

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, November 19, 2019
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

Jack Jackson, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Rick Osorio
Margaret Pia
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 Clerk of the Board located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

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

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

I. CALL TO ORDER AND ROLL

II. 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.

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

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:

1. October 15, 2019, Regular Meeting (M/S/C): ____/____/____

V. CONSENT CALENDAR:

1. Rent Delinquency Report for October 2019
2. Track Summary Report for October 2019
3. Financial Reports for September 2019

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Staff Report: RFP 2019-13: Midway Restoration & Unit Modification
2. Staff Report: Flat Rents

VII. EXECUTIVE DIRECTOR REPORT

None

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

1. **Resolution No. 2019-19:** Approving the submission of the Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2019.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. Pursuant to Government Code §54957.6
Union Negotiations
Rosa Vazquez, Executive Director
Maria F. Alvarado, Human Resources Manager

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Regular Meeting
Tuesday, October 15, 2019**

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

Commissioners Present:

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

Commissioners Absent:

Hub Walsh

Vice-Chair Walsh declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Elizabeth M. Fratacangeli, Legal Counsel
Cliff Hatanaka, Interim Finance Officer
Maria F. Alvarado, Clerk of the Board
Blanca Arrate, Director of Housing Programs
Tracy Jackson, Director of Housing Programs

Others Present:

None

II. UNSCHEDULED ORAL COMMUNICATION

None

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

None

(M/S/C): Commissioner Pia/Commissioner Dorsey/Motion Passed

IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

A. August 20 2019, Special Meeting

(M/S/C): Commissioner Pia/Commissioner Dorsey/Motion Passed



V. CONSENT CALENDAR

- A. PHAS Report for August & September 2019
- B. Aged Receivables Report for August & September 2019
- C. Financial Reports for August & September 2019

(M/S/C): Commissioner Osorio/Commissioner Pia/Motion Passed

VI. INFORMATION AND DISCUSSION ITEM(S)

None

Commissioner Jose Resendez entered meeting at 5:37 p.m.

Commissioner Rachel Torres entered meeting at 5:38 p.m.

VII. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Vazquez has been contacted by the Department of Housing and Urban Development (HUD) regarding the potential Rental Assistance Demonstration (RAD) conversion for the Public Housing Department. A consultation meeting has been set up and Executive Director Vazquez will be gathering additional information for the Board and residents. The Board requested that if possible, a time frame for conversion be drafted, a flexible plan that benefits the Authority, and that an Ad Hoc Committee be formed in order to keep the Board informed.
- B. The City of Atwater requested a meeting with the Authority to discuss future development projects within the city. Prospective funding sources and sites were discussed and will require further review. Executive Director Vazquez will provide the Board updates as they become available.
- C. The Authority applied for thirty mainstream vouchers that are aimed to assist families experiencing homelessness and mental disabilities. The Authority will notify the Board if the Authority is awarded the vouchers.
- D. The Family Self Sufficiency grant has been renewed and will be expanded to the Public Housing department this upcoming fiscal year.
- E. The Authority's fiscal year concluded September 30th and Authority staff is currently working on closing the year out.
- F. The Board was reminded that beginning November the Board meetings will be held at noon.

VIII. WRITTEN CORRESPONDENCE

None



IX. RESOLUTION ITEM(S)

None

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

The Board thanked staff for the information provided. Commissioner Osorio inquired about student housing and Executive Director Vazquez provided a brief explanation of the eligibility requirements.

XII. CLOSED SESSION ITEM(S):

The Board of Commissioners went into closed session at 6:15 p.m. The following people were present:

Board Members

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

Others Present

Rosa Vazquez, Executive Director/Board Secretary
Elizabeth M. Fratarcangeli, Legal Counsel
Maria F. Alvarado, HR Manager/Board Clerk

A. Pursuant to Government Code §54967.6
Union Negotiations

The Board returned to Regular Session at 6:16 p.m. and no action taken.

XIII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:16 p.m.

(M/S/C): Commissioner Torres/Commissioner Resendez/Motion Passed

Chairperson Signature

Date: November 19, 2019

Secretary Signature

Date: November 19, 2019



Aged Receivables Report as of 10/31/2019

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	8,130.20	3,228.24	100.00	219.77	11,678.21	(8,152.58)	3,525.63
ca023010 PH - Merced	5,017.70	1,547.92	25.00	880.21	7,470.83	(2,588.35)	4,882.48
ca023013 PH - Merced Sr	1,357.68	73.00	25.00	1,070.00	2,525.68	(2,196.73)	328.95
ca023021 PH - Acquisition	-	-	-	-	-	(126.48)	(126.48)
ca023023 PH - Acquisition	598.00	-	-	-	598.00	(600.00)	(2.00)
AMP 1 TOTALS	15,103.58	4,849.16	150.00	2,169.98	22,272.72	(13,664.14)	8,608.58
AMP 2							
ca023003 PH - Atwater - Cameo	1,999.00	914.37	25.00	508.78	3,447.15	(2,570.45)	876.70
ca023006 PH - Livingston	3,493.91	851.72	13.00	1,753.44	6,112.07	(5,517.97)	594.10
012a PH - Atwater	4,383.21	1,332.58	50.00	55.99	5,821.78	(2,494.95)	3,326.83
012b PH - Winton	213.00	-	-	(301.00)	(88.00)	(1,180.75)	(1,268.75)
AMP 2 TOTALS	10,089.12	3,098.67	88.00	2,017.21	15,293.00	(11,764.12)	3,528.88
AMP 3							
ca023002 PH - Los Banos	3,105.29	926.00	25.00	645.00	4,701.29	(3,183.09)	1,518.20
ca023004 PH - Los Banos - Abby, B, C & D	5,239.04	1,652.00	27.90	417.36	7,336.30	(5,098.98)	2,237.32
ca023005 PH - Dos Palos - West Globe	2,864.41	675.65	50.00	1,262.22	4,852.28	(1,785.96)	3,066.32
ca023011 PH - Los Banos - J & K St	1,016.00	377.00	25.00	296.00	1,714.00	(764.16)	949.84
012c PH - Dos Palos - Alleyne	1,647.50	377.99	-	-	2,025.49	(2,126.76)	(101.27)
012d PH - Dos Palos - Globe	1,431.58	261.00	25.00	(10.00)	1,707.58	(1,311.05)	396.53
AMP 3 TOTALS	15,303.82	4,269.64	152.90	2,610.58	22,336.94	(14,270.00)	8,066.94
AMP 4							
ca023024 PH - 1st Street	269.00	633.00	-	(94.00)	808.00	(8.00)	800.00
AMP 4 TOTALS	269.00	633.00	-	(94.00)	808.00	(8.00)	800.00
VALLEY VIEW							
atw Atwater Elderly	(597.00)	(139.00)	10.00	128.00	(598.00)	(2,348.00)	(2,946.00)
dp Dos Palos Elderly	(65.00)	1,005.00	10.00	524.00	1,474.00	(2,483.00)	(1,009.00)
mid Midway	2,498.60	1,549.09	1,138.00	(1,675.59)	3,510.10	(4,547.14)	(1,037.04)
VALLEY VIEW TOTALS	1,836.60	2,415.09	1,158.00	(1,023.59)	4,386.10	(9,378.14)	(4,992.04)
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	943.00	351.00	(114.00)	3,804.00	4,984.00	(3,750.02)	1,233.98
FELIX TORRES YEAR ROUND TOTALS	943.00	351.00	(114.00)	3,804.00	4,984.00	(3,750.02)	1,233.98
HOUSING AUTHORITY TOTALS	43,545.12	15,616.56	1,434.90	9,484.18	70,080.76	(52,834.42)	17,246.34

PHAS Tracking Summary
Fiscal Year Ending 09/30/20

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											
Average Lease Up Days		0											
Make Ready Time		33											
Average Make Ready Days		17											
Down Days		46											
Average Down Days		23											
Total # Vacant Units Turned		2											
Total # Turn Around Days		79											
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	40											

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	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	16											

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2018-Sep 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	750,033	726,120	23,913	3	726,120
TOTAL GRANT INCOME (3)	575,171	534,000	41,171	-1	534,000
TOTAL OTHER INCOME	397	600	-203	-34	600
TOTAL INCOME	1,325,601	1,260,720	64,881	1	1,260,720
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	415,140	387,297	-27,843	-7	387,297
TOTAL TENANT SERVICES EXPENSES	8,067	675	-7,392	-1,095	675
TOTAL UTILITY EXPENSES	176,851	189,374	12,523	7	189,374
TOTAL MAINTENANCE EXPENSES (2)	395,872	368,653	-27,219	-7	368,653
TOTAL GENERAL EXPENSES	108,163	127,849	19,686	15	127,849
TOTAL HOUSING ASSISTANCE PAYMENTS	1,278	2,400	1,122	47	2,400
TOTAL NON-OPERATING ITEMS	127,298	127,298	0	8	127,298
TOTAL EXPENSES	1,232,669	1,203,546	-29,123	-2	1,203,546
NET INCOME	92,932	57,174	35,758	197	57,174

- (1) Higher legal expenses
(2) Higher Maintenance Payroll
(3) Higher Operating Subsidy

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	574,951	586,820	-11,869	-2	586,820
TOTAL GRANT INCOME (1)	338,933	280,000	58,933	21	280,000
TOTAL OTHER INCOME (2)	102,758	0	102,758	N/A	0
TOTAL INCOME	1,016,642	866,820	149,822	17	866,820
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	228,319	263,684	35,365	13	263,684
TOTAL TENANT SERVICES EXPENSES	6,342	0	-6,342	N/A	0
TOTAL UTILITY EXPENSES	177,828	181,600	3,772	2	181,600
TOTAL MAINTENANCE EXPENSES (3)	432,289	268,570	-163,719	-61	268,570
TOTAL GENERAL EXPENSES	74,820	80,499	5,679	7	80,499
TOTAL HOUSING ASSISTANCE PAYMENTS	306	900	594	66	900
TOTAL NON-OPERATING ITEMS	71,373	71,372	-1	0	71,372
TOTAL EXPENSES	991,277	866,625	-124,652	-14	866,625
NET INCOME	25,365	195	25,170	12,908	195

- (1) Higher Operating Subsidy from HUD
(2) Insurance recovery for fire damage to unit
(3) Cost to repair fire damaged units

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	565,519	571,500	-5,981	-1	571,500
TOTAL GRANT INCOME (1)	401,889	372,000	29,889	8	372,000
TOTAL INCOME	967,408	943,500	23,908	3	943,500
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	239,142	316,293	77,151	24	316,293
TOTAL TENANT SERVICES EXPENSES	21,971	0	-21,971	N/A	0
TOTAL UTILITY EXPENSES	156,864	146,780	-10,084	-7	146,780
TOTAL MAINTENANCE EXPENSES (3)	394,784	315,530	-79,254	-25	315,530
TOTAL GENERAL EXPENSES	81,088	88,508	7,420	8	88,508
TOTAL HOUSING ASSISTANCE PAYMENTS	1,057	1,200	143	12	1,200
TOTAL NON-OPERATING ITEMS	58,425	58,425	0	0	58,425
TOTAL EXPENSES	953,330	926,736	-26,595	7	926,736
NET INCOME	14,078	16,764	-2,687	-16	16,764

(1) Higher Operating Subsidy from HUD

(2) Lower than budgeted Admin personnel costs

(3) Higher personnel costs and supplies including flooring

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	19,246	15,600	3,646	23	15,600
TOTAL GRANT INCOME	21,426	20,000	1,426	7	20,000
TOTAL INCOME	40,672	35,600	5,072	14	35,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	14,863	8,906	-5,855	-66	8,906
TOTAL TENANT SERVICES EXPENSES	0	0	0	N/A	0
TOTAL UTILITY EXPENSES	5,725	6,060	335	6	6,060
TOTAL MAINTENANCE EXPENSES	9,547	7,035	-2,512	-36	7,035
TOTAL GENERAL EXPENSES	3,215	3,420	205	6	3,420
TOTAL HOUSING ASSISTANCE PAYMENTS	0	60	60	100	60
TOTAL NON-OPERATING ITEMS	47,757	47,757	0	8	47,757
TOTAL EXPENSES	81,106	73,238	-7,766	-11	73,238
NET INCOME	-40,434	-37,638	-2,694	7	-37,638

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	18,017,368	19,194,000	-1,176,632	-6	19,194,000
TOTAL OTHER INCOME	1,023	4,800	-3,777	-79	4,800
TOTAL INCOME	18,018,391	19,198,800	-1,180,409	-6	19,198,800
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4)	1,474,935	1,583,640	108,705	7	1,583,640
TOTAL TENANT SERVICES EXPENSES	6,636	0	-6,636	N/A	0
TOTAL MAINTENANCE EXPENSES (5)	34,729	112,350	77,621	69	112,350
TOTAL GENERAL EXPENSES	85,918	72,810	20,744	28	72,810
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	16,526,253	17,430,000	903,747	5	17,430,000
TOTAL EXPENSES	18,128,471	19,198,800	1,104,181	6	19,198,800
NET INCOME	-110,080	0	-76,228	N/A	0

- (1) Lower HAP from HUD \$1,304M
(2) Lower Management & Bookkeeping Fees \$56M
(3) Lower software license \$66M
(4) Higher Contract Inspections booked under Admin \$65M, budgeted under Contract work under Maintenance Expenses
(5) Lower Contract Inspections budget under Maintenance \$108M, booked under Admin Expense
(6) Lower HAP issued \$903M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2018-Sep 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME	1,041,121	1,143,277	-102,156	-9	1,143,277
TOTAL INCOME (1)	1,041,121	1,143,277	-102,156	-9	1,143,277
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	957,565	950,723	-6,842	-1	950,723
TOTAL TENANT SERVICES EXPENSES	2,395	0	-2,395	N/A	0
TOTAL UTILITY EXPENSES	40,113	38,900	-1,213	-3	38,900
TOTAL MAINTENANCE EXPENSES	74,344	76,470	2,126	3	76,470
TOTAL GENERAL EXPENSES	89,916	71,750	-18,166	-25	71,750
TOTAL EXPENSES	1,164,332	1,137,843	-26,489	-2	1,137,843
NET INCOME	-123,212	5,434	-128,646	-3,448	5,434

(1) Lower Admin Fee from HCV

Housing Authority of the County of Merced
Langdon Villas (Langdon)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	48,285	46,200	2,085	5	46,200
TOTAL OTHER INCOME (1) (2)	306,848	250,676	56,172	22	250,676
TOTAL INCOME	355,133	296,876	58,257	20	296,876
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)(4)	140,190	73,731	-66,461	-90	73,731
TOTAL UTILITY EXPENSES	1,374	1,600	226	14	1,600
TOTAL MAINTENANCE EXPENSES (5)	15,629	4,400	-11,229	-255	4,400
TOTAL GENERAL EXPENSES	53,189	48,400	-4,789	-10	48,400
TOTAL NON-OPERATING ITEMS	3,439	3,439	0	0	3,439
TOTAL EXPENSES	213,821	131,570	-82,253	-63	131,570
NET INCOME	141,312	165,306	-23,996	-15	165,306

- (1) Refund of construction costs from PG&E, Plainburg Rd and hwy 140 \$28M
(2) Bond Proceeds \$15M
(3) Consultants for Accounting Year End Closing \$50M
(4) Bond Fee \$31M
(5) Contract work including Landscaping and Vehicle Maintenance

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2018-Sep 2019

Revenue & Expenses	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	195,825	187,400	8,425	4	187,400
TOTAL INCOME	195,825	187,400	8,425	4	187,400
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	19,755	20,150	395	2	20,150
TOTAL UTILITY EXPENSES	70,271	67,340	-2,931	-4	67,340
TOTAL MAINTENANCE EXPENSES	34,165	36,760	2,595	7	36,760
TOTAL GENERAL EXPENSES	1,668	1,320	-348	-26	1,320
TOTAL NON-OPERATING ITEMS	53,800	53,800	0	0	53,800
TOTAL EXPENSES	179,659	179,370	-289	3	179,370
NET INCOME	16,166	8,030	8,136	174	8,030

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-fty)
Budget Comparison
Period = Oct 2018-Sep 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	570,231	528,600	41,631	8	528,600
TOTAL OTHER INCOME	96		96	N/A	0
TOTAL INCOME	570,327	528,600	41,727	8	528,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (1)	55,676	98,979	43,304	44	98,979
TOTAL UTILITY EXPENSES	73,288	93,892	20,604	22	93,892
TOTAL MAINTENANCE EXPENSES	96,082	79,556	-16,525	-21	79,556
TOTAL GENERAL EXPENSES	17,444	20,810	3,366	16	20,810
TOTAL FINANCING EXPENSES (2)	113,027	33,000	-80,027	-243	33,000
TOTAL NON-OPERATING ITEMS	195,471	199,791	4,320	2	199,791
TOTAL EXPENSES	550,988	526,029	-24,958	-5	526,029
NET INCOME	19,339	2,571	16,769	652	2,571

(1) Lower personnel costs
(2) Higher expense, budget too low

Housing Authority of the County of Merced
Financial Stmt - Valley View (.fs-vv)
Budget Comparison
Period = Oct 2018-Sep 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	571,293	561,000	10,293	2	561,000
TOTAL OTHER INCOME (1)	96,331	0	96,331	N/A	0
TOTAL INCOME	667,623	561,000	106,623	19	561,000
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	147,598	148,487	890	1	148,487
TOTAL UTILITY EXPENSES	95,137	102,520	7,383	7	102,520
TOTAL MAINTENANCE EXPENSES (2)(3)(4)	255,795	147,661	-108,134	-73	147,661
TOTAL GENERAL EXPENSES	25,744	22,744	-3,000	-13	22,744
TOTAL FINANCING EXPENSES (5)	162,500	162,500	0	100	162,500
TOTAL NON-OPERATING ITEMS	40,519	40,519	0	0	40,519
TOTAL EXPENSES	727,293	624,431	-102,861	16	624,431
NET INCOME	-59,670	-63,431	3,762	-6	-63,431

- (1) Residual from old bond funds
(2) Alarm system at Atwater and Dos Palos facilities \$46M
(3) HVAC for Midway \$9M
(4) Flooring \$24M
(5) Actual Interest pending determination of allocation

Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2018-Jun 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL INCOME	1,207,869	1,126,046	(81,823)	-7	1,126,046
EXPENSES					
Total - Center Personnel	621,591	533,339	-88,252	-17	533,339
Total - Operating Expenses	340,123	303,239	-36,884	-12	303,239
Total - Maintenance Expenses	58,142	28,940	-29,202	-101	28,940
Total - Contractor Administration	106,232	110,126	3,894	4	110,126
Total - Debt Service and Replacement	81,781	81,782	1	0	81,782
TOTAL EXPENSES	1,207,869	1,057,426	-150,443	-14	1,057,426
Total Reserves	0	68,620	68,620	100	68,620
	1,207,869	1,126,046	-81,823	-7	1,126,046

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 19, 2019

SUBJECT: Midway Fire Restoration and Unit Modification

During the August 20, 2019 meeting, the Board was notified that in April the Midway Development had a fire in one of the apartment buildings that resulted in extensive damage to several units. A Request for Proposals was published soliciting sealed bids for said fire restoration to those units damaged by the fire and unit modernization to the adjacent units.

It was projected that the Authority would submit the recommendation to award the contract at the September 2019 Board meeting, however, due to an error in submission dates in the published RFP and the advertisement the Authority had to extend the deadline for sealed bid submissions to October 18, 2019.

The Authority received one proposal. This sealed bid will be reviewed to ensure completeness and once that review is complete, the Authority will provide the proposal to the HARRP claim adjuster for review and approval.

If and when the proposal is approved the Authority will submit the recommendation to award the contract.

MEMORANDUM

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

FROM: Rosa Vazquez, Executive Director

DATE: November 19, 2019

SUBJECT: Revisions to the Housing Authority's Flat Rent Schedule for units in the Public Housing Program in accordance with HUD's PIH published Notice 2017-23.

The 1998 Quality Housing Work Responsibility Act (QHWRA) requires Public Housing Authorities (PHAs) to establish flat rents as opposed to an income-based rent to residents of public housing. Flat rents are based on market rents and, therefore, the tenant rent does not vary with income.

The Department of Housing and Urban Development (HUD) requires that PHAs offer families the choice of paying income-based rent (generally up to 30% of adjusted income) or a flat rate rent, which is based on the market rent charged for comparable units in the private unassisted rental market. HUD also requires that flat rents be established at no less than 80 percent of the applicable Fair Market Rent (FMR) and established rent increase phase-in requirements to prevent family rental payments from increasing by more than 35%.

FMR is a gross rent estimate that includes the base rent, as well as any essential utilities that the tenant would be responsible for paying, such as gas or electric. every year, HUD compiles a list of the FMRs for over 2,500 metropolitan and non-metropolitan counties.

The Fair Market Rents for the County of Merced were increased effective October 1, 2019. The new Flat Rent schedule amounts will be effective January 1, 2020.

	1BR	2 BR	3 BR	4 BR
Current FRs	\$504	\$617	\$905	\$1,066
New FRs	\$582	\$700	\$1,023	\$1,208

For current program participants that pay the flat rental amount, the new flat rental amount will be offered as well as the income-based rental amount, at the next annual rental option.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 19, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-19:** Approving the submission of the Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2019.

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

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

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

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-19**, approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2019.

RESOLUTION NO. 2019-19

**APPROVING SUBMISSION OF THE SECTION EIGHT MANAGEMENT
ASSESSMENT PROGRAM (SEMAP) CERTIFICATION, HUD FORM 52648 TO HUD
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019**

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

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

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2019-19**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2019, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 19, 2019 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: November 19, 2019

Section 8 Management Assessment Program (SEMAP) Certification

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

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

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

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

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

Performance Indicators

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

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

PHA Response Yes ☒ No ☐

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

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

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

PHA Response Yes ☒ No ☐

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

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

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

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

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

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

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

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

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

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

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	<u>637.00</u>	1-BR FMR	<u>680.00</u>	2-BR FMR	<u>839.00</u>	3-BR FMR	<u>1213.00</u>	4-BR FMR	<u>1465.00</u>
PS	<u>700.00</u>	PS	<u>748.00</u>	PS	<u>923.00</u>	PS	<u>1334.00</u>	PS	<u>1612.00</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

151

b. Number of FSS families currently enrolled

47

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

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

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

Yes ☒

No ☐

57

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

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

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

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

or

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

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

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

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

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

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

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

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

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

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

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

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

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