

# AGENDA

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

Regular Meeting  
Tuesday, November 15, 2022  
12:00 p.m.

### Closed session immediately following

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

Rick Osorio, Chairperson  
Hub Walsh, Vice-Chair  
Evelyn Dorsey  
Robert Dylina  
Diana Odom Gunn  
Margaret Pia

**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](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. 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 subject-matter 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 3-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record. Public comments must not interfere with orderly discussion or otherwise disrupt the meeting (CA Gov. Code 54957.9, SB 1100 (2022)). Slanderous, profane, threatening remarks or disorderly conduct that disrupts the meeting are prohibited (CA Gov. Code 36813, White v. City of Norwalk, 900 F.2d 1421 (1990)). Disruptive conduct may be grounds for removal from the meeting.

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

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



**IV. APPROVAL OF THE FOLLOWING MEETING MINUTES**

1. October 18, 2022, Regular Meeting (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**V. CONSENT CALENDAR**

1. Rent Delinquency Report October 2022
2. Financial Reports for October 2022
3. Public Housing Occupancy/Vacancy Report
4. HCV Special Program Counts

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

**VI. INFORMATION/DISCUSSION ITEM(S)**

1. Protocol for Board Member Interaction

**VII. EXECUTIVE DIRECTOR REPORT**

1. Migrant Center Update
2. Stability Voucher Program Application
3. Family Self Sufficiency Action Plan Approval

**VIII. WRITTEN CORRESPONDENCE**

None

**IX. RESOLUTION ITEM(S)**

1. **Resolution No. 2022-20:** 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, 2022.

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

**X. ACTION ITEM(S)**

None

**XI. COMMISSIONER'S COMMENTS**

**XII. CLOSED SESSION ITEM(S)**

1. **Conference with Labor Negotiators (§54957.6)**  
Agency designated representatives:  
David G. Ritchie, General Counsel  
Rosa Vazquez, Executive Director  
Maria Alvarado, Clerk of the Board & HR Manager  
Employee organization: General Employees, AFSCME 2703

**XIII. ADJOURNMENT**

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



# MINUTES

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

Regular Meeting  
Tuesday, October 18, 2022

- I. The meeting was called to order by Chairperson Osorio at 12:03 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rick Osorio, Chairperson  
Hub Walsh, Vice-Chairperson  
Robert Dylina  
Diana Odom Gunn  
Margaret Pia

**Commissioners Absent:**

Evelyne Dorsey

Chairperson Osorio declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel  
Blanca Arrate, Director of Housing Programs  
Tracy Jackson, Director of Housing Programs  
Melina Frederick, Director of Procurement & Asset Management  
Cliff Hatanaka, Finance Officer  
Bruce Milgrom, Finance Officer  
Maria F. Alvarado, Board Clerk & HR Manager

**Others Present:**

Scott McBride, City of Merced  
Linda Dash, Healthy House

II. **UNSCHEDULED ORAL COMMUNICATION**

Scott McBride, Director of Development Services for the City of Merced was in attendance to thank the Authority for the work and support it offers along with other community partners towards the goal of affordable housing. Mr. McBride states there are other projects the City of Merced would like to partner with the Authority on on. Mr. McBride offers the City's assistance if and when and if needed.

Linda Dash, was present to advocate for two Housing Choice Voucher clients who are in the eligibility screening process and have been denied due to program regulations. The Authority will work with Mrs. Dash on these two cases. Mrs. Dash states the work staff does is amazing, however, the system is what is failing our clients.



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

Commissioner Dylina requests that two items be added as discussion items, however, Legal Counsel Ritchie advised this may be a violation of the Brown Act. These two items will be discussed during Item XI. Commissioner's Comments.

(M/S/C): Commissioner Pia/Commissioner Odom Gunn/Motion Passed

### IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. September 20, 2022, Regular Meeting

(M/S/C): Commissioner Odom Gunn/Commissioner Pia/Motion Passed

### V. CONSENT CALENDAR

1. Rent Delinquency Report for September 2022
2. Financial Reports for September 2022

**Commissioner Walsh requested that Item V. 3. Public Housing Occupancy/Vacancy Report be reviewed and approved separately.**

**Commissioner Dylina requested that Item V. 4. HCV Special Program Counts be reviewed and approved separately.**

(M/S/C): Commissioner Odom Gunn/Commissioner Pia/Motion Passed

3. Public Housing Occupancy/Vacancy Report

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

4. HCV Special Program Counts

(M/S/C): Commissioner Dylina/Commissioner Odom Gunn/Motion Passed

### VI. INFORMATION AND DISCUSSION ITEM(S)

1. The Board was provided a staff report in which the Authority reviews and discusses an article published which lists the upcoming affordable housing projects the City and County of Merced have planned. The Authority wishes to outline the role the Authority has or has been requested to have in all of these projects as the article does not list the Authority's participation as it should. The Board was also notified that the Authority has submitted its letter of interest for the Stability Voucher Program. Additionally, Executive Director Vazquez discussed the urgency of getting the Emergency Housing Vouchers under lease as HUD will be recapturing any unused vouchers so that they may be redistributed to PHAs that have fully utilized theirs.
2. Executive Director Vazquez explained what the Section Eight Management Assessment Program (SEMAP) is and also notified the Board that it will appear them in the November 2022 meeting for approval.



3. The Board was notified that the Authority did not respond to the HUD-VASH notice as the office of Veterans Affairs (VA) stated that it could not sustain additional vouchers at this time. The Board requested that the Authority send a letter to the VA in support of additional vouchers moving forward.

## **VII. EXECUTIVE DIRECTOR REPORT**

1. Executive Director Vazquez reported that the Authority attended the Boys & Girls Gala. The Authority has reminded the organization that it is still available and willing to give access to facilities for their use in outlying County areas.
2. The Retreat waiting list will open October 18<sup>th</sup> at noon. The complex has a total of one hundred and nineteen (119) units and of those thirty (30) are project-based. The Authority will accept one hundred and fifty (150) preapplications for this site. The units have been preinspected and should be ready for lease up.

## **VIII. WRITTEN CORRESPONDENCE**

None

## **IX. RESOLUTIONS ITEM(S)**

1. **Resolution No. 2022-19:** Approving and authorizing the Executive Director to execute a right of entry and access agreement with Planada Community Services District for a test well located at 8916 Gerard Road, Planada, CA.

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

## **X. ACTION ITEM(S)**

None

## **XI. COMMISSIONER'S COMMENTS**

Commissioner Dylina recommends that the Authority improve its public relations as well as offer a better understanding of the selection process. This will assist all in answering questions when approached. Additionally, the Authority should inquire about what other reports other agencies are presenting.

Commissioner Odom Gunn also commented on the public perception that the Authority does do anything and has not for years. Commissioner Odom Gunn agrees that a presentation of what the Authority does or has done would improve its image.

Commissioner Walsh requests that the Authority follow up on Mrs. Dash's request so that it may be resolved. He also seconds the notion that if the Authority would improve its exposure it would address some of the negative impressions the community has of it.



**CLOSED SESSION ITEM(S)**

The Board of Commissioners went into closed session at 1:13 p.m. The following people were present:

Board Members

Rick Osorio, Chair  
Hub Walsh, Vice-Chair  
Robert Dylina  
Diana Odom Gunn  
Margaret Pia

Others Present

Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel  
Maria F. Alvarado, HR Manager/Board Clerk

1. Pursuant to Government Code(§ 54957.6 – Union Negotiations

The Board returned to Regular Session at 2:01 p.m. and direction was given to staff.

**XII. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:01 p.m.

\_\_\_\_\_  
Chairperson Signature

Date: November 15, 2022

\_\_\_\_\_  
Secretary Signature

Date: November 15, 2022



## Aged Receivables Report as for 10/2022 - As of 11-07-2022

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	6,442.93	2,903.70	0.00	11,666.45	21,013.08	21,013.08
ca023010 PH - Merced	3,893.38	2,591.71	0.00	5,271.95	11,757.04	11,757.04
ca023013 PH - Merced Sr	808.35	544.35	0.00	2,515.59	3,868.29	3,868.29
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	458.00	458.00	0.00	1,529.00	2,445.00	2,445.00
<b>AMP 1 TOTALS</b>	<b>11,602.66</b>	<b>6,497.76</b>	<b>0.00</b>	<b>20,982.99</b>	<b>39,083.41</b>	<b>39,083.41</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	794.00	794.00	0.00	1,608.00	3,196.00	3,196.00
ca023006 PH - Livingston	2,851.00	2,869.00	0.00	874.06	6,594.06	6,594.06
012a PH - Atwater	1,934.87	2,651.52	0.00	7,957.47	12,543.86	12,543.86
012b PH - Winton	24.60	0.00	0.00	0.00	24.60	24.60
<b>AMP 2 TOTALS</b>	<b>5,604.47</b>	<b>6,314.52</b>	<b>0.00</b>	<b>10,439.53</b>	<b>22,358.52</b>	<b>22,358.52</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	1,536.59	662.00	0.00	4,699.00	6,897.59	6,897.59
ca023004 PH - Los Banos - Abby, B, C & D	1,214.00	490.00	0.00	-32.21	1,671.79	1,671.79
ca023005 PH - Dos Palos - West Globe	852.00	404.00	0.00	98.00	1,354.00	1,354.00
ca023011 PH - Los Banos - J & K St	1,254.24	748.00	0.00	375.00	2,377.24	2,377.24
012c PH - Dos Palos - Alleyne	850.66	0.00	0.00	0.00	850.66	850.66
012d PH - Dos Palos - Globe	382.00	0.00	0.00	-82.00	300.00	300.00
<b>AMP 3 TOTALS</b>	<b>6,089.49</b>	<b>2,304.00</b>	<b>0.00</b>	<b>5,057.79</b>	<b>13,451.28</b>	<b>13,451.28</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	359.73	5.00	0.00	-723.00	-358.27	-358.27
<b>AMP 4 TOTALS</b>	<b>359.73</b>	<b>5.00</b>	<b>0.00</b>	<b>-723.00</b>	<b>-358.27</b>	<b>-358.27</b>
<b>VALLEY VIEW</b>						
atw Atwater Elderly	0.00	0.00	0.00	0.00	0.00	0.00
dp Dos Palos Elderly	0.00	0.00	0.00	0.00	0.00	0.00
mid Midway	0.00	0.00	0.00	200.00	200.00	200.00
pbc - atw	709.00	339.00	0.00	176.49	1,224.49	1,224.49
pbc - dp	583.00	241.00	0.00	-216.72	607.28	607.28
pbc - mid	-6,326.00	1,746.87	0.00	20,921.81	16,342.68	16,342.68
<b>VALLEY VIEW TOTALS</b>	<b>-5,034.00</b>	<b>2,326.87</b>	<b>0.00</b>	<b>21,081.58</b>	<b>18,374.45</b>	<b>18,374.45</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	4,445.82	3,149.00	0.00	8,564.00	16,158.82	16,158.82
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>4,445.82</b>	<b>3,149.00</b>	<b>0.00</b>	<b>8,564.00</b>	<b>16,158.82</b>	<b>16,158.82</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>23,068.17</b>	<b>20,597.15</b>	<b>0.00</b>	<b>65,402.89</b>	<b>109,068.21</b>	<b>109,068.21</b>

**Housing Authority of the County of Merced**  
**Financial Statement - AMP 1 (.fs-amp1)**  
**Budget Comparison**  
**Period = Oct 2021-Sep 2022**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
			<b>Fav/-Unfav</b>	<b>Fav/-Unfav</b>	
Revenue & Expenses					
INCOME					
TENANT INCOME					
NET TENANT INCOME (1)	784,496.13	658,301.00	126,195.13	19	658,301
TOTAL GRANT INCOME (2)	681,337.00	683,465.00	-2,128.00	0	683,465
<b>TOTAL INCOME</b>	<b>1,465,833.13</b>	<b>1,341,766.00</b>	<b>124,067.13</b>	<b>9</b>	<b>1,341,766</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	390,936.79	425,972.00	35,035.21	8	425,972
TOTAL TENANT SERVICES EXPENSES (3)	2,690.88	1,700.00	-990.88	-58	1,700
TOTAL UTILITY EXPENSES	220,538.70	212,287.00	-8,251.70	-4	212,287
TOTAL MAINTENANCE EXPENSES (4)	397,572.01	375,771.00	-21,801.01	-6	375,771
TOTAL GENERAL EXPENSES (5,6)	172,981.60	152,544.00	-20,437.60	-13	152,544
TOTAL HOUSING ASSISTANCE PAYMENTS	2,918.00	5,000.00	2,082.00	42	5,000
TOTAL FINANCING EXPENSES	43,944.75	43,947.00	2.25	0	43,947
TOTAL NON-OPERATING ITEMS	37,716.45	37,716.00	-0.45	0	37,716
<b>TOTAL EXPENSES</b>	<b>1,269,299.18</b>	<b>1,254,937.00</b>	<b>-14,362.18</b>	<b>10</b>	<b>1,254,937</b>
<b>NET INCOME</b>	<b>196,533.95</b>	<b>86,829.00</b>	<b>109,704.95</b>	<b>126</b>	<b>86,829</b>

(1) Lower Covid related rents, not realized \$126M

(2) Lower Operating Subsidy -\$2M

(3) Lower Personnel Costs \$41M

(4) Lower Supplies and higher Contract Maintenance Costs -\$22M

(65) Higher Property Insurance -\$12M, Lower W/C Ins +\$ 4M

(6) Higher PILOT Expenses, based on higher rent revenue -\$10M



**Housing Authority of the County of Merced**  
**Financial Statement - AMP 2 (.fs-amp2)**  
**Budget Comparison**  
Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	609,196	516,599	92,597	18	516,599
TOTAL GRANT INCOME (2)	440,563	460,996	-20,433	-4	460,996
<b>TOTAL INCOME</b>	<b>1,049,759</b>	<b>977,595</b>	<b>72,164</b>	<b>7</b>	<b>977,595</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	271,700	298,227	26,527	14	298,227
TOTAL TENANT SERVICES EXPENSES	1,665	1,600	-65	-4	1,600
TOTAL UTILITY EXPENSES (5)	210,082	197,902	-12,180	-6	197,902
TOTAL MAINTENACE EXPENSES (6,7,8)	369,424	304,498	-64,926	-21	304,498
TOTAL GENERAL EXPENSES (9,10,11)	128,796	119,157	-9,639	69	119,157
TOTAL HOUSING ASSISTANCE PAYMENTS	1,490	1,125	-365	-32	1,125
TOTAL FINANCING EXPENSES	22,079	19,145	-2,934	-15	19,145
TOTAL NON-OPERATING ITEMS	71,372	71,372	0	0	71,372
<b>TOTAL EXPENSES</b>	<b>1,076,609</b>	<b>1,013,026</b>	<b>-63,583</b>	<b>5</b>	<b>1,013,026</b>
<b>NET INCOME</b>	<b>-26,849</b>	<b>-35,431</b>	<b>8,582</b>	<b>-24</b>	<b>-35,431</b>

- (1) Lower COVID related rent, not realized \$92M
- (2) Lower Operating Fund -\$20M
- (3) Lower Personnel Costs \$32M
- (4) Higher Legal Expenses \$12M
- (5) Higher Utilities, invoices received in July -\$12M
- (6) Higher General Maint. Exp -Pension and Fuel -\$19M
- (7) Higher Maint. Supplies Electrical -\$9M, Plumbing -\$ 19M
- (8) Higher Cont. Cost Landscaping -\$ 19M, HVAC -\$ 15M
- (9) Higher Property Insurance Expense -\$8M
- (10) Higher PILOT Expenses, based on higher rent revenues -\$9M
- (11) Lower Workman's Comp. Ins. \$7M

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav / -Unfav	Fav / -Unfav	
INCOME					
NET TENANT INCOME (1)	592,992	490,756	102,236	20.83	490,756
TOTAL GRANT INCOME (2)	470,370	509,747	-39,377	-7.72	509,747
TOTAL INCOME	1,063,362	1,000,503	62,859	6.28	1,000,503
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	324,761	330,095	5,334	1.62	330,095
TOTAL TENANT SERVICES EXPENSES	2,449	1,100	-1,349	-122.66	1,100
TOTAL UTILITY EXPENSES (4)	171,186	158,688	-12,498	-7.88	158,688
TOTAL MAINTENACE EXPENSES (5,6,7)	344,722	329,340	-15,382	-4.67	329,340
TOTAL GENERAL EXPENSES (8,9,10)	129,622	113,185	-16,437	-14.52	113,185
TOTAL HOUSING ASSISTANCE PAYMENTS	3,298	1,500	-1,798	-119.87	1,500
TOTAL FINANCING EXPENSES	22,083	22,083	0	0.00	22,083
TOTAL NON-OPERATING ITEMS	53,556	58,425	4,869	8.33	58,425
TOTAL EXPENSES	1,051,677	1,014,416	-37,261	-3.67	1,014,416
NET INCOME	11,685	-13,913	25,598	-183.99	-13,913

- (1) Lower COVID related rents. Not realized \$102M
- (2) Lower Operating Subsidy -\$40M
- (3) Lower Legal Expenses \$9M
- (4) Higher Utilities Expenses -\$12M
- (5) Lower Maintenance Personnel Expenses \$48M
- (6) Higher Maintenance Contract Services -\$45M
- (7) Higher Supplies Costs -\$19M
- (8) Higher Property Insurance due to prior year experience -\$9M
- (9) Higher PILOT costs due to higher Tenant Rents -\$10M
- (10) Lower Workman's Comp. \$ 3M

**Housing Authority of the County of Merced**  
**Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	23,247	13,782	9,465	69	13,782
TOTAL GRANT INCOME	26,962	28,618	-1,656	-6	28,618
TOTAL INCOME	50,209	42,400	7,809	18	42,400
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	10,314	12,198	2,594	21	12,198
TOTAL TENANT SERVICES EXPENSES	2	0	-2	N/A	0
TOTAL UTILITY EXPENSES	6,747	6,323	-424	-7	6,323
TOTAL MAINTENANCE EXPENSES (3,4)	21,853	6,429	-15,424	-240	6,429
TOTAL GENERAL EXPENSES	4,393	3,316	-1,077	56	3,316
TOTAL HOUSING ASSISTANCE PAYMENTS	0	100	100	100	100
TOTAL FINANCING EXPENSES	1,230	1,221	-9	-1	1,221
TOTAL NON-OPERATING ITEMS	47,757	47,757	0	0	47,757
TOTAL EXPENSES	92,296	77,344	-14,242	-18	77,344
NET INCOME	-42,087	-34,944	-9,937	28	-34,944

(1) Lower COVID related rent, not realized \$10M

(2) Lower Admin Salary Exp \$ 2M

(3) Higher Building Supplies -\$8M

(4) Higher Contract Work (Building and Landscape) -\$7M

**Housing Authority of the County of Merced**  
**Financial Statement - All HCV Properties with Sub (.fs-hcvs)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	PTD Actual	PTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2,3)	20,647,711	24,892,450	-3,975,634	-16	24,892,450
TOTAL OTHER INCOME	935	3,000	-2,065	-69	3,000
TOTAL INCOME	20,648,646	24,895,450	-3,977,699	-16	24,895,450
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	1,751,260	1,864,061	108,235	6	1,864,061
TOTAL TENANT SERVICES EXPENSES	5,915	0	-5,915	N/A	0
TOTAL UTILITY EXPENSES	12	0	-12	N/A	0
TOTAL MAINTENACE EXPENSES (8)	243,593	24,075	-12,931	-54	24,075
TOTAL GENERAL EXPENSES	30,026	89,635	10,949	12	89,635
TOTAL HOUSING ASSISTANCE PAYMENTS (9,10)	19,621,240	22,797,109	2,904,053	13	22,797,109
TOTAL FINANCING EXPENSES	76,559	76,570	0	0	76,570
TOTAL EXPENSES	21,728,604	24,851,450	3,004,379	11	24,851,450
NET INCOME	-1,079,958	44,000	-973,320	-2,561	44,000

- (1) HUD withheld additional funding issued in March 2021 -\$1,113M
- (2) Lower than forecasted HAP Funding -\$2,932M
- (3) Higher Admin Fees \$58M
- (4) Higher Admin Salaries \* Temp Salaries -\$ 252M
- (5) Lower Legal Fees \$9M
- (6) Lower Mgmt Fee and Bookkeeping Fees \$105M
- (7) Lower Inspections, invoices not received \$28M
- (8) Higher remodeling expenses for moving staff equipment and records -\$14M
- (9) Lower HAP payments to landlords \$2,800M
- (10) Lower Port out Expenses \$351M

**Housing Authority of the County of Merced  
Financial Statement - Central Office Cost Center (cocc)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2)	1,137,855	1,227,078	-120,743	-22	1,227,078
TOTAL INCOME	1,137,855	1,227,078	-120,743	-22	1,227,078
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	1,053,055	998,682	-54,373	-6	998,682
TOTAL TENANT SERVICES EXPENSES	3,168	0	-3,168	N/A	0
TOTAL UTILITY EXPENSES	47,120	44,605	-2,515	-6	44,605
TOTAL MAINTENACE EXPENSES (7)	71,912	86,200	14,288	17	86,200
TOTAL GENERAL EXPENSES (8)	44,433	40,845	-3,858	59	40,845
TOTAL FINANCING EXPENSES	79,909	79,909	0	0	79,909
TOTAL NON-OPERATING ITEMS	6,561	0	-6,561	N/A	0
TOTAL EXPENSES	1,306,158	1,250,241	-56,187	-2	1,250,241
NET INCOME	-168,303	-23,163	-176,930	-532	-23,163

(1) Lower Management and Bookkeeping Fees due to lower HAP issued -\$107M

(2) Higher Admin Fee from Capital Fund to be paid before yearend +\$16M

(3) Lower Personnel Costs \$6M

(4) Higher Legal Expenses \$14M

(5) Higher Consulting Expenses Accounting and CARES Act -\$20M

(6) Lower Admin Training \$16M

(7) Lower Maintenance and Supplies -\$14M

(8) Higher Property Ins and W/C \$2M

**Housing Authority of the County of Merced  
Financial Statement - Langdon Villas (langdon)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME	72,165	71,160	1,005	1	71,160
TOTAL OTHER INCOME (1)	282,189	285,907	-3,718	-1	285,907
TOTAL INCOME	354,355	357,067	-2,712	-1	357,067
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	74,844	84,327	9,483	11	84,327
TOTAL UTILITY EXPENSES	0	1,600	1,600	100	1,600
TOTAL MAINTENANCE EXPENSES (3)	6,179	11,150	4,971	45	11,150
TOTAL GENERAL EXPENSES	39,471	39,640	169	93	39,640
TOTAL FINANCING EXPENSES	159,716	159,716	0	64	159,716
TOTAL NON-OPERATING ITEMS	3,438	3,439	1	0	3,439
TOTAL EXPENSES	283,648	299,872	16,224	5	299,872
NET INCOME	70,707	57,195	13,512	24	57,195

(1) Note paid off at The Grove \$25M

(2) Lower Legal \$2M, Consult \$11M, Other Admin. \$ 2M

(3) Lower Contract Exp. \$4M

**Housing Authority of the County of Merced  
Financial Statement - Obanion Learning Center (obanion)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	191,214	198,270	-7,056	-4	198,270
TOTAL INCOME	191,214	198,270	-7,056	-4	198,270
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	20,829	21,527	698	3	21,527
TOTAL UTILITY EXPENSES (2)	85,568	80,186	-5,382	-7	80,186
TOTAL MAINTENANCE EXPENSES (3)	41,275	39,705	-1,570	-4	39,705
TOTAL GENERAL EXPENSES (4)	3,237	1,601	-1,636	-102	1,601
TOTAL NON-OPERATING ITEMS	53,800	53,800	0	0	53,800
TOTAL EXPENSES	204,709	196,819	-7,890	-4	196,819
NET INCOME	-13,495	1,451	-14,946	-1,030	1,451

(1) Lower Commercial Rent and Utility reimbursement -\$7M

(2) Higher Utilities -\$ 5M

(3) Higher general Maintenance supplies and Contract Services \$2M

(4) Higher Utility Costs -\$ 2M

**Housing Authority of the County of Merced  
Financial Statement - Felix Torres Year Round (.fs-fty)**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	534,352	566,530	-32,178	-6	566,530
TOTAL OTHER INCOME	104	0	104	N/A	0
TOTAL INCOME	534,456	566,530	-32,074	-6	566,530
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	70,126	89,650	19,524	22	89,650
TOTAL UTILITY EXPENSES (3)	94,192	100,492	6,300	6	100,492
TOTAL MAINTENACE EXPENSES (4,5)	93,203	97,683	4,480	5	97,683
TOTAL GENERAL EXPENSES (6)	43,064	38,457	-4,607	-12	38,457
TOTAL FINANCING EXPENSES	21,157	21,157	0	0	21,157
TOTAL NON-OPERATING ITEMS	195,471	195,471	0	0	195,471
TOTAL EXPENSES	517,213	542,910	25,697	-2	542,910
NET INCOME	17,243	23,620	-6,377	-27	23,620

(1) Lower COVID related rents \$ 47M

(2) Lower Pension Exp \$20M

(3) Lower Utilities \$ 6M

(4) Higher Personnel/Fuel Exp. -\$6M

(5) Lower Supplies and Contract Exp \$ 11M

(6) Higher Property Insurance -\$3M, W/C Higher -\$ 1M



**Housing Authority of the County of Merced**  
**Financial Statement - Property = atw dp mid vv-bond pcb-atw pcb-dp pcb-mid**

**Budget Comparison**

Period = Oct 2021-Sep 2022

	PTD Actual	PTD Budget	Variance	% Var	Annual
			Fav/-Unfav	Fav/-Unfav	
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	638,340	594,061	44,279	7	594,061
TOTAL OTHER INCOME (2)	11,427	0	11,427	N/A	0
TOTAL INCOME	649,767	594,061	55,706	9	594,061
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	119,361	173,586	54,225	31	173,586
TOTAL UTILITY EXPENSES (6)	99,645	97,079	-2,566	-3	97,079
TOTAL MAINTENACE EXPENSES (7,8)	215,486	166,130	-49,356	-30	166,130
TOTAL GENERAL EXPENSES	46,446	42,776	-3,670	44	42,776
TOTAL FINANCING EXPENSES (9)	71,190	71,190	0	0	71,190
TOTAL NON-OPERATING ITEMS	40,519	40,519	0	0	40,519
TOTAL EXPENSES	592,647	591,280	-1,367	-33	591,280
NET INCOME	57,120	2,781	54,339	1,954	2,781

- (1) Higher Tennant Rent \$44M
- (2) Accounting Prior Period Adj. \$11M
- (3) Lower Personnel Costs \$31M
- (4) Lower Legal And Admin Expenses \$8M
- (5) Lower Mgt Fee \$ 8M
- (6) Higher Utility Expenses \$3M
- (7) Higher Main Staff Exp -\$ 2M
- (8) Higher Supplies Costs -\$ 26K, and Contract Costs -\$26M
- (9) Property Ins. & W/C Expense up -\$4M

**Housing Authority of the County of Merced**  
**Financial Stmt - Migrant (.fs-mig)**  
**Budget Comparison**  
**Period = Jul 2021-Jun 2022**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
			<b>Fav/-Unfav</b>	<b>Fav/-Unfav</b>	
Revenue & Expenses					
<b>INCOME</b>					
Total - Grant Income (1)	1,237,327	1,489,586	-252,259	-17	1,489,586
<b>TOTAL INCOME</b>	<b>1,237,327</b>	<b>1,489,586</b>	<b>-252,259</b>	<b>-17</b>	<b>1,489,586</b>
<b>EXPENSES</b>					
Total - Center Personnel (2)	464,844	698,100	233,256	33	698,100
Total - Operating Expenses (3)	444,934	427,840	-17,094	-4	427,840
Total - Maintenance Expenses (4,5)	55,952	87,550	31,598	36	87,550
Total - Contractor Administration	121,740	125,694	3,954	3	125,694
Total - Debt Service and Replacement	149,857	150,402	545	0	150,402
<b>TOTAL</b>	<b>1,237,327</b>	<b>1,489,586</b>	<b>252,259</b>	<b>17</b>	<b>1,489,586</b>
<b>NET INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- (1) Migrant Program is a zero budget program. Merced HA is reimbursed for expenditures
- (2) Lower Personnel Costs \$233M
- (3) Higher Supplies and Materials \$17M
- (4) Lower Contracted Maintenance \$7M
- (5) Lower Minor Rehabilitation \$22M





## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** November 15, 2022

**SUBJECT:** Recommendation to adopt **Resolution No. 2022-20:** 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, 2022.

The Section Eight Management Assessment Program (SEMAP) is required by the Department of Housing & Urban Development (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 Authority's performance in key Housing Choice Voucher (HCV) tenant-based assistance program areas. There are fourteen (14) key indicators as indicated on the attached SEMAP form. All SEMAP performance indicators set a standard for a key area of HCV Program management. The Authority is assessed against these standards to show whether the Authority administers the program properly and effectively.

Attached for your review and approval is HUD Form 52648, SEMAP Certification.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2022-20**, approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2022.

**RESOLUTION NO. 2022-20**

**APPROVING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION, HUD FORM 52648 TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022**

**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. 2022-20**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2022, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 15, 2022 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 15, 2022



Tracy  
Jackson  
(MATF14)  
PIC Main

Assessment Profile	Reports	List	Summary	Certification	Profile	Comments
		Field Office:	9APH SAN FRANCISCO HUB OFFICE			
		Housing Agency:	CA023 Merced			
		PHA Fiscal Year End:	9/30/2022			

SEMAP

Logoff

OMB Approval No. 2577-0215

## SEMAP CERTIFICATION (Page 1)

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.

**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 Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA 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 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 to show 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 show 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 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 (24 CFR 982.405(b))

The 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 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 certificate and 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**

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Tracy Jackson (MATF14)  
PIC Main

- Assessment Profile
- Reports
- List
- Summary
- Certification
- Profile
- Comments

Field Office: **9APH SAN FRANCISCO HUB OFFICE**  
 Housing Agency: **CA023 Merced**  
 PHA Fiscal Year End: **9/30/2022**

SEMAP

### SEMAP CERTIFICATION (Page 2)

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#### Performance Indicators

##### 8 Payment Standards(24 CFR 982.503)

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

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="766"/>	1-BR FMR	<input type="text" value="914"/>	2-BR FMR	<input type="text" value="1120"/>	3-BR FMR	<input type="text" value="1591"/>	4-BR FMR	<input type="text" value="1917"/>
PS	<input type="text" value="843"/>	PS	<input type="text" value="1005"/>	PS	<input type="text" value="1232"/>	PS	<input type="text" value="1750"/>	PS	<input type="text" value="2109"/>

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, add similar FMR and payment standard comparisons for each FMR area and designated area.

##### 9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response  Yes  No

##### 10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

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 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response  Yes  No

##### 12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (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. 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

##### 14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

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(b) 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 **(If not applicable, leave blank)**

b. Number of FSS families currently enrolled

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

Percent of FSS slots filled (b+c divided by a) **(This is a nonenterable field. The system will calculate the percent when the user saves the page)**

74

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

Applies only to PHAs required to administer an FSS program

Check here if not applicable

**PHA Response**  Yes  No

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

**15 Deconcentration Bonus**

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 atleast 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 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 second to last PHA FY.

**PHA Response**  Yes  No

[Deconcentration Addendum](#)

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