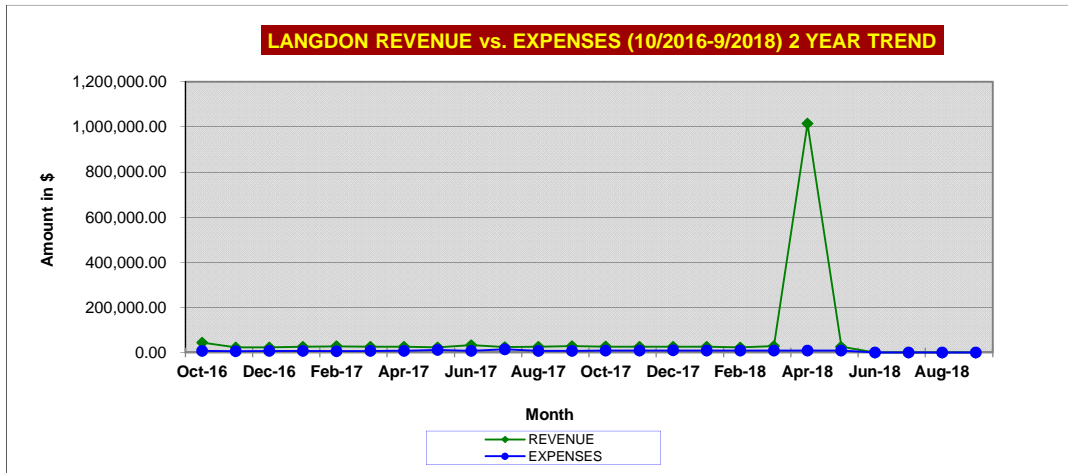
TO: 31-May-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	91,392	0.00	46.76
MANAGEMENT FEES	671,171	653,728	343.38	334.45
ASSET MANAGEMENT FEES	33,348	0	17.06	0.00
CFP ADMIN FEES	46,538	0	23.81	0.00
	<b>751,057</b>	<b>745,120</b>	<b>384.25</b>	<b>381.21</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	584,592	571,127	299.08	292.19
UTILITIES	27,325	22,297	13.98	11.41
MAINT.	50,807	47,942	25.99	24.53
GENERAL	88,334	62,938	45.19	32.20
	<b>751,057</b>	<b>704,759</b>	<b>384.24</b>	<b>360.56</b>
NET SURPLUS	0	40,361		
NET FROM OPERATIONS	0	40,361		
ENDING RESERVE BALANCE	(289,939)	(249,578)		
NET SURPLUS	0	40,361		
ADD BACK DEPRECIATION	0	0		
CASH FLOW	0	40,361		

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: 01-Oct-17 TO: 31-May-18

REV. RATE: 66.5%  
 # UNIT/MONTH: 12



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	30,715	30,800	3,849.95	3,860.61
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	147,875	147,436	18,535.30	18,480.27
OTHER INCOME	17,951	1,016,398	2,250.06	127,399.73
	<b>196,541</b>	<b>1,194,634</b>	<b>24,635.31</b>	<b>149,740.61</b>

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	45,227	28,309	5,668.95	3,548.31
UTILITIES	997	995	124.97	124.71
MAINT. & OPER.	3,322	933	416.39	116.95
GENERAL	58,517	39,446	7,334.78	4,944.33
	<b>108,063</b>	<b>69,682</b>	<b>13,545.09</b>	<b>8,734.30</b>

<b>NET SURPLUS</b>	<b>88,478</b>	<b>1,124,951</b>		
<b>ENDING EQUITY BALANCE</b>	<b>9,905,623</b>	<b>10,942,096</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

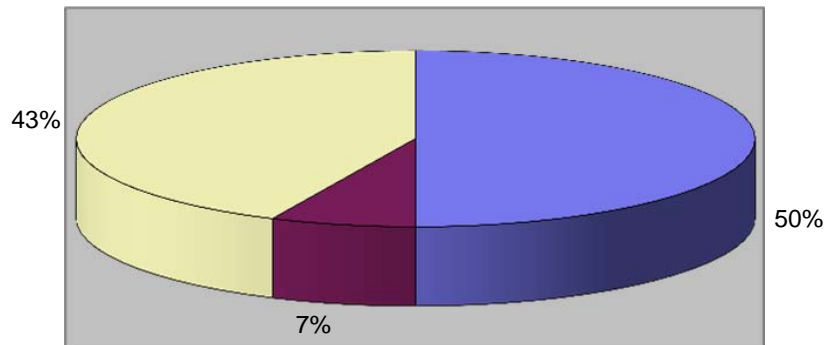
TO:

31-May-18

EXPEND. RATE:

# UNIT/MONTH:

## LANGDON VILLA BALANCE SHEET



■ ASSETS ■ LIABILITIES ■ EQUITY

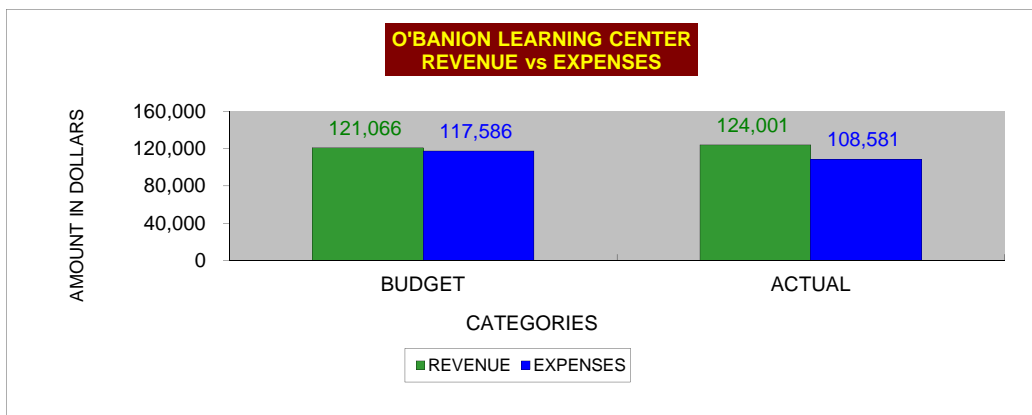
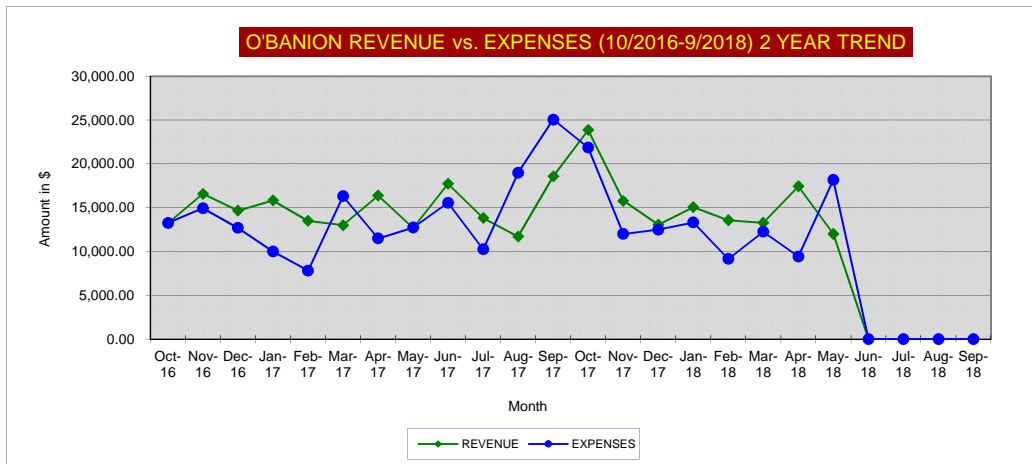
CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	5,036,202			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	123,871			
NOTES RECEIVABLE	917,336			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,644,098			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,987		
Other Current Liabilities		151,653		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,495,835		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			10,238,107	
CURRENT YEAR			1,124,951	
EQUITY TRANSFERS			0	
	<b>\$13,185,955</b>	<b>\$1,822,897</b>	<b>\$11,363,059</b>	<b>\$13,185,955</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:

REV. RATE: 66.5%  
# UNIT/MONTH: 72

01-Oct-17

TO: 31-May-18

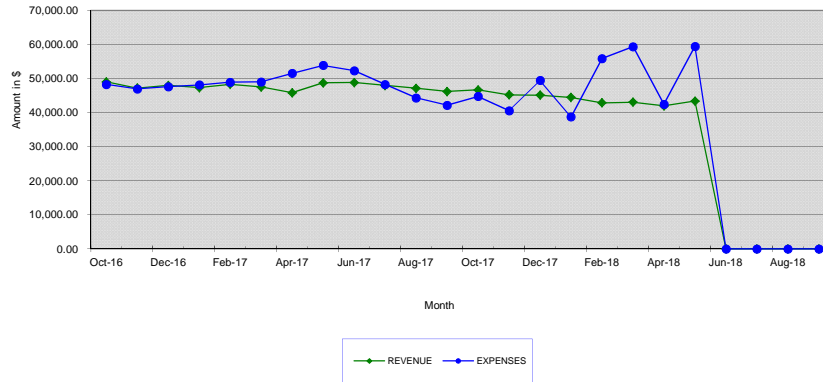


REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	121,066	124,001	2,529.16	2,590.48
OTHER INCOME	0	0	0.00	0.00
	121,066	124,001	2,529.16	2,590.48
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	12,898	13,050	269.45	272.63
UTILITIES	43,779	35,604	914.58	743.79
MAINT. & OPER.	24,263	23,221	506.87	485.09
GENERAL	878	840	18.34	17.55
DEPRECIATION	35,768	35,867	747.22	749.28
	117,586	108,581	2,456.46	2,268.34
NET SURPLUS	3,480	15,420		
ENDING EQUITY BALANCE	2,435,199	2,447,139		
ADD BACK DEPRECIATION	35,768	35,867		
CASH FLOW	39,248	51,287		

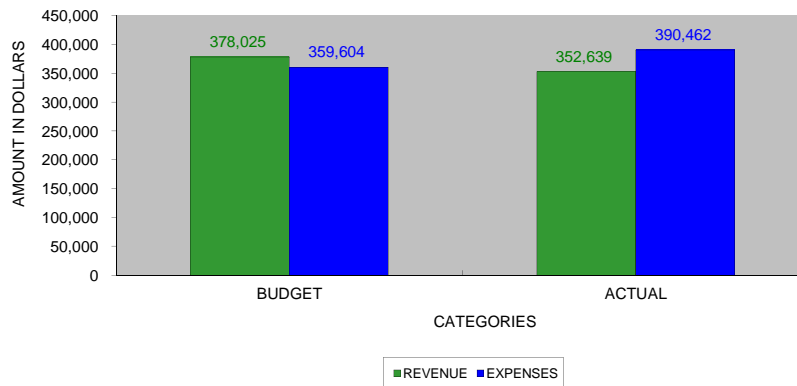
01-Oct-17

TO: 31-May-18

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



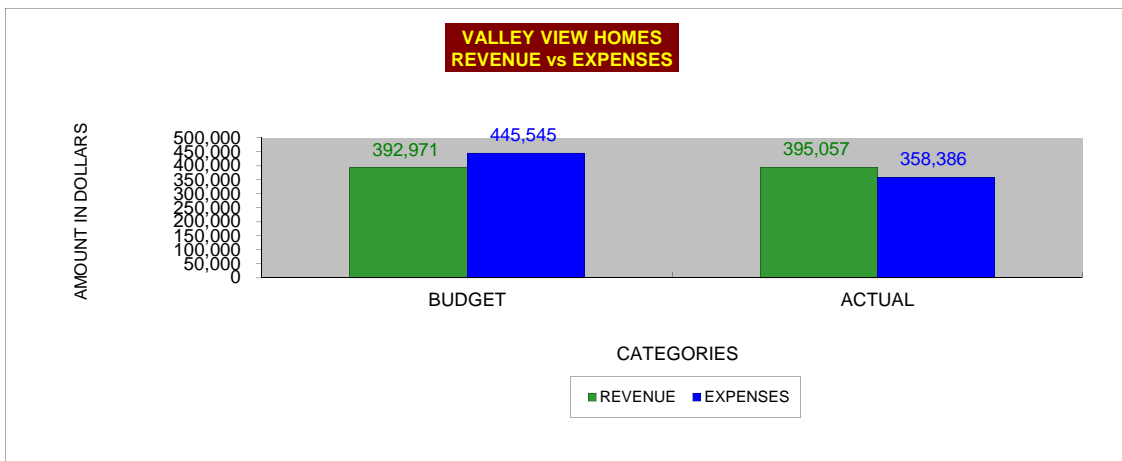
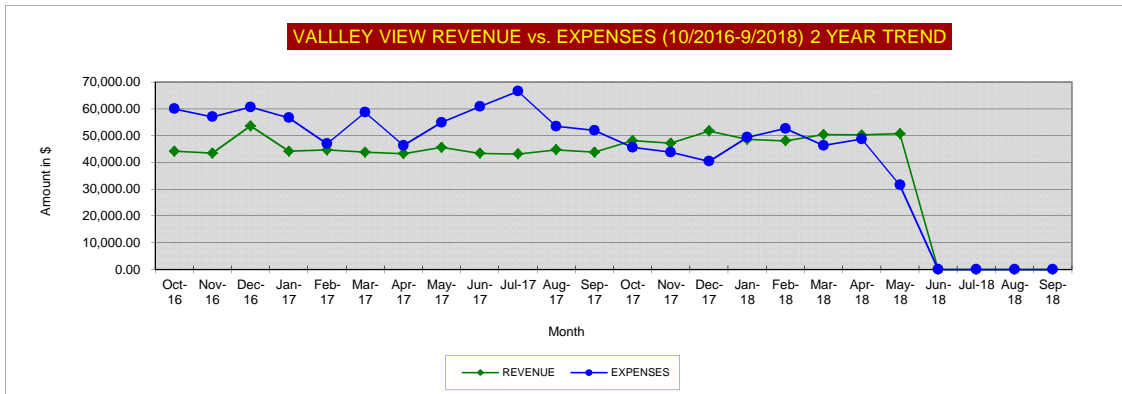
**FELIX TORRES YR REVENUE vs EXPENSES**



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	377,360	351,420	1,028.26	957.58
INTEREST	0	0	0.00	0.00
OTHER INCOME	665	1,219	1.81	3.32
	<b>378,025</b>	<b>352,639</b>	<b>1,030.07</b>	<b>960.90</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	72,806	41,743	198.39	113.74
UTILITIES	59,536	51,766	162.23	141.06
MAINT.	49,331	75,350	134.42	205.32
GENERAL	45,103	88,410	122.90	240.91
DEPRECIATION	132,828	133,194	361.94	362.94
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>359,604</b>	<b>390,462</b>	<b>979.88</b>	<b>1,063.97</b>
NET SURPLUS	18,421	(37,823)		
NET FROM OPERATIONS	18,421	(37,823)		
ENDING EQUITY BALANCE	(146,406)	(202,650)		
NET SURPLUS	18,421	(37,823)		
ADD BACK DEPRECIATION	132,828	133,194		
LESS CAPITAL EXPENDITURES	0	0		
CASH FLOW	151,249	95,371		

01-Oct-17

TO: 31-May-18



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	386,110	374,520	662.97	643.07
INTEREST	1,197	0	2.05	0.00
OTHER INCOME	5,664	20,537	9.73	35.26
	<b>392,971</b>	<b>395,057</b>	<b>674.75</b>	<b>678.33</b>
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	103,067	81,699	176.97	140.28
UTILITIES	68,611	63,318	117.81	108.72
MAINT. & OPER.	97,673	70,317	167.71	120.74
GENERAL	23,064	17,360	39.60	29.81
DEPRECIATION	26,938	26,712	46.25	45.87
BOND INTEREST	114,059	98,980	195.84	169.95
BOND REPLACEMENT RESV	12,133	0	20.83	0.00
	<b>445,545</b>	<b>358,386</b>	<b>765.01</b>	<b>615.37</b>
<b>NET SURPLUS</b>	<b>(52,574)</b>	<b>36,671</b>		
BOND PRINCIPAL	49,863	0		
<b>ADJUSTED SURPLUS</b>	<b>(102,437)</b>	<b>36,671</b>		
ADD BACK DEPRECIATION	26,938	26,712		
ADD BACK BOND COST AMORT	0	0		
<b>CASH FLOW</b>	<b>(75,499)</b>	<b>63,383</b>		
<b>ENDING EQUITY BALANCE</b>	<b>(2,556,297)</b>	<b>(2,417,190)</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:

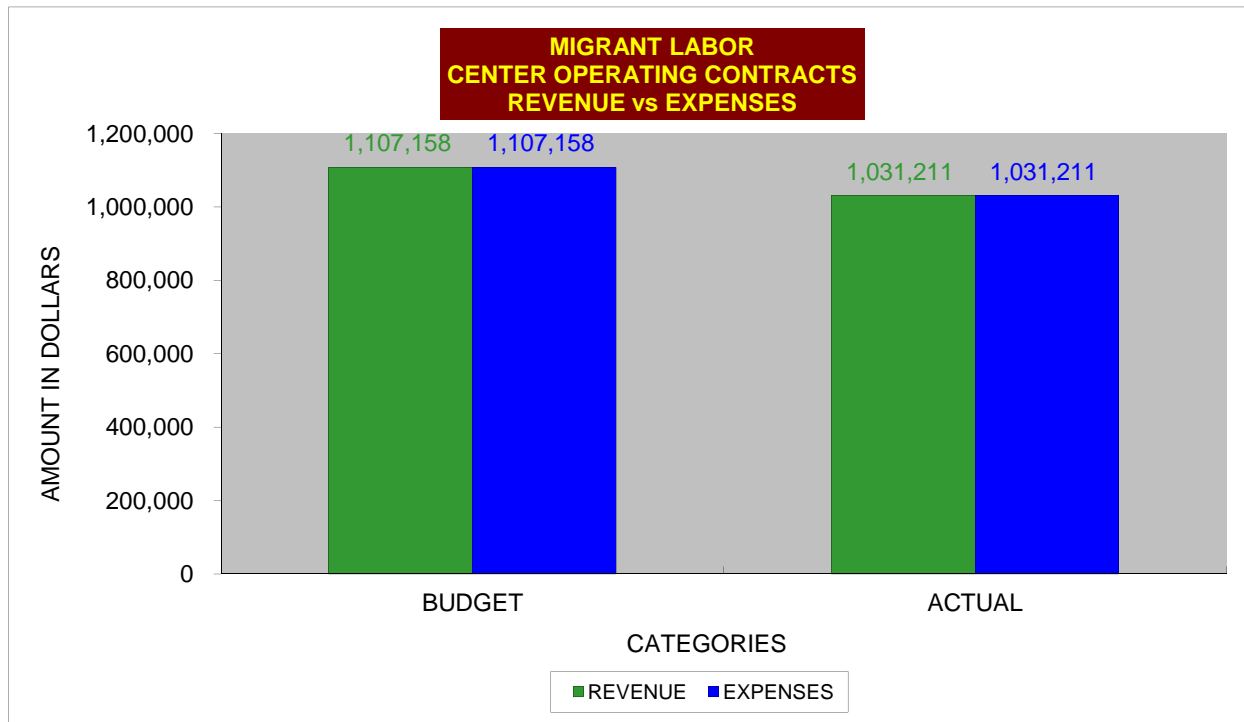
31-May-18

EXPEND. RATE:

91.8%

# UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	1,107,158	1,031,211	779.46	725.99
	1,107,158	1,031,211	779.46	725.99
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	552,083	483,727	388.68	340.55
OPERATIONS	294,810	295,566	207.55	208.08
MAINTENANCE	17,113	26,347	12.05	18.55
ADMINISTRATION	105,147	103,451	74.03	72.83
DEBT SERVICE	138,005	122,119	97.16	85.97
	1,107,158	1,031,211	779.47	725.98
NET SURPLUS	-	-		



## 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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### Summary of Admissions and Continued Occupancy Policy (ACOP) Changes

Below is a summary of the changes incorporated in the 2018 ACOP regarding the policies for the Public Housing Program.

#### Chapter 2 – **Fair Housing and Equal Opportunity**

- Revised Part II, 2-II.A. Overview: added outreach efforts, Page 2-5;
- Revised Exhibit 2-1 – added Privacy Rights, Pages 2-18 and 2-19

#### Chapter 3 – **Eligibility**

- Revised 3-III.F. Prohibition against denial of assistance to victims of domestic violence, dating violence, sexual assault, or stalking, Pages 3-38 through 3-44

#### Chapter 4 – **Application, Waiting List and Tenant Selection**

- Removed Homeless preference, Page 4-14

#### Chapter 6 – **Income and Rent Determinations**

- Designated additional kinds of excludable income, Page 6-40;
- Revised definition of Flat Rent qualifications, Page 6-45

#### Chapter 7 – **Verification**

- Revised HUD's Verification Hierarchy as per HUD's PIH Notice 2017-12, Pages 7-4 through 7-11;
- Privacy Protection Guidance for Third Parties (PIH 2015-06), Pages 7-38 through 7-43

#### Chapter 12 – **Transfer Procedure**



- Revised Emergency Transfer Timing and Availability – added record keeping and reporting of requests, Page 12-4

#### Chapter 16 – **Program Administration**

- Revised Establishing and Review of Flat Rents as per HUD's PIH Notice 2017-23, Pages 16-4 and 16-5;
- Revised Part VI: Reporting requirements for children with environmental intervention blood lead level as per HUD's PIH Notice 2017-13, Pages 16-13 through 16-20

#### Chapter 17 – **No Smoking (Tobacco Free) Procedure**

- Changed chapter title from "No Smoking (Tobacco Free) Procedure" to "Smoke-Free Policy", page 17-1;
- Revised 17-I.A. Introduction per HUD's PIH Notice 2014-03, Page 17-1

#### Chapter 19 – **Violence Against Women Act (VAWA)**

- Added chapter for VAWA, Revised VAWA rules as per HUD's PIH Notice 2017-08, Pages 19-1 through 19-14



## Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341  
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### Summary of Administrative Plan Changes

Below is a summary of the changes incorporated in the 2018 Administrative Plan regarding the policies for the Housing Choice Voucher Program (HCV).

#### Chapter 2 – **Eligibility for Admission**

- Revised self-certification verification for joint custody of children, Page 2-6;
- Required the need to obtain “Authority” approval for the return of any permanently absent adult family member, Page 2-13

#### Chapter 3 – **Applying for Admission**

- Revised response time from ten (10) business days to fourteen (14) calendar days, Page 3-6
- Revised method of notification for briefing to include “and/or email”, Page 3-7

#### Chapter 4 – **Establishing Preferences and Maintaining the Waiting List**

- Designated an additional 50 vouchers for “Homeless”, total of 150;
- Revised Independent Living Skills Program Vouchers from “20 annually” to a total set aside of 20 vouchers;
- Designated 20 vouchers for Cal Works Applicants;
- Designated 10 vouchers for elderly or dependent adults referred by Adult Protective Services

#### Chapter 6 – **Factors Related to Total Tenant Payment and Family Share Determination**

- Designated additional kinds of excludable income, Page 6-4;



- Revised “temporarily absent” from “more than 90 days” to “more than 30 days”, Page 6-7;
- Revised and removed “during this time period, the minor child can be residing in unit if prior approval received from owner”, Page 6-11

#### Chapter 7 – **Verification Procedures**

- Revised HUD’s Verification Hierarchy as per HUD’s PIH Notice 2017-12), Pages 7-1 through 7-9;
- Verification of Legal Identity – added “REAL ID”, Page 7-21;
- Veteran Preference – added “is a current member of the US Military Armed forces”, Page 7-30;
- Privacy Protection Guidance for Third Parties (PIH 2015-06), Pages 7-31 through 7-37

#### Chapter 9 **Request for Approval of Tenancy and Contract Execution**

- Removed Owner’s option to use “Authority” lease, Page 9-4);
- Correction to initial lease term – removed “to owner”, Page 9-5

#### Chapter 10 – **Housing Quality Standards and Inspections**

- Abatement Page 10-15
- Revised Reporting requirements for children with environmental intervention blood lead level as per HUD’s Notice 2017-13, Pages 10-17 through 10-35

#### Chapter 11 – **Owner Rents, Rent Reasonableness and Payment**

- Revised method of HAP payment to owners. Electronic Funds Transfer will be the primary method of payment, Page 11-2

#### Chapter 20 – **Special Housing Types**

- Revised method of calculation for rent of manufactured home as per PIH 2017-18, Page 20-8

#### Chapter 23 – **Project Based Voucher**

- Preferences – added USDA requirement for Midway PBV site, Page 23-21;

- Revised Family Choice to Move with Continued Assistance, Page 23-34;
- Designated VAWA Emergency Transfer Plan for PBV Participants, Pages 23-34 through 23-36

Chapter 24 – **Violence Against Women Act (VAWA)**

- Revised VAWA rules as per PIH 2017-08, pages 24-1 through 24-15;
- Revised HUD VASH VAWA rules as per PIH 2017-08, Pages 24-18 through 24-20

**JIM COSTA**

16TH DISTRICT, CALIFORNIA

WEB PAGE: [www.costa.house.gov](http://www.costa.house.gov)

COMMITTEE ON NATURAL RESOURCES  
SUBCOMMITTEE ON  
ENERGY AND MINERAL RESOURCES  
SUBCOMMITTEE ON  
WATER, POWER AND OCEANS



CONGRESS OF THE UNITED STATES  
HOUSE OF REPRESENTATIVES  
WASHINGTON, DC 20515

COMMITTEE ON AGRICULTURE  
SUBCOMMITTEE ON  
LIVESTOCK AND FOREIGN AGRICULTURE  
RANKING MEMBER  
SUBCOMMITTEE ON  
BIOTECHNOLOGY, HORTICULTURE AND RESEARCH

March 14, 2018

The Honorable Thomas Homan  
Acting Director  
U.S. Immigration and Customs Enforcement  
500 12<sup>th</sup> Street, SW  
Washington, D.C. 20563

Dear Acting Director Homan:

Recently, I had a constructive meeting with U.S. Immigration and Customs Enforcement (ICE) leadership regarding employment enforcement, agency priorities and practices, including the I-9 audit program. I appreciate your team's time and candor. The safety and security of the communities in California's 16<sup>th</sup> District's is my top concern. I am proud of the strong working relationship built over the years between my office and ICE and I fully expect our working partnership to continue to insure our nation's immigration laws are fairly and responsibly enforced.

We discussed my concerns about the Administration's prioritization of employment enforcement, specifically I-9 workplace audits. It is my understanding from your recent remarks at the Heritage Foundation, you have instructed HSI to increase work site enforcement "by four to five times" through this fiscal year.<sup>1</sup> Based on my conversation with your leadership team, that level of workplace enforcement could be continued for the foreseeable future. Without fixing our broken immigration system, I am concerned that dedicating that amount of resources to I-9 audits would be counterproductive. In addition, it would have severe and disproportionate economic impacts on many agricultural communities like those in the 16<sup>th</sup> District.

Increasing I-9 audits will only divert ICE resources from other critical enforcement priorities. Instead of tracking down human traffickers, investigating terrorists, or apprehending members of transnational criminal organizations, ICE would send armed agents to businesses around the country to search for employment paperwork irregularities.

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<sup>1</sup> Tal Koplan, *ICE Chief Pledges Quadrupling or More of Workplace Crackdowns*, CNN, (Oct. 17, 2017) <https://www.cnn.com/2017/10/17/politics/ice-crackdown-workplaces/index.html>.

In the San Joaquin Valley, like many other areas around the country, law enforcement agencies are working to confront drug and sex traffickers that too often target immigrants and their children. In Fresno, for example, it was recently reported that police have identified trafficking victims from every high school and most middle schools in the county. Recently, police seized \$100,000 worth of heroin from a truck near a Fresno area middle school. Police suspect the drugs came from a Mexican cartel.<sup>2</sup> Stopping this type of activity requires strategic and sophisticated interior immigration enforcement. ICE should focus its limited resources on hardened criminals who are harming our communities, not hard-working individuals who are positively contributing to our communities.

With that, I have several questions about the increased I-9 audits based on our conversation:

- How does ICE plan to ensure that increased employment enforcement does not reduce action on other enforcement priorities, particularly drug and human trafficking and anti-terrorism investigations?
- With a four-to-five-fold increase in I-9 audits, how does ICE plan to select and prioritize employers for investigation? We discussed the role of tips, complaints, previous audits, and law enforcement records in identifying employers for audits. Are there other criteria field offices may use to determine which employers to audit? How will these new audits be distributed across the country? Will any specific region, state, industry, or profession be targeted? How will ICE evaluate the efficiency and effectiveness of this enforcement strategy?
- What types of policies are in place to ensure against discriminatory enforcement, particularly with regard to race, color, and national origin?
- How does ICE plan to measure its increase in work place enforcement? Is the 400% – 500% percent based on agent hours, number of arrests, number of active investigations, or other metrics?
- In our conversation, one option discussed for expanding audit capacity was hiring contractors. How many audit contractors would need to be hired to expand the program? What type of training would contractors receive and how would they be distributed? Has ICE previously used contractors for other law enforcement functions? If so, did ICE conduct any studies on the effectiveness and efficiency of contractors for law enforcement? Please provide any such materials.

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<sup>2</sup> Rory Appleton, *Police Seize \$100,000 Worth of Mexican Heroin Near East-Central Fresno School*, THE FRESNO BEE (Feb. 21, 2017) <http://www.fresnobee.com/news/local/crime/article134151139.html>.

- To accommodate this new priority, will there be staff changes in the field offices? Will the field offices remain similarly sized and resourced to their current state or should I expect some offices to grow while others decrease their capacity?

I recently read your comments on immigration enforcement, “If people don’t like it, people like Nancy Pelosi and Dianne Feinstein can certainly change the law.”<sup>3</sup> As we both know, my colleagues and I have worked diligently for decades to fix the broken immigration system. Unfortunately, there is not bi-partisan support for these efforts. In that light, I ask about your policies and priorities for implementing the existing law.

Thank you very much and I look forward to receiving your response before March 21, 2018.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Costa', with a stylized flourish at the end.

JIM COSTA

Member of Congress

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<sup>3</sup> Luis Sanchez, *ICE Director hits California Democrats*, THE HILL (Mar. 12, 2018) <http://thehill.com/homenews/administration/378046-ice-director-hits-california-democrats-for-their-attacks-against-the>

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** June 19, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-13**, 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.

On April 17, 2018, the Board approved a revision to the Department of Housing and Urban Development (HUD) mandated 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. 2018-13**, approving the revised Operating Budgets for Fiscal Year 2017 – 2018.

**RESOLUTION NO. 2018-13**

**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 June 19, 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:

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

Dated: June 19, 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 6/14/18

	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	18,725,000	-	-	-	-	-	1,151,733	21,069,454
OTHER INCOME	70,500	3,600	1,115,135	1,210,823	-	1,800	1,000	-	2,402,858
TOTAL REVENUES	3,081,577	18,728,600	1,115,135	1,257,023	182,100	591,080	526,221	1,151,733	26,633,469

EXPENSES

TOTAL ADMINISTRATIVE	970,464	1,569,085	836,040	56,909	19,400	140,748	69,300	683,601	4,345,547
TOTAL UTILITIES	514,780	-	40,100	1,650	64,550	103,200	85,430	249,000	1,058,710
TOTAL MAINTENANCE AND OPS	913,365	111,960	76,420	4,397	37,095	141,913	110,900	49,230	1,445,280
TOTAL GENERAL EXPENSE	314,591	119,540	133,367	83,913	1,320	34,691	26,370	19,500	733,292
TOTAL HOUSING ASSISTANCE	-	16,950,000	-	-	-	-	-	-	16,950,000
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	2,983,724	18,750,585	1,085,927	150,307	176,165	632,631	516,791	1,151,733	25,447,863

GAIN OR LOSS (CURRENT REVISION)	97,853	(21,985)	29,208	1,106,716	5,935	(41,551)	9,430	-	1,185,606
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REVISED BUDGET AS OF APRIL 17, 2018

BOARD APPROVED BUDGET GAIN/LOSS	91,176	(90,985)	29,573	145,316	5,935	(41,551)	9,430	-	148,894
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VARIANCES - GAIN/(LOSS)	6,677	69,000	(365)	961,400	-	-	-	-	1,036,712
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ORIGINAL BUDGET

BOARD APPROVED BUDGET GAIN/LOSS	81,403	155,381	-	133,081	5,235	(60,831)	27,711	-	341,980
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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	REVISED BUDGET 2017-2018	BUDGET VS. BUDGET	DIFF. %	COMMENTS
		PH TOTALS	PH TOTALS	DIFFERENCE		
	REVENUES					
1	TENANT INCOME	1,818,356.00	1,818,356.00	-	0.00%	
2	GRANT INCOME	1,192,721.00	1,192,721.00	-	0.00%	
3	OTHER INCOME	65,500.00	70,500.00	5,000.00	7.63%	
4	<b>TOTAL REVENUES</b>	<b>3,076,577.00</b>	<b>3,081,577.00</b>	<b>5,000.00</b>	<b>0.16%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	238,740.00	226,740.00	(12,000.00)	-5.03%	Position changes - Asset Mgr --> Housing Pgm Spec.
6	FRINGE BENEFITS	217,873.00	213,073.00	(4,800.00)	-2.20%	Position changes - Asset Mgr --> Housing Pgm Spec.
7	LEGAL EXPENSE	12,547.00	18,347.00	5,800.00	46.23%	Increased Vacancies
8	MANAGEMENT FEES	339,864.00	328,664.00	(11,200.00)	-3.30%	Increased Vacancies
9	BOOKKEEPING FEES	37,466.00	36,766.00	(700.00)	-1.87%	Increased Vacancies
10	ASSET MANAGEMENT FEES	50,105.00	50,105.00	-	0.00%	
11	OTHER ADMIN EXPENSES	96,769.00	96,769.00	-	0.00%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>993,364.00</b>	<b>970,464.00</b>	<b>(22,900.00)</b>	<b>-2.31%</b>	
	UTILITIES					
13	WATER	130,000.00	125,000.00	(5,000.00)	-3.85%	
14	ELECTRICITY	23,900.00	26,200.00	2,300.00	9.62%	
15	GAS	2,700.00	3,200.00	500.00	18.52%	
16	GARBAGE/TRASH	157,770.00	159,770.00	2,000.00	1.27%	
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>514,980.00</b>	<b>514,780.00</b>	<b>(200.00)</b>	<b>-0.04%</b>	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	214,848.00	221,848.00	7,000.00	3.26%	
21	FRINGE BENEFITS	57,237.00	57,237.00	-	0.00%	
22	UNIFORMS	3,350.00	2,850.00	(500.00)	100.00%	
23	VEHICLE GAS, OIL	15,860.00	17,160.00	1,300.00	8.20%	
24	MATERIALS	212,345.00	212,345.00	-	0.00%	
25	<b>CONTRACT COSTS</b>	<b>383,925.00</b>	<b>401,925.00</b>	<b>18,000.00</b>	<b>4.69%</b>	Work Order Contract

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

		BOARD APPROVED BUDGET 2017-2018 <b>PH TOTALS</b>	REVISED BUDGET 2017-2018 <b>PH TOTALS</b>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
LINE #	ITEM					
26	TOTAL MAINTENANCE AND OPERATIONS	887,565.00	913,365.00	25,800.00	2.91%	
	GENERAL EXPENSE					
27	INSURANCE	85,347.00	80,970.00	(4,377.00)	-5.13%	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	103,093.00	103,093.00	-	0.00%	
31	OTHER GENERAL EXPENSE	7,934.00	7,934.00	-	0.00%	
32	TOTAL GENERAL EXPENSE	318,968.00	314,591.00	(4,377.00)	-1.37%	
	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	2,985,401.00	2,983,724.00	(1,677.00)	-0.06%	
36	GAIN OR LOSS	91,176.00	97,853.00	6,677.00	7.32%	

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	19,354,000.00	18,725,000.00	(629,000.00)	-3.25%	Reduced HAP and Admin Fees due to underutilization
3	OTHER INCOME	3,600.00	3,600.00	-	0.00%	
4	<b>TOTAL REVENUES</b>	<b>19,357,600.00</b>	<b>18,728,600.00</b>	<b>(629,000.00)</b>	<b>-3.25%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	450,000.00	457,000.00	7,000.00	1.56%	Receptionist --> Eligibility Specialist
6	FRINGE BENEFITS	278,945.00	278,945.00	-	0.00%	
7	LEGAL EXPENSE	23,100.00	15,100.00	(8,000.00)	-34.63%	
8	MANAGEMENT FEES	380,000.00	375,000.00	(5,000.00)	-1.32%	Decrease in total vouchers issued
9	BOOKKEEPING FEES	236,600.00	234,600.00	(2,000.00)	-0.85%	Decrease in total vouchers issued
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	208,440.00	208,440.00	-	0.00%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>1,577,085.00</b>	<b>1,569,085.00</b>	<b>(8,000.00)</b>	<b>-0.51%</b>	
	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	<b>TOTAL UTILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	
	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	<b>CONTRACT COSTS</b>	<b>111,600.00</b>	<b>111,600.00</b>	<b>-</b>	<b>0.00%</b>	

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	22,240.00	22,240.00	-	0.00%	
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	119,540.00	119,540.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	17,640,000.00	16,950,000.00	(690,000.00)	-3.91%	Fewer Vouchers utilized
34	TOTAL NON-OPERATING ITEMS	17,640,000.00	16,950,000.00	(690,000.00)	-3.91%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	19,448,585.00	18,750,585.00	(698,000.00)	-3.59%	
36	GAIN OR LOSS	(90,985.00)	(21,985.00)	69,000.00	-75.84%	

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

		BOARD APPROVED BUDGET 2017-2018 COCC	REVISED BUDGET 2017-2018 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
LINE #	ITEM					
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	1,106,000.00	1,115,135.00	9,135.00	0.83%	Lower Mgmt Fees, Recognition of Wrkrs Comp Refund
4	<b>TOTAL REVENUES</b>	<b>1,106,000.00</b>	<b>1,115,135.00</b>	<b>9,135.00</b>	<b>0.83%</b>	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	406,000.00	416,000.00	10,000.00	2.46%	Temporary Staff
6	FRINGE BENEFITS	233,000.00	233,000.00	-	0.00%	
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	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>826,040.00</b>	<b>836,040.00</b>	<b>10,000.00</b>	<b>1.21%</b>	
	UTILITIES					
13	WATER	3,900.00	3,900.00	-	0.00%	
14	ELECTRICITY	31,200.00	28,200.00	(3,000.00)	-9.62%	
15	GAS	3,000.00	5,000.00	2,000.00	66.67%	
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	<b>TOTAL UTILITIES</b>	<b>41,100.00</b>	<b>40,100.00</b>	<b>(1,000.00)</b>	<b>-2.43%</b>	
	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%	
24	MATERIALS	3,600.00	3,600.00	-	0.00%	
25	CONTRACT COSTS	69,820.00	69,820.00	-	0.00%	

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

		BOARD APPROVED BUDGET 2017-2018 COCC	REVISED BUDGET 2017-2018 COCC	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
LINE #	ITEM					
26	TOTAL MAINTENANCE AND OPERATIONS	76,420.00	76,420.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	16,867.00	17,367.00	500.00	2.96%	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	133,367.00	500.00	0.38%	
	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	1,076,427.00	1,085,927.00	9,500.00	0.88%	
36	GAIN OR LOSS	29,573.00	29,208.00	(365.00)	-1.23%	

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 <a href="#">LANGDON</a>	REVISED BUDGET 2017-2018 <a href="#">LANGDON</a>	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	1,210,823.00	961,400.00	385.45%	Decrease in Mgmt Fees, Lawsuit Settlement \$990K
4	<b>TOTAL REVENUES</b>	295,623.00	1,257,023.00	961,400.00	325.21%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	36,109.00	36,109.00	-	0.00%	
6	FRINGE BENEFITS	18,400.00	18,400.00	-	0.00%	
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	56,909.00	56,909.00	-	0.00%	
	UTILITIES					
13	WATER	650.00	650.00	-	0.00%	
14	ELECTRICITY	-	-	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	400.00	400.00	-	0.00%	
17	SEWER	600.00	600.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	TOTAL UTILITIES	1,650.00	1,650.00	-	0.00%	
	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	1,500.00	1,500.00	-	0.00%	
25	CONTRACT COSTS	2,400.00	2,400.00	-	0.00%	

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 <a href="#">LANGDON</a>	REVISED BUDGET 2017-2018 <a href="#">LANGDON</a>	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
26	TOTAL MAINTENANCE AND OPERATIONS	4,397.00	4,397.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	3,600.00	3,600.00	-	0.00%	
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	83,913.00	83,913.00	-	0.00%	
	HOUSING ASSISTANCE PAYMENTS					
33	HOUSING ASSISTANCE (HAP & URP)	-	-	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	3,438.00	3,438.00	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	3,438.00	3,438.00	-	0.00%	
35	TOTAL EXPENSES	150,307.00	150,307.00	-	0.00%	
36	GAIN OR LOSS	145,316.00	1,106,716.00	961,400.00	661.59%	

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%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	-	-	-	0.00%	
4	<b>TOTAL REVENUES</b>	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	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	19,400.00	19,400.00	-	0.00%	
	UTILITIES					
13	WATER	3,350.00	3,350.00	-	0.00%	
14	ELECTRICITY	43,000.00	43,000.00	-	0.00%	
15	GAS	5,500.00	5,500.00	-	0.00%	
16	GARBAGE/TRASH	2,700.00	2,700.00	-	0.00%	
17	SEWER	10,000.00	10,000.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	<b>TOTAL UTILITIES</b>	64,550.00	64,550.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	-	-	-	0.00%	
24	MATERIALS	4,200.00	4,200.00	-	0.00%	
25	<b>CONTRACT COSTS</b>	32,895.00	32,895.00	-	0.00%	

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

		BOARD APPROVED BUDGET 2017-2018 OBANION	REVISED BUDGET 2017-2018 OBANION	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
LINE #	ITEM					
26	TOTAL MAINTENANCE AND OPERATIONS	37,095.00	37,095.00	-	0.00%	
	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	-	-	-	0.00%	
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	176,165.00	176,165.00	-	0.00%	
36	GAIN OR LOSS	5,935.00	5,935.00	-	0.00%	

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>	591,080.00	591,080.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	29,777.00	29,777.00	-	0.00%	
6	FRINGE BENEFITS	28,751.00	28,751.00	-	0.00%	
7	LEGAL EXPENSE	12,000.00	12,000.00	-	0.00%	
8	MANAGEMENT FEES	56,600.00	56,600.00	-	0.00%	
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>	140,748.00	140,748.00	-	0.00%	
	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>	103,200.00	103,200.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	46,121.00	46,121.00	-	0.00%	
21	FRINGE BENEFITS	8,842.00	8,842.00	-	0.00%	
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>	71,550.00	71,550.00	-	0.00%	

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	REVISED BUDGET 2017-2018	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
		<a href="#">VALLEY VIEW</a>	<a href="#">VALLEY VIEW</a>			
26	TOTAL MAINTENANCE AND OPERATIONS	141,913.00	141,913.00	-	0.00%	
	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%	
30	OPEB EXPENSE	16,448.00	16,448.00	-	0.00%	
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%	
36	TOTAL NON-OPERATING ITEMS	40,519.00	40,519.00	-	0.00%	
35	TOTAL EXPENSES	632,631.00	632,631.00	-	0.00%	
36	GAIN OR LOSS	(41,551.00)	(41,551.00)	-	0.00%	

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	525,221.00	525,221.00	-	0.00%	
2	GRANT INCOME	-	-	-	0.00%	
3	OTHER INCOME	1,000.00	1,000.00	-	0.00%	
4	<b>TOTAL REVENUES</b>	526,221.00	526,221.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	-	-	-	0.00%	
6	FRINGE BENEFITS	16,500.00	16,500.00	-	0.00%	
7	LEGAL EXPENSE	3,600.00	3,600.00	-	0.00%	
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	14,400.00	14,400.00	-	0.00%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	69,300.00	69,300.00	-	0.00%	
	UTILITIES					
13	WATER	26,000.00	26,000.00	-	0.00%	
14	ELECTRICITY	16,000.00	16,000.00	-	0.00%	
15	GAS	780.00	780.00	-	0.00%	
16	GARBAGE/TRASH	6,000.00	6,000.00	-	0.00%	
17	SEWER	36,000.00	36,000.00	-	0.00%	
18	OTHER UTILITIES	650.00	650.00	-	100.00%	
19	<b>TOTAL UTILITIES</b>	85,430.00	85,430.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	64,700.00	64,700.00	-	100.00%	
21	FRINGE BENEFITS	25,000.00	25,000.00	-	0.00%	
22	UNIFORMS	800.00	800.00	-	100.00%	
23	VEHICLE GAS, OIL	1,200.00	1,200.00	-	0.00%	
24	MATERIALS	14,400.00	14,400.00	-	0.00%	
25	CONTRACT COSTS	4,800.00	4,800.00	-	0.00%	

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

		BOARD APPROVED BUDGET 2017-2018 FT-YR	REVISED BUDGET 2017-2018 FT-YR	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
LINE #	ITEM					
26	TOTAL MAINTENANCE AND OPERATIONS	110,900.00	110,900.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	10,800.00	10,800.00	-	0.00%	
28	P.I.L.O.T.	-	-	-	0.00%	
29	BAD DEBT EXPENSE	1,170.00	1,170.00	-	100.00%	
30	OPEB EXPENSE	14,400.00	14,400.00	-	0.00%	
31	OTHER GENERAL EXPENSE	-	-	-	0.00%	
32	TOTAL GENERAL EXPENSE	26,370.00	26,370.00	-	0.00%	
	FINANCING EXPENSE					
33	INTEREST EXPENSES	25,000.00	25,000.00	-	0.00%	
34	TOTAL FINANCING EXPENSE	25,000.00	25,000.00	-	0.00%	
	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	516,791.00	516,791.00	-	0.00%	
36	GAIN OR LOSS	9,430.00	9,430.00	-	0.00%	

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

LINE #	ITEM	BOARD APPROVED BUDGET 2017-2018	REVISED BUDGET 2017-2018	BUDGET VS. BUDGET	DIFF. %	COMMENTS
		MIGRANT	MIGRANT	DIFFERENCE		
	REVENUES					
1	TENANT INCOME	-	-	-	0.00%	
2	GRANT INCOME	1,151,733.00	1,151,733.00	-	0.00%	
3	OTHER INCOME	-	-	-	0.00%	
4	<b>TOTAL REVENUES</b>	1,151,733.00	1,151,733.00	-	0.00%	
	EXPENSES					
	ADMINISTRATIVE					
5	SALARIES AND WAGES	340,249.00	340,249.00	-	0.00%	
6	FRINGE BENEFITS	189,430.00	189,430.00	-	0.00%	
7	LEGAL EXPENSE	-	-	-	0.00%	
8	MANAGEMENT FEES	111,523.00	111,523.00	-	0.00%	
9	BOOKKEEPING FEES	-	-	-	0.00%	
10	ASSET MANAGEMENT FEES	-	-	-	0.00%	
11	OTHER ADMIN EXPENSES	42,399.00	42,399.00	-	0.00%	
12	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	683,601.00	683,601.00	-	0.00%	
	UTILITIES					
13	WATER	-	-	-	0.00%	
14	ELECTRICITY	144,000.00	144,000.00	-	0.00%	
15	GAS	-	-	-	0.00%	
16	GARBAGE/TRASH	29,800.00	29,800.00	-	0.00%	
17	SEWER	75,200.00	75,200.00	-	0.00%	
18	OTHER UTILITIES	-	-	-	0.00%	
19	<b>TOTAL UTILITIES</b>	249,000.00	249,000.00	-	0.00%	
	MAINTENANCE AND OPERATIONS					
20	SALARIES AND WAGES	-	-	-	0.00%	
21	FRINGE BENEFITS	-	-	-	0.00%	
22	UNIFORMS	-	-	-	0.00%	
23	VEHICLE GAS, OIL	2,500.00	2,500.00	-	0.00%	
24	MATERIALS	46,730.00	46,730.00	-	0.00%	
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	BOARD APPROVED BUDGET 2017-2018	REVISED BUDGET 2017-2018	BUDGET VS. BUDGET DIFFERENCE	DIFF. %	COMMENTS
		MIGRANT	MIGRANT			
26	TOTAL MAINTENANCE AND OPERATIONS	49,230.00	49,230.00	-	0.00%	
	GENERAL EXPENSE					
27	INSURANCE	19,500.00	19,500.00	-	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	19,500.00	19,500.00	-	0.00%	
	FINANCING EXPENSES					
33	DEBT SERVICE AND REPLACEMENT RES	150,402.00	150,402.00	-	0.00%	
34	TOTAL NON-OPERATING ITEMS	150,402.00	150,402.00	-	0.00%	
	NON-OPERATING ITEMS					
35	DEPRECIATION	-	-	-	0.00%	
36	TOTAL NON-OPERATING ITEMS	-	-	-	0.00%	
35	TOTAL EXPENSES	1,151,733.00	1,151,733.00	-	0.00%	
36	GAIN OR LOSS	-	-	-	0.00%	

## STAFF REPORT

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

**FROM:** Rosa Vasquez, Executive Director

**DATE:** June 19, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-14**, authorizing the Executive Director to enter into an amended purchase and sale agreement with Enrique Perez Calderon for 1489 Vine Circle, Atwater, CA accepting the \$165,417.00 indebtedness as satisfied in full, and authorizing the reconveyance of the property and recordation thereof.

For your consideration, is Resolution No 2018-14. The property at 1489 Vine Circle is a former Authority property that was transferred in 2005 to Mr. Perez Calderon as part of a program in which properties would be removed from the housing authority and transferred to private owners, who purchased them for value, and the housing authority recorded subordinate indebtedness against the properties to ensure that the properties would not simply be “flipped”. In other words, the public purpose for the transfer was so that the purchaser would become a new owner, and the new owner would maintain the property indefinitely, rather than the Authority inefficiently attempting to maintain a list of individual properties scattered throughout the County.

This type of program is not unusual for Housing Authorities, and in most cases, the subordinated debt is forgiven after a period of time during which the new owner fulfills the social contract of caring for the premises, and occupying it as a primary residence, typically after a period of several years\*. These “forgiveness” programs are a form of social welfare expenditure, and are squarely within the mission statement of this Housing Authority to (in pertinent part) “provide...home ownership opportunities by participation in the acquisition...of affordable housing through utilization of various funding sources and partnerships that builds pride and responsibility in our residents...” and, moreover, “to promote self-sufficiency and enhance the quality of life for those we serve.”

In this case, the public purpose of the program is frustrated by market conditions. The decline in housing values after 2008 has resulted in the property value continuing to lag behind what it was in 2006; such that the total of the first mortgage and subordinate amount in the short form deed of trusts recorded by the Housing Authority, together, substantially eclipse the value of the property, even today.

The current owner has routinely and continuously maintained the property and kept it in good condition. It is still owner-occupied and the owner has sought to refinance the primary mortgage to reduce interest rates, while continuing to service the debt on the property to the primary lender. Because the property is significantly encumbered, and

the loan-to-value ratio exceeds the total value of the property, lenders are unable to assist the owner in refinance efforts.

### RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2018-14**, approving an amendment to the agreement for purchase and sale of the property located at 1489 Vine Circle, in Atwater, CA; identified as APN 001 220 027. The amendment results in satisfaction in full of the \$165,417.00 indebtedness. The Executive Director is thereafter authorized, as a consequence of the indebtedness being satisfied in full to reconvey the property and record the Deed of Reconveyance with the Merced County Recorder's Office.

### ALTERNATIVES

The Board could choose not to enter into the amended agreement and not to authorize reconveyance. This alternative is not recommended as it would frustrate the public purposes of the original transfer in 2005 and result in an inability of the current owner to refinance.

### ATTACHMENTS:

Short Form Deed of Trust and Assignment of Rents  
Draft Amended Agreement for Purchase and Sale  
Deed of Reconveyance  
Resolution No. 2018 -14

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\* Similar transfers, for example, of land from a Housing Authority to a private entity for purposes of constructing low and moderate-income housing have been held not to be a gift of public funds. see *Wikleman v. City of Tiburon* (1973) 32 CA3d 834, 844. As well, social welfare expenditures of Counties have been held not to be illegal gifts of public funds (see *City and County of San Francisco v. Collins* (1932) 216 C 187, 193) and the public purpose of the transfer is not converted to a private purpose merely because an individual may incidentally benefit (see *American Co. v. City of Lakeport* (1934) 220 C 548, 556.)

**RESOLUTION NO. 2018-14**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AMENDED PURCHASE AND SALE AGREEMENT WITH ENRIQUE PEREZ CALDERON FOR 1489 VINE CIRCLE, ATWATER, CA ACCEPTING THE \$165,417.00 INDEBTEDNESS AS SATISFIED IN FULL, AND AUTHORIZING THE RECONVEYANCE OF THE PROPERTY AND RECORDATION THEREOF**

**WHEREAS**, the Housing Authority of the County of Merced (Authority) entered into an agreement for purchase and sale of real property located at 1489 Vine Circle in Atwater, CA 95301 APN 001-220-027 with Enrique Perez Calderon and caused a Deed of Trust to be recorded documenting the sale on September 16, 2005; and

**WHEREAS**, the Deed of trust provided an indebtedness of \$165,417.00 to the benefit of the Authority as beneficiary; and,

**WHEREAS**, the property transfer was conducted as part of an Authority First Time Homebuyers program intended to promote self-sufficiency, make available new first-time homebuyer opportunities and to otherwise enhance the quality of life and build pride and responsibility in citizens we serve by utilizing various funding sources supporting low and moderate income housing; and,

**WHEREAS**, the owner, Enrique Perez Calderon, has demonstrated an ongoing commitment to these values that are also part of the mission statement of the Authority through consistently maintaining responsibility, maintaining and caring for the property as was intended by the public purpose goals supporting the original decision to transfer the property;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Authority finds and directs as follows:

1. That although there is an incidental benefit accrued to Mr. Perez Calderon through the determination that the debt obligation of \$165,417.00 is hereby satisfied, that the forgiveness of the debt amount is for a public purpose, specifically, to support home ownership opportunities by participation in the acquisition of affordable housing through utilization of various funding sources and partnerships that builds pride and responsibility in our residents; and to promote self-sufficiency and enhance the quality of life for those we serve.
2. That this public purpose in (1), above, is consistent with the mission statement and values of the Authority.
3. That the above factors have caused the Authority Board of Commissioners to conclude that the facts demonstrate that the cancellation of the \$165,417.00 debt to the Authority is therefore not a gift within the meaning of California Constitution Article XVI, Section 6.
4. That the Executive Director is hereby authorized to execute the First Amended Agreement for Purchase and Sale for the property located at 1489 Vine Circle in Atwater, CA, described herein and bearing APN 001-220-027,

5. That the Executive Director is hereby authorized to execute a Deed of Reconveyance memorializing that the \$165,417.00 indebtedness is satisfied in full, to record such Deed of Reconveyance with the County Recorder's Office, and to execute all other necessary documents related to the reconveyance.

The foregoing resolution was introduced at the June 19, 2018 Board meeting of the Board of Commissioners of the HACM 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: June 19, 2018

**FIRST AMENDMENT TO HOME OWNERSHIP OPPORTUNITY  
SALES AGREEMENT**

**WHEREAS**, in 2005, the Housing Authority of the County of Merced ("Authority") initiated a First-Time Homebuyers Incentive program to provide opportunities for home ownership to certain qualifying participants in the "Home Ownership Opportunities Program"; and

**WHEREAS**, the Authority entered, as sellers of real property commonly known as 1489 Vine Circle, Atwater, CA 95301; into a "SALES CONTRACT" agreement with ENRIQUE PEREZ CALDERON ("Buyer") a single man and buyer of the property as sole owner, and a participant on the Home Ownership Opportunities Program; and,

**WHEREAS**, the Seller executed a promissory note, payable to the Seller in the amount of \$165,417.00 representing the balance between the purchase price of the property, sold in "as-is" condition and the appraised value plus closing costs and amounts applied from the Earned Home Buyer's Reserve Account; such promissory note being secured by a Long Form Deed of Trust dated September 16, 2005 executed in favor of The Housing Authority of the County of Merced as beneficiary; and, recorded October 13, 2005 as Instrument/Case No. 2005-078779 of Official Records; and,

**WHEREAS**, the Buyer was prohibited from reselling the property for less than the fair market value without written consent of Authority whereupon the second deed of trust would automatically terminate should certain conditions be met; and

**WHEREAS**, the "Home Ownership Opportunities Program" imposed certain restrictions on Buyer related to the resale of the property for a period of five (5) years following close of escrow; and

**WHEREAS**, the Home Ownership Opportunity Sales Contracts provide that amendments to the Agreements may be made only as set forth in a writing signed by both Authority and Buyer;

**NOW THEREFORE**, the parties, Authority for the first part, and ENRIQUE PEREZ CALDERON for the second part, hereby agree, to amend the Home Ownership Opportunity Sales Agreement as follows:

1. Buyer and Authority agree, on June \_\_\_\_\_, 2018 that Buyer acquired the property known as 1489 Vine Circle in the City of Atwater, County of Merced and more specifically identified as LOT 15 ACCORDING TO "MAP OF WOODHAVEN", RECORDED OCTOBER 3, 2005 IN THE OFFICE OF THE COUNTY RECORDER OF MERCED COUNTY, CALIFORNIA IN VOLUME 35 OF OFFICIAL PLATS, AT PAGES 7, 8 AND 9, MERCED COUNTY RECORDS on or about September 16, 2005, having recorded a second Long Form Deed of Trust and Assignment of Rents in the sum of \$165,417.00 in favor of Authority. Buyer has now resided in, and continuously maintained, the aforementioned property, consistent with the purposes of the "Home Ownership Opportunities Program" for approximately twelve (12) years.
2. The Authority and Buyer agree, and hereby amend the Home Ownership Opportunity Sales Contract by adding the following Section, as follows:

“The promissory note, representing the difference between the appraised value and the purchase price plus amounts applied from the Buyer’s Earned Home Buyer’s Reserve account, and inclusive of all closing costs, shall be deemed to be fully satisfied upon original Buyer’s continuous occupation and maintenance of the property located at 1489 Vine Circle, Atwater, CA for a period of at least ten (10) years from the date of close of escrow. Upon expiration of ten (10) consecutive years as provided for in this subsection, the Authority shall, upon Seller’s request, execute a Reconveyance of the Deed of Trust securing the promissory note, and the Seller shall thereafter have no obligation for repayment of the promissory note, in keeping with the public purposes of the Home Ownership Opportunities Program.”

3. All other provisions of the Home Ownership Opportunity Sales Contract not specifically amended herein shall remain in full force and effect.

**EXECUTION:**

**IN WITNESS WHEREOF**, Authority and Buyer do hereby execute this First Amendment to Home Opportunity Sales Agreement as of the date first written above.

**HACM / SELLER: Housing Authority of the County of Merced**

By: \_\_\_\_\_  
ROSA VAZQUEZ, Executive Director

**BUYER: Miguel Castro**

By: \_\_\_\_\_  
ENRIQUE PEREZ CALDERON

**APPROVED AS TO FORM: COTA COLE LLC**

By: \_\_\_\_\_  
David G. Ritchie, General Counsel  
Housing Authority of the County of Merced

Recording Requested By  
HOUSING AUTHORITY OF THE  
COUNTY OF MERCED

When Recorded Mail To  
HOUSING AUTHORITY OF THE  
COUNTY OF MERCED  
Attn: Maria F. Alvarado  
205 "U" Street  
MERCED, CA 95222

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### **DEED OF FULL RECONVEYANCE**

WHEREAS, the indebtedness secured by the Long Form Deed of Trust And Assignment Of Rents dated September 16, 2005 and executed by Enrique Perez Calderon on October 3, 2005, to the Housing Authority of the County of Merced, as Document No.2005-078779, and recorded on October 3, 2005, in the Official Records in the Office of the County Recorder of Merced County, California, has been satisfied in full.

NOW THEREFORE, the Housing Authority of the County of Merced, Beneficiary, under said Deed of Trust do(does) hereby reconvey unto the parties legally entitled thereto without warranty all right, title and interest which was heretofore acquired by the Housing Authority of the County of Merced under said Deed of Trust.

Dated: June \_\_\_\_\_, 2018

Housing Authority of the County of Merced

\_\_\_\_\_  
ROSA VAZQUEZ, Executive Director

State of California  
County of Merced

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

**Civil Code § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.
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State of California )  
County of \_\_\_\_\_)

On June \_\_\_\_\_, 2018, before me \_\_\_\_\_, Public,  
personally appeared ROSA VAZQUEZ, who proved to me on the basis of satisfactory  
evidence to be the person(s) whose name is subscribed to the within instrument and  
acknowledged to me that he/she/they executed the same in his/her/their authorized  
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or  
the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY  
under the laws of the State of California that  
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public (Notary Seal)

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** June 19, 2018

**SUBJECT:** Recommendation to adopt **Resolution No. 2018-15** approving the Housing Authority of the County of Merced Lead Based Paint Policy.

24 CFR Part 35 and 40 CFR Part 745, Lead; Requirements for Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards in Housing was published as a Final Rule in the Federal Register on March 6, 1996 and took effect on September 6, 1996 for owners of more than four residential units and on December 6, 1996 for owners of one to four units.

The regulation implements Section 1018 of the Housing and Community Development (HCD) Act of 1992. According to this regulation, virtually all residential property owners in the United States, including HUD program participants that sell or lease pre-1978 dwelling units must take steps to provide lead-based paint disclosures.

Under Title X, HUD has specific authority to control lead-based paint and lead-based paint hazards in HUD assisted housing that may have lead-based paint, called “target housing.” The LSHR aims in part to ensure that federally-owned or federally-assisted target housing is free of lead-based paint hazards. Lead-based paint hazards are lead-based paint and all residential lead-containing dusts and soils, regardless of the source of the lead, which, due to their condition and location, would result in adverse human health effects. HUD recognizes that there is no safe level of lead exposure. Consistent with Title X and the LSHR, HUD’s primary focus is on minimizing childhood lead exposures, rather than on waiting until children have elevated blood lead levels to undertake actions to eliminate lead-based paint hazards. HUD’s Office of Lead Hazard Control and Healthy Homes (OLHCHH) has spearheaded major efforts to that end by taking actions feasible and authorized by law to reduce lead exposure in children.

The Housing Authority of the County of Merced (Authority) has and will continue to address and handle lead based paint 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. 2018-15** approving the Housing Authority of the County of Merced Lead Based Paint Policy.

## RESOLUTION NO. 2018-15

### TO APPROVE THE HOUSING AUTHORITY OF THE COUNTY OF MERCED LEAD BASED PAINT POLICY

**WHEREAS**, 24 CFR Part 35 and 40 CFR Part 745, Lead; Requirements for Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards in Housing was published as a Final Rule in the Federal Register on March 6, 1996 and took effect on September 6, 1996 for owners of more than four residential units and on December 6, 1996 for owners of one to four units; and

**WHEREAS**, the regulation implements Section 1018 of the Housing and Community Development (HCD) Act of 1992. According to this regulation, virtually all residential property owners in the United States, including HUD program participants that sell or lease pre-1978 dwelling units must take steps to provide lead-based paint disclosures; and

**WHEREAS**, under Title X, HUD has specific authority to control lead-based paint and lead-based paint hazards in HUD assisted housing that may have lead-based paint, called “target housing.” The LSHR aims in part to ensure that federally-owned or federally-assisted target housing is free of lead-based paint hazards; and

**WHEREAS**, consistent with Title X and the LSHR, HUD’s primary focus is on minimizing childhood lead exposures, rather than on waiting until children have elevated blood lead levels to undertake actions to eliminate lead-based paint hazards. HUD’s Office of Lead Hazard Control and Healthy Homes (OLHCHH) has spearheaded major efforts to that end by taking actions feasible and authorized by law to reduce lead exposure in children; and

**WHEREAS**, The Housing Authority of the County of Merced (Authority) has and will continue to address and handle lead based paint 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 Lead Based Paint Policy, attached to this Resolution, is hereby adopted.

The foregoing resolution was introduced at the June 19, 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: June 19, 2018



HOUSING  
AUTHORITY OF THE  
COUNTY OF MERCED

**LEAD BASED PAINT POLICY  
& PROCEDURES**

## **I. PURPOSE**

This policy provides guidance to public housing agencies (PHAs), such as The Housing Authority of the County of Merced (Authority), Housing Choice Voucher (HCV) property owners and Project-Based Voucher (PBV) property owners on the required actions they must take when a child in a family receiving public housing, HCV or PBV assistance is identified as having an elevated blood lead level (EBLL). The Lead Safe Housing Rule is codified as 24 Code of Federal Regulations (CFR) Part 35, subparts B – R. This Rule was effective February 13, 2017.

The LSHR applies to “target housing,” which, under the LSHR, is any housing constructed prior to 1978, except housing for households for the elderly or persons with disabilities or any 0- bedroom dwelling (unless any child who is less than 6 years of age resides or is expected to reside in such housing ).

## **II. LEAD POISONING**

Childhood lead poisoning has serious negative consequences on childhood growth and development. The U.S. Centers for Disease Control and Prevention (CDC) has consistently affirmed that deteriorated lead-based paint and lead-contaminated dust are the most hazardous sources of lead exposure in children. Lead-based paint can be found in homes built before 1978, with an increased prevalence in very old homes with original painted windows, doors, and trim (Jacobs et al., 2002; Cox et al., 2015).

In 2012, the CDC lowered its reference level for lead in the blood of children under age 6 to 5 micrograms of lead per deciliter of blood, and provided guidance for health departments and medical professionals at [www.cdc.gov/nceh/lead/acclpp/cdc\\_response\\_lead\\_exposure\\_recs.pdf](http://www.cdc.gov/nceh/lead/acclpp/cdc_response_lead_exposure_recs.pdf). On January 13, 2017, HUD amended the LSHR to align it with CDC’s updated guidance.

Consistent with CDC’s guidance, HUD is now using the reference level of 5 micrograms per deciliter to identify children with an EBLL. This new level is the blood lead level of the highest 2.5 percent of U.S. children ages 1 to 5 years. CDC may revise this level in the future, and if so, HUD will update its EBLL as used under the LSHR, via the notice and comment process, as provided by the definition of EBLL in the amendment (24 CFR 35.110).

However, if a state or local government establishes more protective standards in response to lead in children’s blood, LSHR’s section 35.150 directs PHAs to follow those standards.

## **III. KEY DEFINITIONS FOR THIS GUIDANCE**

**Assisted Units** – the Lead Safe Housing Rule covers federally-assisted and federally-owned “target” housing, which includes units assisted under Sections 8 and 9 of the United States Housing Act of 1937, as amended.

**Designated Party** – for purposes of this policy, the housing agency or the property owner, as indicated in the applicable section, is responsible for complying with applicable requirements.

**Elevated Blood-Lead Level (EBLL)** - elevated blood lead level means a confirmed concentration of lead in whole blood of a child under age 6 equal to or greater than the concentration in the most recent guidance published by the U.S. Department of Health and Human Services (HHS) on recommending that an environmental intervention be conducted.

A confirmed concentration is one that is measured by a venous (from a vein) blood draw, and not a finger prick/quick capillary screening test.

**Environmental Investigation** – a risk assessment with additional questions for the family regarding other sources of lead exposure (e.g., water, pottery, daycare settings), and testing of other potential sources of lead exposure in accordance with Chapter 16, Investigation And Treatment Of Dwellings That House Children With Elevated Blood Lead Levels, of HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (current edition) (the HUD Guidelines).

Note: Chapter 16 of the HUD Guidelines includes a detailed description of the differences between an environmental investigation and a risk assessment. Testing includes, at a minimum, house dust, paint/coatings that are not intact or subject to friction, and bare soil, especially in play areas. Testing of drinking water is done in certain circumstances, based on the family questionnaire, discussion with the child's case manager, and additional information, such as knowledge that the community drinking water is known to be at risk; the family's home is served by a private well; history suggests contamination; or no other sources of lead can be found.

**Expected to Reside** – actual knowledge that a child will reside in a 0-bedroom dwelling unit or in a dwelling unit reserved or designated for the elderly and/or persons with disabilities. If a resident woman is known to be pregnant, there is actual knowledge that child will reside in the dwelling unit.

Note: The condition of "actual knowledge" differs from the potential for a child under age 6 to reside there sometime in the future; the potential does not create an expectation under the LSHR. While a resident woman being known to be pregnant creates actual knowledge, an expectation is also created when a child under age 6 or a pregnant woman is otherwise known to be moving into the unit, such as by the woman or another person having signed a lease or other rental agreement for the child and/or woman (as applicable) to move in.

**Index Unit** – the unit where a child with an elevated blood lead level resides.

**Multi-unit Property** - a residential property containing two or more dwelling units. For the purposes of the LSHR, all buildings with assisted units or servicing those buildings (e.g., garages, toolsheds, etc.) associated with the property are covered by the requirements.

**Other Covered Units** - federally-assisted units where a child under age 6 resides or is expected to reside in a multiunit property that has an index unit. The child's age is considered as of the date the Environmental Investigation in the index unit and associated common areas is completed.

**Target Housing** - any housing constructed prior to 1978, except housing for the elderly or persons with disabilities or any 0-bedroom dwelling (unless a child of less than 6 years of age resides or is expected to reside in such housing). In the case of jurisdictions which banned the sale or use of lead-based paint prior to 1978, HUD may designate an earlier date.<sup>5</sup>

Note: The Consolidated Appropriations Act, 2017 revised the definition of target housing to include any 0-bedroom dwelling in which a child who is less than 6 years of age resides or is expected to reside. This guidance reflects that change.

#### **IV. REQUIREMENTS FOR THE PROJECT BASED VOUCHER (PBV) PROGRAM**

PBV units, while funded through the Tenant-Based Rental Assistance/HCV program appropriation, are regulated under the LSHR as project-based assistance under 24 CFR Part 35, Subpart H. This program clarification was issued in a 2004 amendment to the LSHR.<sup>6</sup> Under Subpart H, owners of target housing properties receiving more than \$5,000 annually per unit in project-based assistance are required to ensure that target housing receives a lead risk assessment by a certified risk assessor, regardless of whether there is a child under age 6 in residence, and that occupants are notified of the results of the risk assessment.

Owners must ensure that lead-based paint hazards identified by the risk assessment receive interim controls by a certified renovation or abatement firm, that clearance by a certified risk assessor is passed before re-occupancy occurs, and that assisted occupants are notified of the results of the hazard reduction activity. Owners must monitor and maintain any remaining lead-based paint and the hazard controls, with annual visual assessments and a reevaluation with dust testing every two years by a certified risk assessor.

Owners in the PBV program are also responsible for complying with notification and response steps for a child with an EBLL under section 35.730. Because the comprehensive requirements of Subpart H may not be broadly understood by all PHAs and owners participating in the PBV program, HUD plans to issue additional guidance to assist them in complying with the requirements. More information can be found at [www.hud.gov/healthyhomes](http://www.hud.gov/healthyhomes).

For project-based vouchers, when a child under 6 is identified with an EBLL, the owner must take the following steps. For several steps, as described below, the Authority may wish to collaborate with the owner to expedite implementation.

The owner is responsible for:

- **Initial notification of a confirmed case to HUD:** Notifying the HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes of the case – that is, the child's address – within 5 business days. The Authority may wish to collaborate with the owner on this notification process, such as

by agreeing with the owner to be notified of the case by the owner and to forward the notification to the two HUD offices.

- **Initial notification of a confirmed case to public health department, when necessary:** When the owner is notified of the case by any medical health care professional other than the public health department, the owner shall notify the public health department of the name and address of the child within 5 business days. The Authority may wish to collaborate with the owner on this notification process, such as by agreeing with the owner to inform the public health department.
- **Verification of the case, when necessary:** When the owner receives information from a person who is not a medical health care provider that a case may have occurred, the owner shall immediately convey the information to the public health department, asking that department to verify the information to determine whether the child has an EBLL. The Authority may wish to collaborate with the owner on this verification process, such as by agreeing with the owner to receive the information, convey the information to the public health department and ask for that department's verification, and convey the result of the verification to the owner for further action if the case is confirmed or closing out the action if not.
- **Environmental Investigation:** Within 15 calendar days, conducting an environmental investigation of the child's unit and the common areas servicing that unit in accordance with Chapter 16 of the HUD *Guidelines*. The Authority may wish to collaborate with the owner on this evaluation process, such as by agreeing with the owner to conduct the environmental investigation. If lead-based paint hazards are found in the child's unit (the index unit) in a multiunit property, see section regarding risk assessments to be conducted within 30 or 60 calendar days in other covered units with a child under age 6 and the common areas servicing those units depending on the number of units.
- **Control:** The owner must control (and clear) any lead-based paint hazards identified by the environmental investigation within 30 calendar days using a certified lead-based paint abatement firm or certified lead renovation firm, including having the unit and common area pass a post-work dust clearance exam in accordance with section 35.1340. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards within 30 or 90 days depending on the number of units as described in below.
- **Notification to other residents:** As already required by the LSHR, in a multiunit property, the owner must notify all residents of lead evaluation and hazard control activities.
- **Follow-up notification:** The owner must notify the HUD Field Office of the results of the environmental investigation and then of the lead hazard control work within 10 business days of the deadline for each activity. The Authority

may wish to collaborate with the owner on this notification process, such as by agreeing with the owner to be notified of the results and then forward them to the Field Office.

- **Ongoing lead-based paint maintenance:** As already required by the LSHR in sections 35.715(c) and 35.720(b), after the work passes clearance, the owner must ensure that the unit and common areas are maintained as lead-safe for continued occupancy, which includes no deteriorated paint or failed lead hazard control methods. The requirements for ongoing LBP maintenance are in section 35.1355(a).
- **Reevaluation if PBV exceeds \$5,000 per unit per year:** As already required by the LSHR in section 35.715(c), if the PBV is for more than \$5,000 per unit per year, the owner must generally conduct periodic reevaluations every two years, using a certified lead risk assessor, and respond to them. The reevaluations shall be for: deteriorated paint surfaces unless they are known not to be lead-based paint, deteriorated or failed interim controls of lead-based paint hazards or encapsulation or enclosure treatments, dust-lead hazards, and soil-lead hazards in newly-bare soil. Exceptions from the reevaluation requirement are in section 35.1355(b)(1) and (4); the requirements for responding to the reevaluations are in section 35.1355(c).

The Authority is responsible for:

- **Monitoring of owner's compliance with LSHR:** Monitoring the PBV owner's compliance with the LSHR in accordance with the Housing Assistance Payments (HAP) contract between the Authority and the owner. This includes such actions as (see above) monitoring the owner's compliance in:
  - Notifying HUD of a confirmed case;
  - Notifying the public health department when any other medical health care professional notified the owner of the case;
  - Verifying the case when the owner receives information from a person who is not a medical health care provider that a case may have occurred;
  - Ensuring that any required lead hazard control (including passing clearance) is complete;
  - Ensuring that residents of other units in a multiunit property were notified of lead evaluation and hazard control activities; and
  - Ensuring that ongoing maintenance of paint is conducted.

The Authority may wish to collaborate with the owner on this monitoring, such as in ways described above.

- **Housing Assistance Payments Contract monitoring:** For the owner to allow the resident family to return to full occupancy of their housing unit, the owner must notify the family of the completion of work and passing of clearance. Because the Authority will be monitoring the owner's compliance with the LSHR in accordance with the HAP contract between the Authority and the owner, the Authority may wish to collaborate with the owner on this monitoring process, such as by agreeing to have the owner inform the

Authority that the lead hazard control (including passing clearance) is complete, and providing documentation.

- **Lead Hazard Control:** Ensuring the owner completes and clears the control of lead- based paint hazards identified in the Environmental Investigation of the index unit and the common area servicing that unit. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards.
- **Ongoing monitoring:** Units with identified lead-based paint hazards must have annual re-examinations for deteriorated paint and/or failed hazard control. This can be done in conjunction with periodic HQS inspections, but not at a frequency less than annually if there was deteriorated paint or known lead-based paint hazards identified in the child's unit or common areas servicing that unit.

The following table summarizes the responsibilities of the owner for compliance when a child in the PBV program is identified with an EBL, and ways in which the Authority can collaborate with the owner in such a case.

Activity	Responsible Entity	
	Authority	PBV
Initial notification of confirmed case to HUD	*	✓
Verification, when necessary	*	✓
Initial notification of confirmed case to public health department, when necessary	*	✓
Environmental Investigation	*	✓
Lead Hazard Control		✓
Clearance after work completed	*	✓
Notification to other residents		✓
Ongoing LBP Maintenance		✓
Periodic Reevaluation and Response, if >\$5,000/unit/year	✓	✓
Monitoring of owner's compliance with LSHR	✓	

\* The Authority may wish to collaborate with the owner on implementing this process, as described above.

## V. REQUIREMENTS FOR THE PUBLIC HOUSING (PH) PROGRAM

For public housing, when a child under 6 is identified with an EBL, the Authority must take the following steps. (For a more detailed explanation:

- **Initial notification of a confirmed case to HUD:** The Authority must notify the Field Office and HUD's Office of Lead Hazard Control (OLHCHH) of the EBL case within 5 business days.

- **Initial notification of a confirmed case to public health department, when necessary:** The Authority must notify the public health department of the EBLL case within 5 business days when it received the notification of the case from another medical health care professional.
- **Verification of the case, when necessary:** If the Authority learns that a child has an EBLL from someone other than a medical health care provider, such as from a parent, the Authority must immediately verify the report with the health department or medical health care provider.
- **Environmental Investigation:** The Authority must conduct an environmental investigation of the child's unit and the common areas servicing that unit within 15 calendar days in accordance with Chapter 16 of the HUD *Guidelines*, as described below. If lead-based paint hazards are found in the index unit in a multiunit property, perform risk assessments in other covered units with a child under age 6 and the common areas servicing those units, as described below.
- **Control:** The Authority must ensure that any lead-based paint hazards identified by the environmental investigation are controlled within 30 calendar days by a certified lead-based paint abatement firm or certified lead renovation firm, including having the unit and common area pass a post-work dust clearance exam in accordance with section 35.1340. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards as described in below.
- **Notification to other residents:** As already required by the LSHR, in a multiunit property, the Authority must notify all residents of lead evaluation and hazard control activities.
- **Follow-up notification:** The Authority must notify the HUD Field Office of the results of the environmental investigation and then of the lead hazard control work within 10 business days of each activity.
- **Ongoing maintenance and reevaluation:** As already required by the LSHR in sections 35.1120(c) and 35.1355(a), after the work passes clearance, the Authority must ensure that the unit and common areas are maintained as lead-safe for continued occupancy, which includes no deteriorated paint or failed lead hazard control methods. As also already required by the LSHR in section 35.1355(b), the Authority must generally conduct periodic reevaluations every two years, using a certified lead risk assessor, and respond to them. The reevaluations shall be for: deteriorated paint surfaces unless they are known not to be lead-based paint, deteriorated or failed interim controls of lead-based paint hazards or encapsulation or enclosure treatments, dust-lead hazards, and soil-lead hazards in newly-bare soil. Exceptions from the reevaluation requirement are in section 35.1355(b)(1) and (4); the requirements for responding to the reevaluations are in section 35.1355(c).

The following table summarizes the responsibilities of the Authority for compliance when a child in the public housing program is identified with an EBLL.

	<b>Responsible Entity</b>
<b>Activity</b>	<b>Authority</b>
Initial notification to HUD of confirmed case	√
Verification, if necessary	√
Initial notification of confirmed case to public health department	√
Environmental investigation	√
Lead hazard control	√
Clearance after work completed	√
Follow-up notification to HUD	√
Notification to other residents	√
Ongoing LBP maintenance	√
Ensuring compliance with LSHR	√

#### **VI. REQUIREMENTS FOR THE HOUSING CHOICE VOUCHER (HCV) PROGRAM**

For Housing Choice Voucher (HCV) units, when a child under 6 is identified with an EBLL, the Authority or the owner, as described below, must take certain steps. For the HCV program, the regulations identify the Authority as the designated party for ensuring compliance with all the regulations. This includes the same steps as for public housing, except that the owner is responsible for some of the steps, and the Authority, other steps. In addition, for several steps, as described below, the Authority may collaborate with the owner to expedite implementation. The Owner is responsible for:

- **Initial notification of a confirmed case to HUD:** Notifying the HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes of the case – that is, the child's address – within 5 business days. The Authority may wish to collaborate with the owner on this notification process, such as by agreeing with the owner to be notified of the case by the owner and to forward the notification to the two HUD offices.
- **Initial notification of the public health department, when necessary:** When the owner is notified of the case by any medical health care professional other than the public health department, the owner shall notify the public health department of the name and address of the child within 5 business days. The Authority may wish to collaborate with the owner on this notification process, such as by agreeing with the owner to inform the public health department.
- **Verification of the case, when necessary:** When the owner receives information from a person who is not a medical health care provider that a

case may have occurred, the owner should immediately convey the information to the Authority so the Authority may notify the public health department, if the Authority has indicated, or indicates at this time, that it wishes to collaborate with the owner on implementation of the rule, as described below.

- **Control of lead-based paint hazards:** Completing the reduction of lead-based paint hazards in the index unit and common areas servicing that unit that were identified by the environmental investigation conducted by the Authority within 30 calendar days, using a certified lead-based paint abatement firm or certified lead renovation firm. Work shall include occupant protection, and clearance of the unit and common areas servicing that unit by an independent certified risk assessor or a trained dust sampling technician working under the risk assessor in accordance with section 35.1340.
- **Notification to other residents:** As already required by the LSHR, in a multiunit property, the owner must notify all residents of lead evaluation and hazard control activities.
- **Ongoing maintenance:** Maintaining covered housing without deteriorated paint if there is child under 6 in the family in accordance with sections 35.1220 and 35.1355(a).

The Authority is responsible for:

- **Verification of the case, when notification is not from a medical health care provider:** The Authority may wish to collaborate with the owner on this verification of an EBLL case, such as by agreeing with the owner to receive the information about the possible case. The Authority shall immediately verify the information with the public health department or other medical health care provider.
- **Environmental Investigation:** Conducting an environmental investigation of the child's unit and the common areas servicing that unit in accordance with Chapter 16 of the HUD *Guidelines*, as described below. If lead-based paint hazards are found in the child's unit (the index unit) in a multiunit property, see section regarding risk assessments to be conducted in other covered units with a child under age 6 and the common areas servicing those units.
- **Monitoring of owner's compliance with LSHR:** Monitoring the owner's compliance with the LSHR in accordance with the Housing Assistance Payments (HAP) contract between the Authority and the owner. The Authority can perform oversight of this in conjunction with periodic Housing Quality Standards (HQS) inspections, but not at a frequency less than annually if there was deteriorated paint or known lead-based paint hazards identified in the child's unit or common areas servicing that unit. This includes such actions as (see above) monitoring the owner's:
  - Notifying HUD of a confirmed case;
  - Notifying the public health department when any other medical

- health care professional notified the owner of the case;
- o Verifying the case when the owner receives information from a person who is not a medical health care provider that a case may have occurred;
- o Ensuring that any required lead hazard control (including passing clearance) is complete;
- o Ensuring that residents of other units in a multiunit property were notified of lead evaluation and hazard control activities; and
- o Ensuring that ongoing maintenance of paint is conducted in accordance with sections 35.1220 and 35.1355(a).
- **Control:** Ensuring the owner completes and clears the control of lead-based paint hazards identified in the Environmental Investigation of the index unit and the common areas servicing that unit. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards as described in below.

The Authority may wish to collaborate with the owner on the response, including providing the names of qualified and certified lead hazard control contractors, providing for the clearance examination, and ensuring notification to other residents in a multi-unit property.

The following table summarizes the responsibilities of the Authority and HCV rental property owners for compliance when a child in the HCV program is identified with an EBLL.

Activity	Responsible Entity	
	Authority	HCV Owner
Initial notification of confirmed case to HUD	*	√
Verification, when necessary	√	*
Initial notification of confirmed case to public health department, when necessary	*	√
Environmental Investigation	√	
Lead Hazard Control		√
Clearance after work completed	*	√
Notification to other residents		√
Ongoing LBP Maintenance		√
Monitoring of owner's compliance with LSHR and HQS	√	

\* The Authority may wish to collaborate with the owner on implementing this process, as described above.

## VII. RESPONDING TO EBLLs, ENVIROMENTAL INVESTIGATIONS, AND LEAD HAZARD CONTROL

**Verification:**

The first step the Authority or owner, as applicable, based on the type of assistance, or the Authority on behalf of the owner, if they have decided to collaborate in that way, must take when learning of a child with an EBLL from a parent, guardian, or other person or entity that is not a medical health care provider is to verify the results, and determine whether it is a confirmed EBLL. In accordance with Chapter 16 of the HUD *Guidelines*, a confirmed EBLL is one measured through a venous (i.e., from a vein) blood draw, or two capillary blood specimens, drawn within 12 weeks of each other, both with elevated lead concentration. If the parent or guardian suspects that a child under 6 has an EBLL based on a single finger print, they should see a medical health care provider to obtain confirmation.

The Authority and owners can verify the report with the local health department or the child's medical health care provider. For the HCV and PBV programs, the owner may wish to collaborate with the Authority to notify the Authority of the EBLL within 5 days so that the Authority can notify the public health department or the child's medical health care provider.

If the parent or guardian provides the Authority or owner, as applicable, with a written EBLL diagnosis from a medical healthcare professional, or the public health department notifies the Authority or owner, as applicable, of the case, no additional verification is needed.

If an EBLL has been reported but not verified, the Authority or owner shall make at least 2 attempts to verify the information with the medical health care provider or health department. If the Authority's verification attempts fail, the Authority must inform the Field Office, which must attempt its own verification and/or inform OLHCHH, which will attempt the verification.

Once an EBLL has been verified, the Authority (for public housing) or owner (for PBV or HCV housing), as applicable, must notify their field office representative and OLHCHH within 5 business days. Notifications to OLHCHH must be by done via email to [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov). The Authority may wish to collaborate with the owner on this notification process, such as by agreeing with the owner to be notified of the results and then forwarding them to the Field Office and OLHCHH.

In the notification to their field office representative and OLHCHH, the Authority or owner, as applicable, must provide:

- PHA code and name, if the Authority is providing the notification, or Owner's name;
- Address;
- Date of EBLL test result;
- Program (public housing, HCV, project-based vouchers);
- Unit address and, if the housing is in a multi-unit property or development, the development name; and

- Whether the Authority or owner has notified the public health department of the EBLL, or been notified by the health department, and the date of that notification.

Information emailed to HUD should not include the child's name or blood result. This information is considered personally identifiable information (PII), and is also confidential medical information which shall be maintained in accordance with the Authority's policy for private medical information. If the Authority must transmit PII, it shall be done in a secure manner or in an encrypted email.

### **Investigation:**

Next, the Authority or owner, as applicable, based on the type of assistance, or the Authority on behalf of the owner, if they have decided to collaborate in that way, must next ensure that a certified Lead-Based Paint Risk Assessor performs an "environmental investigation," as defined above, in the child's home and any common areas that service the unit.

The environmental investigation must be completed within 15 calendar days after verification or notification by a public health department or other medical health care provider. The Authority and owners can find certified lead risk assessment firms through either their state lead licensing agency or EPA's website at [www.epa.gov/lead](http://www.epa.gov/lead).

In some cities and counties, the local public health department will evaluate the child's home for lead-based paint hazards and other possible sources of lead exposure when a child is found with an EBLL. In these instances, the Authority or owner, as applicable, is not required to perform an additional environmental investigation, and can rely on the results of the health department's evaluation.

After receiving the results of an environmental investigation (or an evaluation report from the health department), the Authority must notify their assigned HUD field office contact within 10 business days and the family of the results within 15 calendar days. The notifications must include the date the investigation was completed. If the evaluation was completed in a multiunit property, the Authority must also notify all residents that an evaluation was completed in accordance with section 35.125. This must be done by letter or notice delivered to each occupied dwelling unit affected by the evaluation, and not by central posting. The LSHR prohibits, for the protection of the privacy of the child and the child's family or guardians, notice of environmental investigation being posted to any centrally located common area. (See section 35.125(c)(4)(iii).)

### **Required Lead-Based Paint Hazard Control**

If lead-based paint hazards are identified by the environmental investigation, the hazards must be addressed within 30 calendar days of receiving the results. This means performing any necessary lead-based paint hazard control work in the unit and common areas servicing the unit, and conducting a clearance examination on the unit and common areas when the work is complete. The

work must be performed by a certified lead abatement or lead renovation firm, with the clearance examination performed by a certified risk assessor or clearance sampling technician as described in section 35.1340.

The party that does the hazard control work and the clearance examination depends on the assistance program:

- In the public housing program, the Authority is responsible for completing the hazard control work and conducting the clearance examination.
- In the HCV and PBV programs, the owner is responsible for completing the hazard control work and conducting the clearance examination. The Authority may wish to collaborate with the owner on conducting the clearance examination.

The HUD field office must be notified of the lead hazard control work that was completed and the results of the clearance examination within 10 business days of passing clearance. The party that does this notification depends on the assistance program:

- In the public housing program, the Authority is responsible for notifying the HUD field office.
- In the HCV and PBV programs, the owner is responsible for notifying the HUD field office. The Authority may wish to collaborate with the owner on notifying the HUD field office.

The table below summarizes the timelines for environmental investigations, lead hazard control work, clearance, and field office notifications when the Authority learns a child has an EBL.

Activity	Timeframe
Notify HUD field office and OLHCHH of	Within 5 business days after verification of
Conduct environmental investigation	Within 15 calendar days after verification of
Notify HUD field office of results of environmental investigation	Within 10 business days after receiving the
Complete lead hazard control work and	Within 30 calendar days of receiving the
Notify HUD field office of results of clearance	Within 10 business days after clearance

## VIII. INDEX UNITS

In a case where the child discovered to have an EBL lives in a multiunit property, the child's home is considered the "index unit" under the new regulations. If the index unit is found to contain lead-based paint hazards, additional evaluation is required for other assisted target housing units in the property where children under age 6 reside (known as other "covered units").

Note that a multiunit property can include multiple buildings, and all buildings are covered if they meet the definition of target housing. This requirement already existed for public housing under 35.1130(f). Under this new rule, the requirement has been extended to the HCV and PBV programs.

#### **IX. INDEX UNITS RECENTLY TESTED**

An index unit may not need a full environmental investigation under the following scenarios:

- An environmental investigation was performed by the health department or another party between the time that the child's blood was last sampled and the date that the Authority, designated party or owner (as applicable) was notified of the EBLL. If a risk assessment was performed, a certified risk assessment firm can be brought in to conduct the elements of an environmental investigation that go beyond the requirements of a risk assessment.
  - If a risk assessment was performed on the unit prior to the date that the child's blood was last sampled, the results of the risk assessment cannot be relied on, and a full environmental investigation must be performed.
- If the unit is scheduled for redevelopment or demolition, and the tenants are expected to be relocated within 45 calendar days. In this scenario, the Authority does not have to perform the environmental investigation if the family is relocated within 15 calendar days.
  - In this scenario, the Authority may not know if the index unit contains lead-based paint hazards. Without test results, the Authority would have to presume all covered units contain lead-based paint hazards.
  - Allowing the family to move from the index unit would not exempt any other covered unit in the property from the need for a risk assessment, unless those units are also scheduled for redevelopment or demolition and relocation is scheduled within 45 days.
  - If the Authority chooses to perform an environmental investigation in the index unit anyway, and finds there are no lead-based paint hazards, additional testing or expedited relocation of families in covered units would not be necessary.

#### **X. OTHER COVERED UNITS OF THE PROPERTY AND OTHER COMMON AREAS SERVICING THOSE UNITS**

If the environmental investigation indicates there are lead-based paint hazards in the index unit or common areas servicing that unit, any other assisted units in the property with a child under age 6 residing ("Other Covered Units") must receive a risk assessment, as must common areas servicing those units. This includes other assisted units designated as housing for the elderly and/or persons with disabilities where a child under age 6 resides or is expected to reside. The party that conducts the risk assessments depends on the assistance program:

- In the public housing program, the Authority conducts the risk assessments.

- In the HCV and PBV programs, the owner is responsible for conducting the risk assessments. The Authority may wish to collaborate with the owner on conducting the risk assessments.

The risk assessments of the other covered units must be conducted within 30 calendar days of receiving the results of the environmental investigation for a property with 20 other covered units or fewer, and within 60 calendar days for a property with more than 20 other covered units.

While the Authority or owner may, for its own strategic reasons, choose to conduct risk assessments on all the other assisted dwelling units with a child under age 6 (or even all the other assisted dwelling units or all the other dwelling units), random sampling of other covered dwelling units to be assessed is permissible in properties with more than 20 covered dwelling units for pre-1960 properties, and more than 10 covered dwelling units for 1960-1977 properties. HUD's sampling protocol can be found in Table 7.3 of the *Guidelines*, on page 7-38. For example, for a 1925 multiunit property in which there are 47 other covered units (with certain characteristics identified in the table) shows that at least 31 units are to be sampled randomly.

If the evaluation was completed in a multiunit property, all assisted residents must be notified that an evaluation was completed. The party that conducts the resident notification depends on the assistance program:

- In the public housing program, the Authority is responsible for notifying the assisted residents.
- In the HCV and PBV programs, the owner is responsible for notifying the assisted residents. The Authority may wish to collaborate with the owner on notifying the assisted residents.

All lead-based paint hazards identified by the risk assessments must be controlled. As under the original LSHR, if a random sampling of units and/or common areas is used in the risk assessment, if lead-based paint hazards were found in that sample, all units and/or common areas represented by the random sampling must have corresponding building components that have lead-based paint hazards in sampled and un-sampled units controlled, because the components in un-sampled units are presumed to have lead-based paint hazards.

The table summarizes the timelines for risk assessments, lead hazard work, and clearance for other covered dwelling units depending on the number of units in the property.

Activity	If the Property Has 20 or	If property Has More than
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Conduct risk assessment	Within 30 calendar days of receiving the	Within 60 calendar days of receiving the
Complete lead hazard control work and clearance	Within 30 calendar days of receiving the	Within 90 calendar days of receiving the

#### **XI. EXEMPTIONS FOR OTHER COVERED UNITS**

A covered dwelling unit is exempt from needing a risk assessment under the following scenarios:

- The property has been certified by a State- or EPA-certified lead inspector as lead-based paint free or all lead-based paint has been identified and removed through abatement, and clearance has been achieved. Lead-based paint free means that the housing has been found to be lead-based paint free by a State- or EPA-certified lead inspector in accordance with Chapter 7 of the Guidelines. This exemption would not be applicable to units that have undergone lead abatement through enclosure or encapsulation, because they still contain lead-based paint behind the enclosure or encapsulant.
- The dwelling unit is scheduled for demolition. While units scheduled for redevelopment are generally not exempt, language in the preamble to the Final Rule permits exemption of a dwelling unit for redevelopment where start of construction and completion of tenant relocation is to occur within 45 calendar days (i.e., the sum of the 15-day period for conducting the environmental investigation and the 30-day period for conducting lead hazard control in the unit). In that scenario, the dwelling unit does not need a risk assessment; however, the family must be relocated out of the unit within 15 calendar days.

A covered dwelling unit may be exempted from needing a risk assessment if one was recently performed and hazards were already controlled. Specifically:

- The Authority or owner conducted a risk assessment of the covered dwelling unit in question and the common areas servicing that unit, and any necessary interim controls on identified lead-based paint hazards were performed, including passing clearance. The risk assessment and controls must have been performed between the date the child's blood was last sampled and the date the owner received the notification of the elevated blood lead level; and
- The Authority or owner has documentation of compliance with evaluation, notification, lead disclosure, ongoing lead-based paint maintenance, and lead-based paint management requirements under this part throughout the 12 months preceding the date the owner received the environmental investigation report; and

Certified documentation is provided to the HUD field office to this effect, including copies of the risk assessment and the results, and a copy of the

clearance exam. The party that provides this documentation depends on the assistance program:

- In the public housing program, the Authority is responsible for providing the documentation to the HUD field office.
- In the HCV and PBV programs, the owner is responsible for providing the documentation to the HUD field office. The Authority may wish to collaborate with the owner on providing the documentation.

## **XII. MONITORING AND ENFORCEMENT**

HUD may request documentation of compliance with the LSHR at any time, for the HCV, PBV, and public housing programs.

### **HCV and PBV Program**

The Authority is responsible for ensuring compliance with the regulations, and, for the HCV programs, funding initial lead evaluations, but the HCV or PBV owner has certain requirements that the Authority must oversee in accordance with their housing assistance payment contract with the owner, including:

- The owner is responsible for promptly notifying the HUD field office and the Office of Lead Hazard Control and Healthy Homes of EBL cases, although the Authority may wish to collaborate with the owner on this notification.
- The owner is responsible for performing the lead hazard control work, and for incorporating ongoing lead-based paint maintenance activities into regular building operations (see section 35.1355(a)), including conducting a visual assessment for deteriorated paint, dust-lead hazards, bare soil, and the failure of any hazard reduction measures at unit turnover and every twelve months.

The Authority can assist owners in finding certified contractors or in obtaining training and submitting the documentation to become certified to perform lead hazard control work themselves. See the EPA lead website, [www.epa.gov/lead](http://www.epa.gov/lead). The Authority can also opt to have a certified risk assessor on staff with the Authority becoming a certified risk assessment firm, where required, or available via contract (the Authority does not have to become a certified risk assessment firm). The Authority must also ensure units that had lead-based paint hazards identified receive annual and turnover visual assessments to ensure that the interim controls have not failed and that there is no new deteriorated paint. The party that conducts the visual assessments depends on the assistance program:

- In the public housing program, the Authority is responsible for conducting the visual assessments.
- In the HCV and PBV programs, the owner is responsible for conducting the visual assessments. The Authority may wish to collaborate with the owner on conducting the visual assessments.

If the required evaluation and lead hazard control work is not completed for the index unit or other covered units within the established timeframes, the dwelling unit(s) shall be considered out of compliance with HQS. Enforcement may include suspension, reduction, or termination of housing assistance payments (HAP). If the owner does not meet the requirements after enforcement, the unit is not in compliance with HQS, and the Authority must terminate the HAP contract and assist the family in finding a unit that will meet HQS and is lead-safe. A lead safe unit is one that is either built after 1977, or one built before 1978 that has had a risk assessment, control of any lead-based paint hazards identified, and met clearance. The Authority should follow the existing regulations at section 982.404 for HQS enforcement of the HCV and PBV programs before the family moves in. (If the owner or Authority, as applicable, is unable to comply with the deadline for lead hazard control work due to weather conditions, the Authority can allow additional time in accordance with section 35.115(a)(12).)

See the Non-Reporting segment below for guidance on instances when the owner has not reported an EBL case to HUD or the public health department, either directly or through the Authority, or when the Authority, after being notified of an EBL case by the owner, has not reported the case to HUD or the public health department, when required.

### **Public Housing Program**

Compliance with the LSHR is included as part of the Capital Fund Program regulations at Part 905 Subpart H. The Authority must annually certify compliance with new Capital Fund awards. If the Authority is not compliant with the LSHR it may be subject to Sanctions described at Part 905-804, including limiting, withholding, reducing, or terminating Capital Fund or Operating Fund assistance.

If the Authority believe properties are exempt from the LSHR because leasing is done exclusively to elderly or persons with a disability can only qualify for this exemption if 1) the Authority has a current, HUD-approved Designated Housing Plans, or 2) as described in the Quality Housing and Work Responsibility Act of 1998, the housing has been operating continuously as a mixed housing designated for both elderly and disabled residents. Evidence of the second option must be made available to HUD upon request. However, the Fair Housing Act prohibits Authority properties, including those designated for elderly and/or disabled occupancy, from excluding eligible families with children. Therefore, as described, regardless of the Designated Housing Plan, if a child under six resides or is expected to reside in the dwelling unit, that unit and common areas serving the dwelling unit lose their LSHR exemption.

HUD's Real Estate Assessment Center (REAC) inspectors will continue to request to view lead evaluation reports, i.e., reports of lead-based paint inspections, lead risk assessments, environmental investigations, clearance examinations, and Lead Disclosure Rule forms as part of regular physical assessments of public

housing developments. The Authority should ensure that all relevant lead paint evaluation records are available at the property for the inspector.

### **Non-Reporting in HCV, PBV, and Public Housing Programs**

If a person becomes aware of an EBL case where the owner or Authority did not report the EBL to HUD or the public health department when required, the person should report the case to the OLHCHH at [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov), and to the Office of the Inspector General via the OIG Hotline at [www.hudoig.gov/hotline](http://www.hudoig.gov/hotline). Under the Whistleblower Protection Act, it is illegal for HUD, PHAs, HCV property owners, and PBV property owners to retaliate against their employees and personal service contractors for disclosing a case to the OIG. See 5 U.S.C. § 2302; 41 U.S.C. § 4712.

## **XIII. PREPARING FOR FULL COMPLIANCE**

HUD recommends that the Authority take steps now to ensure they can respond quickly if they are notified of an EBL case. Preparations can include:

- Ensuring that all lead-based paint testing required under the existing LSHR is already completed and that records are securely stored at the property and are available for inspection.
  - Public housing subject to the existing rule should already have at minimum received a lead-based paint inspection; undergone lead-based paint abatement at the time of modernization, undergone interim controls of lead-based paint hazards identified by risk assessments before the abatement, and passed post-work clearance.
  - If any lead-based paint remained after the abatement, it should be monitored as part of ongoing building operations to ensure that abatement methods have not failed.
- Determining whether lead evaluations and hazard control work will be performed by trained, certified staff or through contract.
  - If new contracts require approval by the Authority's Board of Commissioners, the process should be started in advance of the need.
- Ensuring that all Authority employees who disturb paint in pre-1978 housing (e.g., through repairs or scraping) are certified as renovators under EPA's Renovation, Repair, and Painting Rule. More information is in PIH Notice 2011-44 and [www.epa.gov/lead](http://www.epa.gov/lead).
- Updating the Annual Plan and Five-Year Plan (or Moving to Work annual plan and report, as appropriate) with any additional testing or abatement not yet completed identified for action.
- Identifying a current contact person at the local or state health department for communication and data sharing. Under the existing LSHR, the Authority is required to exchange address data and any known EBLs with health departments on a quarterly basis, so these contacts should have been made, but they may need updating.
- Informing residents of the risks of lead-based paint and encouraging them to have young children tested for lead in their blood. Blood lead testing is covered by Medicaid and often available for free at the local health department. Resident Service Coordinators can include obtaining local blood-

lead testing as part of the information they make available to families with children.

- Continuing to disclose known lead-based paint, lead-based paint hazards, and all records or reports on lead-based paint or lead-based paint hazards, to residents as part of their lease of target housing units. Providing a copy of "Protect Your Family from Lead in Your Home" found at [www.hud.gov/healthyhomes](http://www.hud.gov/healthyhomes) and [www.epa.gov/lead/real-estate-disclosure](http://www.epa.gov/lead/real-estate-disclosure).

Preparations for Authority managed HCV housing should include:

- Ensuring that HQS inspectors have completed training in visual assessment for deteriorated paint posted at [www.hud.gov/offices/lead/training/visualassessment/h00101.htm](http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm) and are performing this enhanced visual inspection at initial and periodic inspections in target housing dwelling units when a family has a child under age six. (HQS inspectors who are certified lead risk assessors do not need the visual assessment training above; the subject is covered in their risk assessment course.)
- Determining whether lead evaluations will be performed by trained, certified staff or through a contract. If staff is to be certified, the Authority obtains certification as a firm in the discipline(s) in which the staff will be certified.
- Confirming a current contact person at the local or state health department for communication and data sharing.
- Informing residents of target housing of the risks of lead-based paint and encouraging them to have young children tested for lead in their blood. Notify residents of how to promptly report EBLs to the Authority. This may include written notice in the leasing package, and/or at the next regular reexamination.
- Informing and engaging HCV owners about lead safety and their obligations under the LSHR, including the Lead Disclosure Rule. Note that for project-based vouchers (PBV), the rules regarding lead-based paint are different from those applying to tenant-based vouchers. PHAs with project-based vouchers in their HCV programs should ensure that those PBV dwelling units with vouchers for a property valued at over \$5,000 per unit per year have already received a risk assessment and hazard control as outlined in 24 CFR 35, Subpart H, 35.700 et seq.; if the PBV vouchers are for no more than \$5,000 per unit per year, the units should have already received a visual assessment for deteriorated paint and paint stabilization as outlined in 24 CFR 35, Subpart H.

#### **XIV. DATA SHARING WITH PUBLIC HEALTH DEPARTMENTS**

At least quarterly, the Authority must provide an updated list of their HCV property target housing addresses to the health department so that the health department may evaluate whether they have information about incidences of EBL cases in assisted housing. If the health department does not want, or is unable, to receive this data, the Authority should document this for HUD

compliance reviews. The Authority should also attempt quarterly to obtain the names and addresses of children under age 6 with an EBLI that live in their owned or managed housing from the health department. If a match occurs, the Authority shall comply with all requirements of the LSHR and this guidance.

If a health department agrees to share EBLI information, the Authority must ensure that this information is protected and maintained as confidential, and is used only for the public health protection of children and their families from lead exposure.

#### **XV. ADDITIONAL INFORMATION**

Contact your field office representative, or HUD's Lead Regulations Hotline, Office of Lead Hazard Control and Healthy Homes, Programs and Regulatory Support Division, U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street, SW (8236), Washington, DC 20410, 202-402-7698 (or, for persons who are deaf or hard of hearing, or have speech disabilities, the Federal Relay (FedRelay) teletype (TTY) number, 800-877-8339, or by other methods shown at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)), or [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov).

Information on the functions and activities of the HUD Office of Inspector General (OIG) is at [www.hudoig.gov](http://www.hudoig.gov). Information on whistleblower protection is on the OIG's website at [www.hudoig.gov/fraud-prevention/whistleblower-protection](http://www.hudoig.gov/fraud-prevention/whistleblower-protection). To submit a question or complaint to the OIG, go to the OIG Hotline at [www.hudoig.gov/hotline](http://www.hudoig.gov/hotline).

## **LEAD BASED PAINT MANAGEMENT PLAN**

### **LOW OPTION**

- Supply information to occupants
  - Provide lead based paint pamphlet
  - Information from health care provider
- Encapsulate all peeling paint
  - Service orders
  - Termination surveys
- Maintain Mandated Survey Data-Base for LBP
  - In house personnel
  - Supplement with contract personnel

### **MEDIUM OPTION**

- Identify hazards by qualified personnel in response to service orders.
  - In house personnel or contract supplement
  - Component replacement
- Identify and total abatement during renovation.
  - In house personnel or contract supplement
  - Rewiring renovation contract abatement
- Identify hazards and removal through revitalization projects.
  - Full lead survey of quarters
  - Abatement of lead based paint hazard associated with project
- Survey and abate upon request
  - Elevated blood lead levels
  - Identify hazards by in house personnel with contract supplement

- Abate as necessary

#### **HIGH OPTION**

- Survey all quarters by contract
  - Do a complete survey interior and exterior
- Make all quarters lead free by contract
  - Remove all lead hazard containing components or remove lead hazards from the surface areas.

## LEAD ABATEMENT PROCEDURE

The following abatement procedure should be more than adequate for safe, efficient and cost effective removal of the interior components containing lead based paint and comply with State of California work practice standards.

1. Identify the components to be effected by the renovation using approved methods of inspection or detection of LBP.
2. Lead abatement can be accomplished by component removal with replacement of a lead-free surface coated component. Component removal can be done with little or no generation of lead dust particles. Abatement of LBP will normally be done in unoccupied units. When conducting a lead abatement project using the replacement strategy, these minimum requirements shall be met:
  - a. The site shall be prepared by first establishing a regulated area using fencing, barrier tape or other appropriate barriers. The regulated area shall be defined to prevent unlicensed and/or unauthorized personnel from approaching closer than twenty (20) feet to the replacement operation.
  - b. Signs shall be posted at all entrances to the regulated area and shall include the words "WARNING: LEAD AREA, POISON- NO SMOKING OR EATING" in bold lettering not smaller than two inches tall with additional language prohibiting entrance to the regulated area by unauthorized personnel.
  - c. Any heating and cooling systems within the regulated area shall be shut down and the vents sealed with 6-mil poly to prevent lead dust accumulation within the system.
  - d. All items shall be cleaned within the regulated area by HEPA vacuuming and or wet wiping with a cleaning solution. Items shall then be removed from the area, or covered with 6-mil poly and sealed with tape.
  - e. At a minimum, one layer of 6-mil poly will be placed on the floor at the base of the component and extend at least ten (10) feet beyond the perimeter of the component to be replaced.
  - f. The component and the area immediately adjacent to the component shall be thoroughly wetted using a garden sprayer, airless mister or other appropriate means to reduce airborne dust.
  - g. After removal of the component the surface behind the component shall be thoroughly wetted to reduce airborne dust.
  - h. The component shall be wrapped or bagged completely in 6-mil poly and sealed with tape to prevent loss of debris or dust and disposed of in accordance with appropriate regulations.
  - i. Prior to installing a new component, the area of replacement shall be cleaned

by HEPA vacuuming. After replacement is complete, the regulated area shall be cleaned with a cleaning solution, rinsing all surfaces, and then HEPA vacuuming the surface again. Cleaning shall begin at the end of the work area farthest from the main entrance to the area and from the top to the bottom of the regulated area.

- j. Following abatement of the affected component, a final clearance shall be performed to ensure total abatement of the lead hazard. A State of California licensed lead inspector or risk assessor shall perform the post-abatement clearance.

The following minimum abatement procedure should be more than adequate for safe, efficient and cost effective removal of exterior components containing lead based paint.

1. Since the components containing LBP to be effected by the renovations have been identified, further detection testing will not be needed.
2. Lead abatement can be accomplished by component removal. Component removal can be done with little or no generation of lead dust particles and shall contain the following abatement methods for exterior component removal:
  - a. The site shall be prepared by first establishing a regulated area using fencing, barrier tape or other appropriate barriers. The regulated area shall be designated as to prevent unlicensed and/or unauthorized personnel from approaching closer than twenty (20) feet to the removal operation.
  - b. Signs shall be posted at all entrances to the regulated area, and shall include the words "WARNING: LEAD AREA, POISON-NO SMOKING OR EATING" in bold lettering not smaller than two inches tall with additional language prohibiting entrance to the regulated area by unauthorized personnel.
  - c. All movable items shall be moved twenty (20) feet from working surfaces. Item that cannot be readily moved twenty (20) feet from working surfaces shall be covered with 6-mil poly and sealed with tape.
  - d. At least one layer of 6-mil poly shall be placed on the ground and extend at least ten (10) feet from the abated surface plus another five (5) feet out for each additional ten (10) feet in surface height over twenty (20) feet. In addition the poly shall:
    1. Securely attached to the side of the building with cover provided to all ground plants and shrubs in the regulated area;
    2. Protected from tearing or perforating;
    3. Contain any water, including rainfall, which may accumulate during the abatement;
    4. Be weighted down to prevent disruption by wind gusts.

- a. All windows within the regulated area and all windows below and within twenty (20) feet of working surfaces shall be closed. It is recommended that the windows of adjacent structures within twenty (20) feet also be closed.
- b. Work shall cease if constant wind speeds are greater than ten (10) miles per hour.
- c. Work shall cease and cleanup occur if rain begins.
- d. All equipment used within the regulated area shall be thoroughly cleaned with a cleaning solution and/or vacuumed with a HEPA vacuum prior to removal from the site.
- e. The regulated area shall be HEPA vacuumed and cleaned of paint chips. Poly and other debris generated by the abatement project work at the end of each workday.
- f. The component removed shall be wrapped with 6-mil poly and disposal of component and abatement debris shall be done in accordance with State and Federal regulations.

## Authority or Owner's Elevated Blood Lead Level Case Checklist

This checklist is intended as a courtesy for optional use by the Housing Authority of the County of Merced (Authority) or Owner in tracking the main steps for responding to an elevated blood lead level (EBLL) case; it is not intended to be submitted to the HUD Field Office nor the HUD Office of Lead Hazard Control and Healthy Homes.

PHA code (if applicable):

PHA or owner name:

Date of EBLL test result:

Program: ☐ Public housing ☐ Housing Choice Voucher ☐ Project-Based Voucher

Dwelling unit address and (if applicable) development name:

Required Steps:

- ☐ Verify EBLL case report with medical provider or health department, if report came from elsewhere.
- ☐ Maintain confidentiality for all records related to the EBLL, and ensure the identity of the child or family are not disclosed to other residents in multiunit property.
- ☐ Notify health department of EBLL case (if it is not already aware of it) within 5 days (either directly or through Authority).
- ☐ Notify HUD field office contact and [LeadRegulations@hud.gov](mailto:LeadRegulations@hud.gov) of EBLL case within 5 days (either directly or through Authority).
- ☐ Engage certified lead risk assessor to perform environmental investigation of child's unit within 15 days.
- ☐ Notify residents of child's unit of results of environmental investigation within 15 days directly, but not by posting in common area.
- ☐ If lead-based paint hazards are found in the child's unit or in a common area servicing that unit in a multiunit property, engage a certified lead abatement professional or certified renovation firm to control the hazards, and a certified lead risk assessor to conduct risk assessments of other assisted dwelling units with a child under age six ("other covered units").
- ☐ In a multiunit property, notify residents that lead-based evaluation will be performed.
- ☐ If lead-based paint hazards are identified in other covered units, engage a certified lead abatement professional or certified renovation firm, and notify other residents of the results of the risk assessment and that lead hazard control work will be performed.
- ☐ Ensure adequate occupant protection, including temporary relocation for EBLL family and/or other families, when required, until their dwelling unit passes clearance.
- ☐ Complete lead hazard control in child's unit and common area servicing that unit if lead-based paint hazards are identified, within 30 days of receiving environmental investigation report.
- ☐ Complete lead hazard control in other covered units and common areas servicing

those units if lead-based paint hazards are identified, within 30 days of receiving environmental investigation report, if up to 20 other covered units, or 90 days, if over 20 other covered units.

- ☐ Ensure all dwelling units and common areas that received lead hazard control pass clearance as determined by a certified risk assessor.
- ☐ In multiunit property, notify other residents that lead hazard control work was completed, and results.
- ☐ Provide all documentation to the HUD field office contact in 10 business days.
- ☐ Disclose information about lead-based paint hazards and all new records and report to residents upon lease initiation or renewal (if not already disclosed).