

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, November 21, 2023
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
Marilyn Scorby

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 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 17, 2023 Regular Meeting

(M/S/C): ___/___/___



V. CONSENT CALENDAR:

1. Rent Delinquency Report October 2023
2. Financial Reports for October 2023
3. Public Housing Occupancy/Vacancy Report
4. HCV Program Counts

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Build America Buy America Act

VII. EXECUTIVE DIRECTOR REPORT

1. Migrant Center Closures
2. Strategic Planning Update

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTION ITEM(S)

1. **Resolution No. 2023-22:** 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, 2023.

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

2. **Resolution No. 2023-23:** approving the Public Housing Operating Fund Grant submission for Calendar Year 2024.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

XII. CLOSED SESSION ITEM(S)

1. **Conference with Legal Counsel – Existing Litigation (§ 54956.9)**

Name of Case: (3 Cases)

Merced County Sup. Ct. Case No. 23CV-01818

Merced County Sup. Ct. Case No. 23CV-01965

Merced County Sup. Ct. Case No. 23CV-01757

2. **Public Employee Discipline/Dismissal Release (§ 54957)**

XIII. ADJOURNMENT

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



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, October 17, 2023

Closed session immediately following

- I. The meeting was called to order by Chairperson Osorio at 12:01 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

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

Commissioners Absent:

Evelyn Dorsey
Marilyn Scorby

Chairperson Osorio declared there was a quorum present.

Staff Present:

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

Others Present:

Lucia Tejeda, MCOE
Mary McWatters, Business Agent AFSCME
Steven Williams, Merced County Civil Grand Jury

II. **UNSCHEDULED ORAL COMMUNICATION**

In response to Commissioner Osorio's question whether or not Lucia Tejeda, Mary McWatters, and Steven Williams had anything to communicate to the Board, all three stated that they had nothing to discuss and were simply present to observe.

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

Dave Ritchie, Legal Counsel, proposed to move Item VI.1 - Ethics Training to take place after to Item XII. Closed Session.

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



IV. APPROVAL OF THE FOLLOWING MEETING MINUTES

1. September 13, 2023 Special Meeting

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

V. CONSENT CALENDAR

1. Rent Delinquency Report for June, July, August 2023
2. Financial Reports for June, July, August 2023
3. Public Housing Occupancy/Vacancy Report
4. HCV Special Program Counts

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

VI. INFORMATION/DISCUSSION ITEM(S)

1. Executive Director Vazquez informed the Board that a Request for Proposals (RFP) for Security Systems & CCTV services has been issued. The RFP includes several changes in services such as additional surveillance systems with wider coverage areas. The Authority is focusing these efforts in the rural areas where local police departments have reported an increase in crime. Local police departments currently do not have access to the Authority's surveillance system, however, this is an option should they request it. The Board asked if the Authority is soliciting from local vendors and it was explained that outreach to local vendors is done, however, it cannot be limited to only local vendors per HUD regulations.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Director Vazquez provided the following update on several topics discussed during the Strategic Planning meeting. A copy of the facilitators notes has been forwarded to the Board.
 - i. Currently one of the goals of the Authority includes repositioning of current Public Housing stock and development on Authority-owned property. The Authority continues to work with Service First of Northern California, the developer in charge of the tiny home project. So far, Service First and the Authority have completed several steps for the development of the 10 units. These include a lot merger that impacts unit layout, waiver of approximately \$280,000 in impact fees, and finalized the design of the homes. These units will be designated as Project-Based and the Authority will be submitting a request for vouchers to the recently issued RFP.
 - ii. As discussed during the Strategic Planning meeting, the Authority must work towards improving customer service relations. As part of



that, the Authority has begun researching call overflow or back office services to assist with answering client phone calls. This will decrease the amount of unanswered calls the Authority has. Mary McWatters noted that this solicitation will require a meet and confer with the union as it impacts represented staff work.

Additionally, Executive Director Vazquez noted that the Authority has also reached out to Merced Community College regarding their Customer Service Academy. The contract is being finalized and staff will be attending the classes.

- iii. Lastly, Executive Director Vazquez followed up on the matter of review of the Authority's By-Laws. Chairperson Osorio stated he AdHoc Committee will consist of Commissioner Dylina, Commissioner Scorby, and himself. A copy of the bylaws will be distributed to the committee and their feedback will be presented to the Board at a later meeting. The proposed deadline for the revisions to be completed shall be February 2, 2024.

VIII. WRITTEN CORRESPONDENCE

None

IX. RESOLUTIONS ITEM(S)

1. **Resolution No. 2023-21:** A resolution of the Board of Commissioners of the Housing Authority of the County of Merced implementing cost of living increases for unrepresented employees.

Mary McWatters, AFSCME sought clarification on the payout method described in the resolution and Legal Counsel Ritchie provided clarification.

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

X. ACTION ITEM(S)

None

XI. COMMISSIONER'S COMMENTS

Commissioner Dylina inquired about the Request For Proposals (RFP) for development in Planada. Executive Director Vazquez clarified that the RFP issued is for Project-Based Vouchers as reported in previous Board meetings. This RFP is not for land disposition or development. Interested developers can obtain the RFP via the Authority's website and submit their proposals by the deadline. Executive Director Vazquez provided additional information on how the Project-Based Voucher Program works as it relates to rents and voucher issuances. Commissioner Dylina asked about the development of the Planada property and whether it would be considered Public Housing or in partnership with another developer. Executive Director Vazquez stated that Planada will not be



available for Public Housing as HUD no longer develops Public Housing. The Planada property will be appraised and the appraisal will be brought back to the Board for guidance on the sale, development, or retention of the property.

Chairperson Osorio asked if the Authority has a preference for rural developments. Executive Director Vazquez informed the Board that HUD requires that future projects or developments are in low poverty areas.

XII. CLOSED SESSION ITEM(S)

The Board of Commissioners went into closed session at 1:00 p.m. The following people were present:

Board Members

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

Others Present

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

1. Conference with Legal Counsel – Existing Litigation (§ 54956.9)

Name of Case: (4 Cases)

Merced County Sup. Ct. Case No. 22CV-03826

Merced County Sup. Ct. Case No. 23CV-01818

Merced County Sup. Ct. Case No. 23CV-01965

Merced County Sup. Ct. Case No. 23CV-01757

The Board returned to Regular Session at 1:20 p.m. and no reportable action. Direction was given to staff.

Caucus 1:20 p.m. - 1:50 p.m.

XIII. INFORMATION AND DISCUSSION ITEM(S)

1. Legal Counsel Ritchie held AB 1234 Ethics Training with the Board and management staff.

XIV. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:35 p.m.

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

Chairperson Signature

Date: November 21, 2023

Secretary Signature

Date: November 21, 2023



Aged Receivables Report as for 10/2023 - As of 11-06-2023

Sep-23

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	755.10	-964.00	718.38	5,015.99	5,525.47	5,525.47
ca023010 PH - Merced	3,849.00	2,030.34	150.00	4,724.36	10,753.70	10,753.70
ca023013 PH - Merced Sr	482.05	75.00	150.00	521.59	1,228.64	1,228.64
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	-25.00	-25.00	-25.00
AMP 1 TOTALS	5,086.15	1,141.34	1,018.38	10,236.94	17,482.81	17,482.81
AMP 2						
CA023003 PH - Atwater - Cameo	839.57	839.00	25.00	5,350.45	7,054.02	7,054.02
ca023006 PH - Livingston	3,669.36	744.00	100.00	-847.32	3,666.04	3,666.04
012a PH - Atwater	2,065.92	772.10	235.34	12,509.73	15,583.09	15,583.09
012b PH - Winton	48.00	25.00	25.00	573.00	671.00	671.00
AMP 2 TOTALS	6,622.85	2,380.10	385.34	17,585.86	26,974.15	26,974.15
AMP 3						
ca023002 PH - Los Banos	1,188.74	336.95	175.00	818.39	2,519.08	2,519.08
ca023004 PH - Los Banos - Abby, B, C & D	1,383.00	1,115.00	443.00	1,390.52	4,331.52	4,331.52
ca023005 PH - Dos Palos - West Globe	1,559.00	811.00	100.00	2,101.07	4,571.07	4,571.07
ca023011 PH - Los Banos - J & K St	5,840.92	1,636.00	75.00	-1,094.06	6,457.86	6,457.86
012c PH - Dos Palos - Alleyne	350.69	0.00	125.00	361.82	837.51	837.51
012d PH - Dos Palos - Globe	382.00	177.00	50.00	-12.00	597.00	597.00
AMP 3 TOTALS	10,704.35	4,075.95	968.00	3,565.74	19,314.04	19,314.04
AMP 4						
ca023024 PH 1st Street	84.00	143.00	0.00	-152.00	75.00	75.00
AMP 4 TOTALS	84.00	143.00	0.00	-152.00	75.00	75.00
VALLEY VIEW						
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	1,083.50	644.00	100.00	602.99	2,430.49	2,430.49
pbc - dp	877.00	676.00	88.00	2,978.00	4,619.00	4,919.00
pbc - mid	4,322.24	3,098.00	397.75	21,862.22	29,680.21	29,680.21
VALLEY VIEW TOTALS	6,282.74	4,418.00	585.75	25,643.21	36,929.70	37,229.70
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	7,863.98	4,918.82	160.00	6,423.00	19,365.80	19,365.80
FELIX TORRES YEAR ROUND TOTALS	7,863.98	4,918.82	160.00	6,423.00	19,365.80	19,365.80
HOUSING AUTHORITY TOTALS	36,644.07	17,077.21	3,117.47	63,302.75	120,141.50	120,441.50

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2,3,4,5)	860,809	730,567	182,967	25	730,567
TOTAL GRANT INCOME (6)	692,227	637,125	55,102	9	637,125
TOTAL INCOME	1,553,036	1,367,692	238,069	17	1,367,692
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (7,8,9)	446,561	431,612	-14,949	-3	431,612
TOTAL TENANT SERVICES EXPENSES	3,459	1,700	-1,759	-103	1,700
TOTAL UTILITY EXPENSES (10)	228,499	242,674	14,175	6	242,674
TOTAL MAINTENACE EXPENSES (11,12,13)	390,232	378,499	-11,733	-3	378,499
TOTAL GENERAL EXPENSES (14,15)	161,348	134,544	-26,804	50	134,544
TOTAL HOUSING ASSISTANCE PAYMENTS	4,724	5,000	276	6	5,000
TOTAL FINANCING EXPENSES	41,199	40,000	-1,199	-3	40,000
TOTAL NON-OPERATING ITEMS	37,716	37,716	0	0	37,716
TOTAL EXPENSES	1,313,738	1,271,745	-41,993	4	1,271,745
NET INCOME	239,298	95,947	196,076	303	95,947

- (1) Tenant Rents up +\$112K over Budget
- (2) Tenant Legal Fees \$53K -(Not Included above - Costs charged to 7 tenants)
- (3) Previously written off Tenant owed fees - recovered +\$ 3K
- (4) Labor and Work Order Charges of \$5K - higher than budgeted
- (5) Late Charges +\$ 11K (Not budgeted due to COVID)
- (6) Grant Inc. up +\$55K
- (7) Salary and Benefit Exp +\$22K, Benefits +\$ 3K
- (8) Legal is over - \$24K, Misc. Admin. -\$ 9K -(Temp Labor -\$ 34K)
- (9) Mangement Fees -\$ 4K
- (10) Sewer & Water - timeing on invoices +\$14K
- (11) Maint. Salary Exp. +\$ 5K, Benefits -\$ 2K
- (12) Maint. Costs Supplies +\$ 12K - lower amt of Repiars
- (13) Contract Costs -\$ 27K - Un-planned unit enviornmental cleaning exps and repairs
- (14) Payments in Lieu of Taxes up - \$13K (higher income)
- (15) Ins. Prem. Higher -\$18K, W/C +\$ 4K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TENANT INCOME (1,2,3,4)					
NET TENANT INCOME (5)	595,552	592,378	3,174	16	592,378
TOTAL GRANT INCOME	491,726	406,391	85,335	21	406,391
TOTAL INCOME	1,087,278	998,769	88,509	18	998,769
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES(6)	283,316	301,227	17,911	6	301,227
TOTAL TENANT SERVICES EXPENSES	1,478	1,600	122	8	1,600
TOTAL UTILITY EXPENSES (7)	220,802	222,595	1,793	1	222,595
TOTAL MAINTENACE EXPENSES (8,9,10)	346,803	314,552	-32,251	-10	314,552
TOTAL GENERAL EXPENSES (11)	113,495	101,801	-11,694	-11	101,801
TOTAL HOUSING ASSISTANCE PAYMENTS	2,318	1,125	-1,193	-106	1,125
TOTAL FINANCING EXPENSES	20,882	19,145	-1,737	-9	19,145
TOTAL NON-OPERATING ITEMS (12)	0	71,372	71,372	100	71,372
TOTAL EXPENSES	989,094	1,033,417	44,323	4	1,033,417
NET INCOME	98,184	-34,648	44,186	-128	-34,648

- (1) Tenant Rents +\$ 4K
- (2) Late Charges +\$ 6K (not included as a budgeted item - COVID)
- (3) Tenant Legal Fees (+\$22K - Not Included above - Costs charged to 6 tenants)
- (4) Misc. Tenant Inc. (Not Included above - \$67,204.25 - Work Order and Labor for Restoration est. fire damage)
- (5) HUD PHA Subsidy +\$ 76K
- (6) Admin - Salary +\$ 17K, Misc Admin -\$ 9K, Other Admin +\$ 4K (includes Temp Labor of -\$ 15K)
- (7) Utilities - Water/Sewer +\$ 14K, Elect./Gas -\$ 13K, Garbage +\$ 2K
- (8) Maint. Salary & Benefits Exp. -\$17K, On Call Serv. -\$ 20K
- (9) Material Exp. +\$ 30K - Timing on ordering supplies
- (10) Contract Costs -\$ 30K, (-\$ 12K in Plumbing and Landscaping -\$ 20K)
- (11) Property Ins. Rate increase -\$ 12K, W/C -\$ 1K
- (12) Fully depreciated at 9/2022, not a cash item +\$71K

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	632,415	600,630	31,785	5	600,630
TOTAL GRANT INCOME (3)	484,536	428,073	56,463	13	428,073
TOTAL INCOME	1,116,951	1,028,703	88,248	9	1,028,703
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	287,798	331,431	43,633	13	331,431
TOTAL TENANT SERVICES EXPENSES	388	1,100	712	65	1,100
TOTAL UTILITY EXPENSES (6)	173,884	182,080	8,196	5	182,080
TOTAL MAINTENANCE EXPENSES (7,8,9)	237,689	339,592	101,903	30	339,592
TOTAL GENERAL EXPENSES (10)	118,745	106,956	-11,789	-11	106,956
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	4,009	1,500	-2,509	-167	1,500
TOTAL FINANCING EXPENSES	18,060	17,000	-1,060	-6	17,000
TOTAL NON-OPERATING ITEMS (12)	0	58,425	58,425	100	58,425
TOTAL EXPENSES	840,573	1,038,084	197,511	19	1,038,084
NET INCOME	276,378	-9,381	285,759	-3,046	-9,381

- (1) Tenant Rent +\$ 24K, Late Charges +\$ 7K (not budgeted - COVID)
- (2) Tenant Legal +\$ 5K (Not Included above - One tenant)
- (3) Grant Subsidy +\$ 56K
- (4) Salaries & Benefits +\$ 51K
- (5) Legal +\$ 10K, Other Admin. +\$ 7K, Temp Labor -\$ 24K
- (6) Water & Sewer +\$ 24K, Garbage -\$ 19K, Electricity/Gas +\$ 3K
- (7) Maintenance Salary +\$ 40K & Benefits Lower +\$ 22K
- (8) Supplies Maintenance Lower +\$42K - Lower Maint. & Repairs
- (9) Contract Costs Lower -\$ 3K, Timing of Contract repairs and Maint.
- (10) Property Ins. Rate increase +\$ 14K, W/C lower +\$ 6
- (11) Higher Tenant - results in Higher allowances -\$ 3K
- (12) Fully depreciated at 9/2022, not a cash item +\$ 58K

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

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	27,399	18,051	9,348	52	18,051
TOTAL GRANT INCOME	23,899	24,767	-868	-4	24,767
TOTAL OTHER INCOME	60	0	60	N/A	0
TOTAL INCOME	51,358	42,818	8,540	20	42,818
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	10,726	12,372	1,646	13	12,372
TOTAL UTILITY EXPENSES (4)	6,939	8,023	1,084	14	8,023
TOTAL MAINTENACE EXPENSES (5)	7,961	6,667	-1,294	-19	6,667
TOTAL GENERAL EXPENSES (6)	4,623	3,341	-1,282	-38	3,341
TOTAL HOUSING ASSISTANCE PAYMENTS	0	100	100	100	100
TOTAL FINANCING EXPENSES	1,129	1,000	-129	-13	1,000
TOTAL NON-OPERATING ITEMS	47,757	47,757	0	0	47,757
TOTAL EXPENSES	79,135	79,260	125	0	79,260
NET INCOME	-27,777	-36,442	8,415	-23	-36,442

- (1) Tenant Rent +\$ 7K
- (2) Tenant Work orders +\$ 1K
- (3) Grant Income -\$ 1K
- (4) Admin. Exp. +\$ 2K - Lower Salary Exp.
- (5) Utilities - Electricity and Gas +\$ 1K
- (6) Maintenance Exp. - Contract Costs - Windows -\$ 1K
- (7) General Exp. - Pymts in Lieu -\$ 1K

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

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	225	0	225	N/A	0
TOTAL GRANT INCOME (1,2)	23,359,023	24,317,038	-958,015	-4	24,317,038
TOTAL OTHER INCOME	906	1,500	-594	-40	1,500
TOTAL INCOME	23,360,154	24,318,538	-958,384	-4	24,318,538
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	1,673,235	1,914,309	241,074	13	1,914,309
TOTAL TENANT SERVICES EXPENSES (9)	5,206	0	-5,206	N/A	0
TOTAL UTILITY EXPENSES	0	250	250	100	250
TOTAL MAINTENANCE EXPENSES (10)	6,562	24,075	17,513	73	24,075
TOTAL GENERAL EXPENSES (11,12)	52,095	68,213	16,118	24	68,213
TOTAL HOUSING ASSISTANCE PMTS (13,14,15,16)	21,117,125	22,147,040	1,029,915	5	22,147,040
TOTAL FINANCING EXPENSES	71,958	72,550	592	1	72,550
TOTAL NON-OPERATING ITEMS	94	0	-94	N/A	0
TOTAL EXPENSES	22,926,807	24,226,437	1,299,905	5	24,226,437
NET INCOME	433,347	92,101	341,521	371	92,101

- (1) Lower HAP from HUD -\$958K
- (2) Higher Admin Fees +\$ 210K (Additional in Aug. & Sept. Rec.)
- (3) Lower Salaries +\$ 159K & Benefits Costs +\$47K
- (4) Lower Management and Bookkeeping Fees +\$ 113K
- (5) Fewer inspections during the year +\$ 20K
- (6) Misc. Admin. Exp. - Office Supp +12K, Comp Parts +\$ 4K, Copiers & Postage +\$ 26K
- (7) Higher Temp. Labor Exp. -\$ 124K
- (8) Misc. Admin. Exp. Section 8, -\$ 47K - not budgeted
- (9) Tenant Serv. Exp. -\$ 5K
- (10) Lower Contract Costs +\$ 16K, Lower than budgeted Contract repairs and Maint.
- (11) Lower Workman's Comp. Exp. +\$ 5K
- (12) Lower Port-out admin fees +\$ 11K
- (13) Lower HAP issued +\$ 1,108K
- (14) FSS Escrow higher -\$ 20K
- (15) Port Out Payments -\$ 50K (higher than budgeted)
- (16) Tenant Utility -\$ 8K (higher than budgeted)

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3)	1,382,503	1,285,110	97,393	8	1,285,110
TOTAL INCOME	1,382,503	1,285,110	97,393	8	1,285,110
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	1,131,393	1,031,052	-100,341	-10	1,031,052
TOTAL TENANT SERVICES EXPENSES (8)	3,035	0	-3,035	N/A	0
TOTAL UTILITY EXPENSES (9)	52,130	48,581	-3,549	-7	48,581
TOTAL MAINTENACE EXPENSES (10)	64,331	86,200	21,869	25	86,200
TOTAL GENERAL EXPENSES (11)	34,008	28,548	-5,460	-19	28,548
TOTAL FINANCING EXPENSES	75,062	75,000	-62	0	75,000
TOTAL NON-OPERATING ITEMS	7,920	7,873	-47	-1	7,873
TOTAL EXPENSES	1,367,879	1,277,254	-90,625	-7	1,277,254
NET INCOME	14,624	7,856	6,768	86	7,856

- (1) Lower Mgmt. and Bookkeeping Fees from HCV -\$72K
- (2) Lower Bookkeeping Fees -\$ 46K
- (2) Asset Mgt Fee booked as budgeted
- (3) Admin Fee to be booked as Cap Projects for +\$ 235K, (Plus OMS project Fees to be added over \$145K to be booked in Sept 23)
- (4) Admin Salary -\$ 16K & Benefits Higher -\$ 24K
- (5) Legal Fees Higher -\$ 98K (union Negotiations - plus special cases)
- (6) Admin Misc. Exp Lower +\$ 12K
- (7) Admin Other Exp Lower +\$ 36K
- (8) Tenant Serv. Exp. -\$ 3K
- (9) Utilities Gas & Elect. -\$ 3K
- (10) Supplies hihger - \$ 3K, lower Contract Costs +\$27K, largely lower Janitorial Costs.
- (11) Higher Property Ins. Prem. -\$ 4K, Workman' Comp -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	76,210	70,588	5,622	8	70,588
TOTAL OTHER INCOME (2,3)	338,798	281,046	57,752	21	281,046
TOTAL INCOME	415,008	351,634	63,374	18	351,634
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	65,969	78,610	12,641	16	78,610
TOTAL UTILITY EXPENSES	80	1,600	1,520	95	1,600
TOTAL MAINTENANCE EXPENSES (6)	15,051	11,682	-3,369	-29	11,682
TOTAL GENERAL EXPENSES	21,678	21,148	-532	-3	21,148
TOTAL FINANCING EXPENSES	154,398	154,000	-398	0	154,000
TOTAL NON-OPERATING ITEMS	3,438	3,438	0	0	3,438
TOTAL EXPENSES	260,614	270,478	9,862	48	270,478
NET INCOME	154,394	81,156	73,236	237	81,156

- (1) Tenant Rents +\$ 6K
- (2) Management Fee Lower -\$ 4K
- (3) Third month of Interest income from F&M under new agreement \$64K
- (4) Salary Exp. Higher -\$ 6K
- (5) Legal Fees lower +\$ 2K, Consultant fees Lower +\$ 14K
- (6) Contract Cost Lower -\$ 5K, Supplies lower +\$ 2K, Lower than bugeted Materials costs

Housing Authority of the County of Merced

Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	192,647	204,331	-11,684	-6	204,331
TOTAL INCOME	192,647	204,331	-11,684	-6	204,331
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	20,935	22,283	1,348	6	22,283
TOTAL TENANT SERVICES EXPENSES (2)	6,148	0	-6,148	N/A	0
TOTAL UTILITY EXPENSES (3)	99,535	86,539	-12,996	-15	86,539
TOTAL MAINTENANCE EXPENSES (4)	53,678	37,220	-16,458	-44	37,220
TOTAL GENERAL EXPENSES	5,915	2,844	-3,071	-108	2,844
TOTAL NON-OPERATING ITEMS	54,127	53,800	-327	-1	53,800
TOTAL EXPENSES	240,338	202,686	-37,652	-19	202,686
NET INCOME	-47,690	1,645	-49,335	-2,999	1,645

(1) Tenant Rents - lower -\$ 10K, Tenant Utilities -\$ 1K

(2) Water/Sewer -\$ 7K, Garbage/Trash +\$ 9K, Elect.&Gas -\$ 14K

(3) Supplies lower +\$ 1K, Contact Costs - Higher -\$ 17K (Appliance -\$ 3K, Electrical -\$ 2K - Dishwasher not bdgt, Windows -\$ 3, HVAC -\$ 3K)
Landscaping Higher -\$ 10K (tree maintenance -\$ 4K, Gate Repairs -\$ 3K)

(4) Property Ins Higher -\$ 3K

Housing Authority of the County of Merced

Financial Statement - Property = atw dp mid vv-bond pbc-b-atw pbc-b-dp pbc-b-mid

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	870,736	611,709	259,027	42	611,709
TOTAL INCOME	870,736	611,709	259,027	42	611,709
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3)	116,162	176,365	60,203	34	176,365
TOTAL UTILITY EXPENSES (4)	99,788	116,504	16,716	14	116,504
TOTAL MAINTENANCE EXPENSES (5)	178,433	168,682	-9,751	-6	168,682
TOTAL GENERAL EXPENSES (6)	39,975	37,626	-2,349	-6	37,626
TOTAL FINANCING EXPENSES	68,500	68,500	0	0	68,500
TOTAL NON-OPERATING ITEMS (7)	7,794	40,519	32,725	81	40,519
TOTAL EXPENSES	510,652	608,196	97,544	-13	608,196
NET INCOME	360,084	3,513	356,571	5,067	3,513

(1) Higher Tenant Assistance Pmts +\$ 252K, Tenat Rents +\$ 5K

(2) Vacant staff positions +\$ 34K, Lower Benefit costs +\$ 11K

(3) Legal Exp Lower +\$ 15K

(4) Utility Invoices timing. +\$ 17K (Water/Sewer +\$ 11K, Garbage/Trash +\$ 8K, Elect/Gas -\$ 2K)

(5) Maint. Salary & Benefits Lower +\$ 16K, Contract Costs lower -\$ 6K

(6) Contract Landscaping Higher -\$ 19K (Fencing -\$ 3K, Tree work -\$ 10K)

(7) Insurance -\$ 2K (property -\$ 6, W/C +\$ 4)

(7) Fully depreciated at 9/2022 +32K (Recent improvements started deprec. Of \$2,598/mo. CO2 install)

Housing Authority of the County of Merced

Financial Statement - Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2022-Sep 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1,2)	522,818	566,530	-43,712	-8	566,530
TOTAL OTHER INCOME	117	0	117	N/A	0
TOTAL INCOME	<u>522,935</u>	<u>566,530</u>	<u>-43,595</u>	<u>-8</u>	<u>566,530</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	53,504	90,977	37,473	41	90,977
TOTAL UTILITY EXPENSES (5)	93,287	101,175	7,888	8	101,175
TOTAL MAINTENACE EXPENSES (6,7)	113,294	106,679	-6,615	-6	106,679
TOTAL GENERAL EXPENSES (8)	25,782	28,553	2,771	10	28,553
TOTAL FINANCING EXPENSES	20,000	20,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	195,471	195,471	0	0	195,471
TOTAL EXPENSES	<u>501,338</u>	<u>542,855</u>	<u>41,517</u>	<u>8</u>	<u>542,855</u>
NET INCOME	<u><u>21,597</u></u>	<u><u>23,675</u></u>	<u><u>-2,078</u></u>	<u><u>-9</u></u>	<u><u>23,675</u></u>

- (1) Vacancies -\$ 44K, Rental Assistance -\$ 4K
- (2) Work orders +\$ 3K and Late Chgs +\$ 1K (Not budgeted due to COVID)
- (3) Sal & Benefits costs +\$ 15K, Other Admin +\$ 2K
- (4) Telephone expenses +\$ 18K
- (5) Utilities Lower +\$ 8K - seasonal fluctuations (Water & Sewer)
- (6) Supplies Appliance -\$ 2K (adj Res Exp \$6K), Supplies Plumbing -\$ 1K (adj Res Exp 7K)
- (7) Contract Flooring (adj to 0, Res Exp approved \$30K.)
- (8) Property Ins. Rate increase -\$ 9K, W/C -\$ 1K

Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME	1,366,148	1,509,067	142,919	9	1,590,607
Total - Grant Income (1)	1,366,148	1,509,067	142,919	9	159,067
TOTAL INCOME					
EXPENSES					
Total - Center Personnel (2)	537,854	712,800	174,946	25	712,800
Total - Operating Expenses (3)	500,158	447,900	-52,258	-12	447,900
Total - Maintenance Expenses (4)	46,652	70,650	23,998	34	70,650
Total - Contractor Administration (5)	131,083	127,315	-3,768	-3	127,315
Total - Debt Service and Replacement	150,401	150,402	1	0	150,402
TOTAL	1,366,148	1,509,067	142,919	9	1,590,607

(1) Zero budget, offset to variance in expenses -\$ 143K

(2) All positions not fully staffed Salary +\$ 91K, Benefits +\$ 83K

(3) Higher utilities in 2nd year of contract - Net diff. -\$ 52K, (Prop. Ins. -\$ 36K, Utilities -\$18k, Fire Extinguishers -\$ 3K)

(4) General lower supplies and contract expenses +\$23K, Timing of Contract repairs and Maint. Supplies

(5) Expense compared to budget - Audit -\$ 3K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 409
 Number of Vacant Units: 12

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
135	YES	Move-In 11/21/23	\$500.00
133	YES	Make Ready	\$500.00
9	YES	Move-In 11/21/23	\$500.00
40	YES	Move-In 11/27/23	\$500.00
113	YES	Move-in 11/27/23	\$300.00
76	YES	Move in 12/4/23	\$500.00
424	YES	Move-in 12/04/23	\$500.00
1212	YES	Move -in 12/12/23	\$500.00
293	YES	Move-in 12/1/2023	\$500.00
77	YES	Unit Turnover	\$500.00
89	YES	Unit Turnover	\$500.00
363	YES	Unit Turnover	\$800.00

Sub-Indicator #1	Performance Scoring	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Lease Up Days		122	128	137	129	134	227	113	138
Average Lease Up Days		7	6	6	5	5	7	5	5
Make Ready Time		365	452	556	599	679	704	545	350
Average Make Ready Days		20	22	23	24	25	21	13	15
Down Days		38	39	36	34	32	57	53	61
Average Down Days		2	2	2	1	1	2	1	1
Total # Vacant Units Turned		18	21	24	25	27	32	35	38
Total # Turn Around Days		525	619	729	762	845	988	711	549
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	29	29	30	30	31	29	23	23

STAFF REPORT

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

FROM: Melina Frederick, Director of Procurement

DATE: November 21, 2023

SUBJECT: Build America Buy America Act

The Build America, Buy America (BABA) Act was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. No. 117-58), also known as the Bipartisan Infrastructure Law. BABA requires any infrastructure project funded by any Federal Financial Assistance (FFA) to apply a domestic content procurement preference. This means that all iron, steel, manufactured products, and construction materials used in the infrastructure project must be produced in the United States. This is called the “Buy American Preference” (BAP).

There are currently 4 active general waivers for the BAP that HUD has approved. These are for Small Grants, De Minimis, Exigent Circumstances, and Tribal Consultation. The Small Grants waiver is for projects that cost up to \$250,000 total. The De Minimis waiver is for a cumulative total of no more than 5 percent of the total cost of the iron, steel, manufactured products, and construction materials, up to a maximum of \$1 million. The Exigent Circumstances waiver is for when there is an urgent need by a grantee to immediately complete an infrastructure project because of a “exigent circumstances,” or a threat to life, safety, or property of residents and the community. The Tribal Consultation waiver only applies to Tribal recipients to allow time for HUD to consult with Tribally Designated Housing Entities, and other Tribal Entities on how to apply the BAP.

At this time, HUD will be utilizing a phase-in implementation schedule that waives application of the BAP until certain dates for each program, such as CDBG Formula Grants, Healthy Homes, Recovery Housing Program Grants, etc. For the Authority, this means that for the FFA applicable to the Low-Income Public Housing (LIPH) program, the BAP does not apply until August 23rd, 2024.

The Authority will be updating the Procurement Policy to reflect these changes as well as adding a clause into future solicitation documents that will require compliance with the BAP. The updated Procurement Policy will be brought to the Board at a later date for review and approval.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 21, 2023

SUBJECT: Recommendation to adopt **Resolution No. 2023-22:** 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, 2023.

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. 2023-22**, approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2023.

RESOLUTION NO. 2023-22

APPROVING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION, HUD FORM 52648 TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023

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. 2023-22**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2023, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 21, 2023 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 21, 2023

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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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 Housing Authority of the County of Merced	For PHA FY Ending (mm/dd/yyyy) 09/30/2023	Submission Date (mm/dd/yyyy) 11/07/2023
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Check here if the PHA expends less than \$300,000 a year in Federal awards

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

Performance Indicators

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

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

PHA Response Yes No

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

PHA Response Yes No

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

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

PHA Response Yes No

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

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

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

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

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

4. Utility Allowance Schedule. (24 CFR 982.517)

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

PHA Response Yes No

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

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

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

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

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

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

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>854</u>	1-BR FMR <u>1017</u>	2-BR FMR <u>1243</u>	3-BR FMR <u>1767</u>	4-BR FMR <u>2117</u>
PS <u>939</u>	PS <u>1119</u>	PS <u>1367</u>	PS <u>1944</u>	PS <u>2329</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

b. Number of FSS families currently enrolled

41

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

0

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

31.53%

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

61.00%

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) 11/07/2023

Date (mm/dd/yyyy) 11/07/2023

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.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 21, 2023

SUBJECT: Recommendation to adopt **Resolution No. 2023-23**, approving the Public Housing Operating Fund Grant submission for Calendar Year 2024.

The Department of Housing and Urban Development (HUD) provides Operating Fund (OpFund) grants for public housing at the project level on a calendar year basis. HUD provides operating subsidies to Public Housing Authorities (PHAs) to help them meet operating and management expenses. A PHA can use operating funds for operating and management costs, including administration, routine maintenance, anti-crime and anti-drug activities, resident participation in management, insurance costs, energy costs, and costs, as appropriate, related to the operation and management of mixed finance projects and repayment of debt service to finance rehabilitation and development of public housing units.

PHAs must electronically submit separate OpFund grant calculations for each project identified in HUD's Inventory Management System - Public and Indian Housing (PIH) Information Center (IMS-PIC). PHAs submit this information using electronic versions of the forms HUD-52722 and HUD-52723.

In addition to HUD-52722 and HUD-52723, PIH Notice 2020-04 requires that the Authority Board pass a Resolution (the form HUD-52574) approving the PHA's operating budget and that resolution and form must be submitted to the appropriate FO prior to the beginning of the Authority's fiscal year.

RECOMMENDATION

I hereby recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2023-23**, approving the Public Housing Operating Fund Grant submission for Calendar Year 2024.

RESOLUTION NO. 2023–23

**HOUSING AUTHORITY OF THE COUNTY OF MERCED BOARD
RESOLUTION APPROVING THE PUBLIC HOUSING OPERATING FUND
GRANT SUBMISSION FOR CALENDAR YEAR 2024**

See preprinted Form HUD – 52574 (Exp. 7/31/2019)

The foregoing resolution was introduced at the November 21, 2023 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: November 21, 2023