

A G E N D A
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, October 15, 2025
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

Hub Walsh, Chairperson
Rick Osorio, Vice-Chair
Evelyne Dorsey
Marilyn Scorby
Rachel Torres
Robert Dylina

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. PUBLIC COMMENT

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. AGENCY OR COMMISSIONER REVISIONS TO AGENDA

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



IV. CONSENT CALENDAR

1. Meeting Minutes September 17, 2025, Regular Meeting
2. Rent Delinquency Report September 2025
3. Financial Reports for September 2025
4. Public Housing Occupancy/Vacancy Report for September 2025
5. HCV Program Counts September 2025
6. Human Resources & Board Clerk Report

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

V. REGULAR CALENDAR

1. Resolution Item(s):

- a. **Resolution No. 2025-14**, Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

- b. **Resolution No. 2025-15**, Approving a project intake form for funding and the execution of a grant agreement and any amendments thereto from the 2023 CDBG-DR mitigation resilient infrastructure program.

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

2. Action Item(s):

None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Staff Report: Merced Gardens
2. Staff Report: PH Flate Rate Rents
3. Staff Report: Waiting List Sign-Up Dates
4. Staff Report: Migrant Center Extensions
5. Staff Report: Government Shutdown
6. Staff Report: Felix Torres Emergency Shelter Program

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

1. Consideration of Government Tort Claim received pursuant to California Government Code Section 54956.9(e)(3): One Claimed Received

IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS

X. ADJOURNMENT

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



MINUTES
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, September 17, 2025
12:00 p.m.

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

Commissioners Present:

Rick Osorio, Vice Chairperson
Evelyn Dorsey
Robert Dylina
Marilyn Scorby
Rachel Torres

Commissioners Absent:

Hub Walsh, Chairperson

Vice-Chairperson Osorio declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Tom Lewis, Legal Counsel
Blanca Arrate, Director of Housing Programs
Sarahi Meraz, Finance Officer
Evelyn Chavira, Director of Procurement
Maria Alvarado, Director of Development
Magaly Villa, HR Manager & Clerk of the Board

Others Present:

None

II. **PUBLIC COMMENT**

None

III. **AGENCY OR COMMISSIONER REVISION TO AGENDA**

None

(M/S/C) Commissioner Torres /Commissioner Scorby/ Motion Passed Unanimously



IV. CONSENT CALENDAR

1. Meeting Minutes August 20, 2025, Regular Meeting
2. Rent Delinquency Report August 2025
3. Financial Reports for August 2025
4. Public Housing Occupancy/Vacancy Report for August 2025
5. HCV Program Counts August 2025
6. Human Resources & Board Clerk Report

(M/S/C): Commissioner Scorby /Commissioner Torres /Motion Passed Unanimously

V. REGULAR CALENDAR

1. Resolution Items (s):
 - a. **Resolution No. 2025-13:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

(M/S/C) Commissioner Torres /Commissioner Scorby / Motion Passed Unanimously

2. Action Item(s):

None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez received inquiries regarding misconceptions and concerns about the Housing Choice Voucher (HCV) and Public Housing (PH) programs. One of the inquiries includes the duration of participation in the programs for clients. Based on statistical information from Yardi, the software the Authority uses, the average participation period for both the HCV and PH programs is five (5) years. While some participants do stay longer in the PH program, this is due in part to their being elderly and/or disabled.

Additionally, there were concerns regarding proposed changes, such as cuts to funding, participation max-out periods, and the programs possibly going away. Executive Director Vazquez provided the most recent information available regarding the State Rental Assistance Program (SRAP). The notice outlines changes to elderly/disabled housing, a \$26 billion cut to housing funding, and shifting federal funding to be administered at the State level and under grants.

Although this is the most recent information, Housing Authorities are still awaiting final determinations and approvals, as this is all still just proposed.

The Board requests to be kept updated as changes and information are made available.



2. Director of Development Alvarado provided the Board with an update regarding the CDBG-MIT grants for the Felix Torres and Merced Migrant Centers. At this time, the Authority is conducting environmental reviews at both sites. The Authority continues to await the finalization of the Standard Agreement for execution. Because of changes to the grant, the Standard Agreement has been delayed, and wording to previously approved resolutions might be required.
3. Executive Director Vazquez notified the Board that the Authority has responded to the Notice of Funding Availability (NOFA) for additional HUD-VASH vouchers. After notifying the local Veterans Affairs (VA) office of the NOFA, the VA provided the required Letter of Support/Commitment in order to apply for more vouchers. At this time, it is unknown how many vouchers the Authority is eligible for or will receive, but an update will be provided when available.

VII. COMMISSIONER'S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Commissioner Scorby extended her support to the Authority in any capacity to help with the public and further inquiries regarding the changes to the programs.

Commissioner Dylina followed up on his request to set a date for the strategic planning meeting. The meeting will focus on policies and procedures the Board would like the Authority to follow.

Legal Counsel Lewis & Executive Director Vazquez will be coordinating with the Board to get dates and times that work for all. Legal Counsel Lewis will also assist in a facilitator capacity.

VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTION

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:16 p.m.

(M/S/C): Commissioner Torres/Commissioner Dylania /Motion Passed Unanimously

Chairperson Signature

Date: October 15, 2025

Secretary Signature

Date: October 15, 2025



Aged Receivables Report for 09/30/2025 - As of 10/08/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	5,213.40	1,974.00	-	6,491.31	13,678.71	13,678.71
ca023010 PH - Merced	1,614.99	(516.00)	-	(1,367.38)	(268.39)	(268.39)
ca023013 PH - Merced Sr	702.00	582.00	-	704.35	1,988.35	1,988.35
ca023021 PH - Acquisition	931.00	931.00	-	931.00	2,793.00	2,793.00
ca023023 PH - Acquisition	-	-	-	-	-	-
AMP 1 TOTALS	8,461.39	2,971.00	-	6,759.28	18,191.67	18,191.67
AMP 2						
CA023003 PH - Atwater - Cameo	244.00	-	-	(634.00)	(390.00)	(390.00)
ca023006 PH - Livingston	4,948.00	5,750.00	-	15,485.57	26,183.57	26,183.57
012a PH - Atwater	(198.00)	29.00	-	(814.00)	(983.00)	(983.00)
012b PH - Winton	-	-	-	-	-	-
AMP 2 TOTALS	4,994.00	5,779.00	-	14,037.57	24,810.57	24,810.57
AMP 3						
ca023002 PH - Los Banos	748.50	534.00	-	-	1,282.50	1,282.50
ca023004 PH - Los Banos - Abby, B, C & D	266.75	-	-	(1,118.81)	(852.06)	(852.06)
ca023005 PH - Dos Palos - West Globe	864.00	569.00	-	482.74	1,915.74	1,915.74
ca023011 PH - Los Banos - J & K St	1,431.00	1,238.00	-	(257.12)	2,411.88	2,411.88
012c PH - Dos Palos - Alleyne	1,773.00	1,125.00	-	1,758.00	4,656.00	4,656.00
012d PH - Dos Palos - Globe	357.00	357.00	-	428.00	1,142.00	1,142.00
AMP 3 TOTALS	5,440.25	3,823.00	-	1,292.81	10,556.06	10,556.06
AMP 4						
ca023024 PH 1st Street	153.00	-	-	-	153.00	153.00
AMP 4 TOTALS	153.00	-	-	-	153.00	153.00
VALLEY VIEW						
atw Atwater Elderly	-	-	-	-	-	-
dp Dos Palos Elderly	-	-	-	-	-	-
mid Midway	-	-	-	-	-	-
pbc - atw	916.00	318.00	-	229.00	1,463.00	1,463.00
pbc - dp	276.00	-	-	-	276.00	276.00
pbc - mid	845.00	(44.00)	-	(1,912.00)	(1,111.00)	(1,111.00)
VALLEY VIEW TOTALS	2,037.00	274.00	-	(1,683.00)	628.00	628.00
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	635.00	84.00	-	347.00	1,066.00	1,066.00
FELIX TORRES YEAR ROUND TOTALS	635.00	84.00	-	347.00	1,066.00	1,066.00
HOUSING AUTHORITY TOTALS	21,720.64	12,931.00	-	20,753.66	55,405.30	55,405.30

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	829,690	710,650	119,039	17	775,255
TOTAL GRANT INCOME (2)	580,022	651,602	-71,579	-11	710,838
TOTAL INCOME	1,409,712	1,362,252	47,460	3	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5, 6)	501,542	400,522	-101,019	-25	436,933
TOTAL TENANT SERVICES EXPENSES (7)	3,176	1,467	-1,709	-117	1,600
TOTAL UTILITY EXPENSES (8)	221,437	231,229	9,792	4	252,250
TOTAL MAINTENACE EXPENSES (9,10,11)	401,493	394,497	-6,996	-2	430,360
TOTAL GENERAL EXPENSES (12)	154,057	144,600	-9,456	-7	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	6,036	7,333	1,297	18	8,000
TOTAL FINANCING EXPENSES	36,667	36,667	0	0	40,000
TOTAL NON-OPERATING ITEMS (13)	3,121	34,573	31,452	91	37,716
TOTAL EXPENSES	1,327,527	1,250,887	-76,639	-6	1,364,604
NET INCOME	82,185	111,365	-29,179	-26	121,489

- (1) Tenant Rent +\$ 119K (Rents +\$ 98K, Other Tenant Inc. +\$ 21K)
- (2) Grant Subsidy -\$ 72K
- (3) Admin - Salary & Benefits +\$ 30K
- (4) Legal -\$ 4K
- (5) Other Admin -\$ 58K (Mgt Fees -\$ 18K, Consultants -\$ 38K, Travel/Training -\$ 2K)
- (6) Misc Admin. -\$69K (Temp Admin Labor -\$61K, Postage -\$ 4K, Tele/Answering Service -\$7K, Office Supplies& Phone +\$3K)
- (7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)
- (8) Utilities +\$ 10K (Sewer/ Water/Trash)
- (9) Maint. Salary & Benefits +\$ 47K (Sal +\$ 26K, Benefits +\$ 23K, Vehicle Gas -\$2K)
- (10) Maint. Costs Supplies +\$ 13K (Supply Maint./Repairs +\$ 21K, Plumbing -\$ 7K, Janitorial -\$ 2K, Decorating +\$ 1K)
- (11) Contract Costs -\$ 67K (Bld Rep -\$ 55K, Landsc +\$ 4K, Janl -\$ 3K, Pest - \$4K, Veh Maint +\$ 4k, Carpet/Flr +\$ 11K, Alarm -\$ 9K, HVAC-\$ 12K, Plumb -\$3)
- (12) Gen Exp. - Pymts in Lieu -\$ 9 (Higher Rents collected)
- (13) Non-Operating Exp. +\$ 31K - Lower Depr. Exp.

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	603,841	611,569	-7,728	-1	667,166
TOTAL GRANT INCOME (2)	439,239	453,909	-14,669	-3	495,173
TOTAL INCOME	1,043,080	1,065,477	-22,397	-2	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	337,895	318,288	-19,608	-6	347,224
TOTAL TENANT SERVICES EXPENSES	180	92	-88	-96	100
TOTAL UTILITY EXPENSES (6)	205,180	194,941	-10,239	-5	212,663
TOTAL MAINTENACE EXPENSES (7,8,9)	301,103	299,782	-1,321	0	327,035
TOTAL GENERAL EXPENSES	107,828	107,437	-391	0	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	3,439	2,521	-918	-36	2,750
TOTAL FINANCING EXPENSES	18,333	18,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	495	229	-266	-116	250
TOTAL EXPENSES	974,453	941,623	-32,830	-3	1,027,226
NET INCOME	68,627	123,854	-55,227	-45	135,113

- (1) Tenant Rents -\$ 8K (Rental Income -\$20, Other Tenant Inc +\$ 12K)
- (2) HUD PHA Subsidy -\$15K
- (3) Admin - Salary & Benefits +\$ 31K, Legal +\$ 5K
- (4) Other Admin Exp -\$17K (Management Fees -\$ 12K, Consultants -\$ 5K)
- (5) Misc. Admin -\$ 39 K, (Temp Labor -\$ 34K, Answering Service -\$ 7K, Other Mics Admin/Copiers/Internet/Comp Parts +\$ 2K)
- (6) Utilities -\$ 10K (Water/Sewer -\$ 18K, Elect. & Gas +\$ 19K, Garbage -\$ 11K)
- (7) Maint. Salary & Benefits Exp. +\$ 21K (Salary +\$17, Benefits/Vehicle Gas +\$ 4K)
- (8) Material Exp. +\$ 9K (Janitorial -\$ 2K, Plumbing -\$ 8K, Grounds/Appliance/Décor/Tools +\$ 8K, Maint/Repair +\$ 11K)
- (9) Contract Costs -\$ 31K, (Landscaping -\$ 10K, Repairs&Flooring +\$ 8K, Janitorial + \$ 2K, Plum -\$ 20K, HVAC -\$7, Pest Cont. -\$ 4K)

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	684,081	548,772	135,309	25	598,660
TOTAL GRANT INCOME (2)	455,043	463,821	-8,778	-2	505,986
TOTAL INCOME	1,139,124	1,012,592	126,532	13	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	335,513	326,679	-8,833	-3	356,377
TOTAL TENANT SERVICES EXPENSES	1,006	1,604	599	37	1,750
TOTAL UTILITY EXPENSES (7)	180,826	175,875	-4,950	-3	191,864
TOTAL MAINTENANCE EXPENSES (8,9,10)	216,550	323,754	107,204	33	353,187
TOTAL GENERAL EXPENSES (11)	121,419	115,718	-5,700	-5	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	5,844	6,875	1,031	15	7,500
TOTAL FINANCING EXPENSES	16,042	16,042	0	0	17,500
TOTAL NON-OPERATING ITEMS	515	0	-515	N/A	0
TOTAL EXPENSES	877,714	966,547	88,835	9	1,054,415
NET INCOME	261,410	46,045	215,366	468	50,231

- (1) Tenant Rent +\$ 130K, Other Tenant Income +\$ 5K
(2) Grant Subsidy -\$ 9K
(3) Salaries +\$ 48K & Benefits +\$ 10K
(4) Legal -\$ 5K
(5) Other Admin -\$ 12K (Consultants -\$ 6K, Mgt Fee - \$9K, Training/Travel +\$ 3K)
(6) Misc. Admin -\$ 51K (Temp Labor -\$ 42K, Internet/Tele - \$ 9K, Membership Fee -\$ 1K, Office Sup +\$ 1K)
(7) Utility Exp. -\$ 5K (Garb -\$ 6K, Elect +\$ 1K)
(8) Maintenance & Benefit +\$ 38K (Salaries +\$ 36K, Benefits +\$ 3K, Vehicle Gas/Oil -\$ 1K)
(9) Supplies Maintenance +\$ 37K - (Maint/Repairs +\$ 20K, Appliance/Elect +\$ 8K, Plum/Grounds/Decorating +\$ 9K)
(10) Contract Costs +\$ 32K, (Rep/Paint +\$ 9K, Landscape +\$ 14K, HVAC +\$ 10K, Equip Rental +\$ 9K, Flooring -\$ 13K, Inspections +\$3K)
(11) General Expense -\$ 6K (Payments in Lieu -\$ 9K, Workers Comp +\$ 3K)

AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	28,806	18,398	10,409	57	20,070
TOTAL GRANT INCOME (2)	18,346	23,140	-4,794	-21	25,244
TOTAL INCOME	47,152	41,538	5,614	14	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	24,756	13,573	-11,183	-82	14,807
TOTAL TENANT SERVICES EXPENSES	7	0	-7	N/A	0
TOTAL UTILITY EXPENSES	6,878	6,963	85	1	7,596
TOTAL MAINTENACE EXPENSES (4)	25,261	7,608	-17,653	-232	8,299
TOTAL GENERAL EXPENSES	3,318	4,072	754	19	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	92	92	100	100
TOTAL FINANCING EXPENSES	2,054	1,008	-1,046	-104	1,100
TOTAL NON-OPERATING ITEMS	43,777	43,777	0	0	47,757
TOTAL EXPENSES	106,050	77,093	-28,958	-38	84,102
NET INCOME	-58,898	-35,556	-23,344	66	-38,788

(1) Tenant Inc +\$ 10K (Rental Income -\$ 4K, Other Tenant Inc +\$ 14K)

(2) Grant Inc -\$5K

(3) Adm Exp - \$11K(Adm Sal & Benefits +\$ 2K, Legal -\$12K, Misc Adm -\$ 1K

(4) Main Exp - \$ 18K (landscaping - \$ 19K; Pest/HVAC/Repairs + \$ 1K)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	25,742,699	24,248,558	1,494,141	6	26,452,972
TOTAL OTHER INCOME	397	1,375	-978	-71	1,500
TOTAL INCOME	25,743,096	24,249,933	1,493,163	6	26,454,472
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4,5)	1,547,228	1,782,241	235,014	13	1,944,263
TOTAL TENANT SERVICES EXPENSES	3,563	2,429	-1,134	-47	2,650
TOTAL UTILITY EXPENSES	1,987	243	-1,745	-718	265
TOTAL MAINTENACE EXPENSES (6)	33,384	15,629	-17,755	-114	17,050
TOTAL GENERAL EXPENSES (7)	68,621	46,612	-22,009	-47	50,849
TOTAL HOUSING ASSISTANCE PAYMENTS (8,9,10,11)	23,153,945	21,872,525	-1,281,420	-6	23,860,936
TOTAL FINANCING EXPENSES	66,504	66,504	0	0	72,550
TOTAL NON-OPERATING ITEMS	611	0	-611	N/A	0
TOTAL EXPENSES	24,875,843	23,786,183	-1,089,660	-5	25,948,563
NET INCOME	867,252	463,750	403,503	87	505,909

- (1) HAP from HUD + \$ 1.494K (HAP Earned +\$ 1.500K, Admin Fee -\$ 3K, Port in -\$ 3K)
(2) Adm Salaries + \$ 280K (Salaries +\$ 268K & Benefits Costs +\$ 12K)
(3) Legal Fees +\$ 5K
(4) Other Adm Exp. +\$ 53K (Mgt Fee +\$ 57K, Bkpping Fee +\$ 47K, Consulting -\$ 30K, Inspec -\$ 21K)
(5) Misc Admin Exp. -\$ 102K (Office Supp +\$ 8K, Postage +\$ 10K, Other Misc +\$ 14K, Tele/Ans Serv -\$ 29K, Temp Lab -\$ 105K)
(6) Maint Exp -\$ 18K(Supplies + \$ 2K, Alarm -\$ 24K, Maint Consultants +\$ 6K, HVAC/Other -\$ 2K)
(7) General Expencc -\$ 22K (Portout Adm Exp -\$ 19K, Worker's Comp/Prop. Ins -\$ 3K)
(8) Port Out Payments -\$ 247K (higher than budgeted)
(9) Higher HAP issued -\$ 969K
(10) Escrow Contributions Higher -\$ 44
(11) Tenant Utility Pmts -\$ 21K

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL OTHER INCOME (1,2,3)	1,225,707	1,159,477	66,230	6	1,264,884
TOTAL INCOME	1,225,707	1,159,477	66,230	6	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	1,097,180	1,102,825	5,645	1	1,203,082
TOTAL TENANT SERVICES EXPENSES	4,788	1,375	-3,413	-248	1,500
TOTAL UTILITY EXPENSES (8)	53,630	44,229	-9,400	-21	48,250
TOTAL MAINTENACE EXPENSES (9,10,11)	72,830	43,725	-29,105	-67	47,700
TOTAL GENERAL EXPENSES (12)	51,516	34,833	-16,683	-48	38,000
TOTAL FINANCING EXPENSES	68,750	68,750	0	0	75,000
TOTAL NON-OPERATING ITEMS	5,574	7,792	2,218	28	8,500
TOTAL EXPENSES	1,354,268	1,303,529	-50,739	-4	1,422,032
NET INCOME	-128,561	-144,052	15,492	-11	-157,148

- (1) Other Income +\$ 66K (Mgmt/Bkkpping Fees +\$ 26K, Misc. Inc. +\$ 40K)
- (2) Asset Mgt Fee booked as budgeted (As Budgeted +\$ 45K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn +\$ 246K)
- (4) Admin Salary +\$ 61K (Salary +\$94K & Benefits Higher -\$ 33K)
- (5) Legal Fees +\$ 4K
- (6) Other Admin Exp +\$ 33K (Training/travel +\$ 14K, Consultants +\$ 17K, IT Consultants + \$ 4K, Travel Board/Legal -\$ 2K)
- (7) Misc. Admin. Exp. -\$ 93K (Internet -\$ 6K, Postage +\$ 3K, Temp Labor -\$ 106K, Tele/Other Mis/Copier/Memb +\$ 16K)
- (8) Utilities -\$ 9K (Water +\$ 2K, Gas -\$ 1K, Electricity -\$ 10K)
- (9) Gen Maint Exp +\$ 1K (Gas, Oil)
- (10) Supplies -\$ 2K (Ground/Exterminating/Maint. -\$ 2K)
- (11) Contract -\$ 28K (Paint/Elect -\$ 4K, Alarm/Elev Monitoring -\$ 15K, Landscape -\$ 12K, Plumb/HVAC/Equip Rent/Vehicle Maint +\$ 3K)
- (12) General Exp. - \$ 17K (W/C)

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	77,151	68,226	8,926	13	74,428
TOTAL OTHER INCOME (2)	548,741	471,767	76,973	16	514,655
TOTAL INCOME	625,892	539,993	85,899	16	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	57,639	77,190	19,551	25	84,207
TOTAL UTILITY EXPENSES	86	589	503	85	643
TOTAL MAINTENACE EXPENSES (4)	34,016	10,707	-23,309	-218	11,680
TOTAL GENERAL EXPENSES (5)	22,397	20,987	-1,410	-7	22,895
TOTAL FINANCING EXPENSES	140,250	140,250	0	0	153,000
TOTAL NON-OPERATING ITEMS	3,152	3,152	0	0	3,438
TOTAL EXPENSES	257,541	252,875	-4,666	-2	275,864
NET INCOME	368,351	287,118	81,233	28	313,220

(1) Tenant Inc +\$ 9K (Rental Inc +\$ 6K, Other Inc +\$ 3K)

(2) Other Inc +\$ 77K (Mgt Fees +\$ 33K; Misc Other Inc + \$ 44K)

(3) Admin +\$ 20K (Salary/Benefits +\$ 4K, Misc Adm/Consultants +\$ 14K, Legal +\$ 2K)

(4) Maint Exp - \$ 23K (Supplies -\$ 1K; Alarm -\$ 17K, HVAC/Veh Maint/Build Repair -\$ 5K)

(5) Gen Exp -\$ 1K (Workers Comp/Liab Ins)

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	176,776	199,795	-23,019	-12	217,958
TOTAL INCOME	176,776	199,795	-23,019	-12	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	19,586	20,426	840	4	22,283
TOTAL TENANT SERVICES EXPENSES	2,389	0	-2,389	N/A	0
TOTAL UTILITY EXPENSES (2)	90,866	87,113	-3,754	-4	95,032
TOTAL MAINTENACE EXPENSES (3)	82,734	30,802	-51,932	-169	33,603
TOTAL GENERAL EXPENSES	6,277	5,524	-753	-14	6,026
TOTAL NON-OPERATING ITEMS	51,367	50,791	-576	-1	55,408
TOTAL EXPENSES	253,219	194,656	-58,564	-30	212,352
NET INCOME	-76,444	5,139	-81,583	-1,587	5,606

(1) Tenant Rents -\$ 23K (Rent Inc -\$ 6K, Tenant Owed Utilities -\$ 17K)

(2) Utilities -\$4K (Garbage +\$ 6K, Gas/Water/Sewer +\$ 12K, Elect -\$ 14K)

(3) Maint Exp -\$ 52K (Landscaping -\$ 49K, Elec/Pest/Flr Cov +\$ 4K, Alarm Monit -\$ 6K, Janitorial -\$ 2K, Supplies +\$ 1K)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1,2)	772,186	600,447	171,739	29	655,033
TOTAL GRANT INCOME (3)	560,157	579,782	-19,625	-3	632,489
TOTAL OTHER INCOME (4)	205,900	0	205,900	N/A	0
TOTAL INCOME	1,538,243	1,180,229	358,015	30	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6)	104,377	154,432	50,055	32	168,471
TOTAL UTILITY EXPENSES (7)	107,257	111,799	4,542	4	121,963
TOTAL MAINTENACE EXPENSES (8,9,10)	181,617	145,876	-35,742	-25	159,137
TOTAL GENERAL EXPENSES	38,630	40,434	2,074	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	562,793	580,927	18,134	3	633,739
TOTAL FINANCING EXPENSES	62,792	62,792	0	0	68,500
TOTAL NON-OPERATING ITEMS	14,289	14,262	-28	0	15,558
TOTAL EXPENSES	1,071,756	1,110,522	39,036	4	1,211,478
NET INCOME	466,487	69,707	397,051	570	76,044

- (1) Rental Income +\$ 164K
- (2) Other Tenant Inc +\$ 7K
- (3) Grant Inc -\$ 20k
- (4) Misc Inc +\$ 206K (Ins Pymt Dora DP)
- (5) Adm Salaries +\$ 36K, Benefit costs +\$ 8K
- (6) Legal Exp +\$ 11K, Mgt Fee -\$4K, Misc Admin -\$ 1K)
- (7) Utility +\$ 5K (Elect/Gas +\$ 4K, Water/Sewer +\$ 8K, Garbage -\$ 7K)
- (8) Maint Exp +\$ 11K (Maint. Salary +\$ 11K, Benefits +\$ 1K, Vehic Gas/Oil -\$ 1K)
- (9) Supplies costs +\$ 7K (Maint/Repairs +\$ 6K, Appliance/Décor/Ground/Elec +\$ 4K, Plumbing -\$ 3K)
- (10) Contract Costs -\$ 54K (Alarm -\$38K, HVAC -\$ 12K, Plumb/Landscaping/Janitorial -\$ 9K, Appliance/Flooring +\$5K)
- (11) Housing Assis +\$ 18K (Assist Payments +\$ 20k, FSS Contrib/Utility Paym -\$ 2K)

Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2024-Aug 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	532,124	572,487	-40,363	-7	624,531
TOTAL INCOME	532,124	572,487	-40,363	-7	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	55,704	107,322	51,618	48	117,079
TOTAL TENANT SERVICES EXPENSES	371	0	-371	N/A	0
TOTAL UTILITY EXPENSES (3)	92,879	89,329	-3,550	-4	97,450
TOTAL MAINTENACE EXPENSES (4,5,6)	137,036	89,302	-47,734	-53	97,420
TOTAL GENERAL EXPENSES (7)	35,515	40,185	4,670	12	43,838
TOTAL FINANCING EXPENSES	18,333	18,333	0	0	20,000
TOTAL NON-OPERATING ITEMS	179,182	179,182	0	0	195,471
TOTAL EXPENSES	519,020	523,653	4,632	1	571,258
NET INCOME	13,103	48,834	-35,731	-73	53,273

(1) Tenant Inc -\$ 40K (Tenant Rent +\$ 54K, Rental Assistance -\$ 98K, Other Inc. +\$ 4K)

(2) Total Admin +\$ 52K (Salary +\$ 25K, Benefits +\$ 19K, Legal +\$ 1K, Training/Consults/Auditing Fee +\$ 5K, Mis Adm +\$ 2K)

(3) Utilities -\$ 4K (Water/Sewer +\$ 2K, Elec/Gas -\$ 7K, Trash +\$ 1K)

(4) Gen Maint -\$ 8K (Maint. Salary -\$ 19K, Benefits +\$ 7K, Vehicle Gas/Oil +\$ 4K)

(5) Maint. Supplies -\$ 13K (Maint Rep -\$ 16K, Elect -\$ 2K, Appliance/Plumb/Tools +\$ 5K)

(6) Contract -\$ 27K (Flr Cov -\$ 23K, HVAC -\$ 4K , Consultant -\$ 1K , Bld Rep -\$ 2K, Carpet/Elec/Pest +\$ 3K)

(7) General Exp. +\$ 5K (W/C Exp.)

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2025-Aug 2025

Book = Accrual ; Tree = oms2

	YTD Budget		Variance	% Var	Annual
INCOME					
INCOME	362,120	338,744	-23,376	-7	2,032,464
TOTAL INCOME	362,120	338,744	-23,376	-7	2,032,464
EXPENSES					
Total - Center Personnel (2)	100,339	119,950	19,611	16	719,700
Total - Operating Expenses (3)	203,734	153,453	-50,282	-33	920,716
Total - Maintenance Expenses (4)	4,102	8,458	4,357	52	50,750
Total - Contractor Administration (5)	28,878	31,816	2,938	9	190,896
Total - Debt Service and Replacement	25,067	25,067	0	0	150,402
TOTAL	362,120	338,744	-23,376	-7	2,032,464

(1) Zero budget, offset to variance in expenses +\$ 212K

(2) Salaries +\$ 10K, Benefits +\$ 10K

(3) Higher utilities - Net diff. -\$ 50K, (Utilities -\$ 75k, Communications +\$ 22K, Equip Maint +\$ 6K, Veh Rep/Other Costs/Travel -\$3K)

(4) Maint expenses +\$ 4K, (Elec/Plumb/Paint +\$ 3K, Lumb/Materials +\$ 1K)

(5) Audit -\$ 2K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 410
 Number of Vacant Units: 11

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
162	Yes	pending unit turnover	\$500.00
431	Yes	pending unit turnover	\$500.00
296	Yes	pending unit turnover	\$500.00
274	Yes	pending unit turnover	\$300.00
421	Yes	pending unit turnover	\$500.00
151	No	pending unit turnover	\$500.00
483	Yes	pending unit turnover	\$150.00
186	Yes	pending unit turnover	\$500.00
394	Yes	pending unit turnover	\$500.00
420	Yes	pending unit turnover	\$500.00
75	Yes	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	April	May	June	July	August	September
Lease Up Days		532	608	608	671	678	678
Average Lease Up Days		16.63	17.37	17.37	16.78	16.54	16.14
Make Ready Time		721	984	984	1111	1118	1118
Average Make Ready Days		22.53	28.11	28.11	27.78	27.27	26.62
Down Days		1015	908	908	1156	1206	1583
Average Down Days		31.72	25.94	25.94	28.9	29.41	37.69
Total # Vacant Units Turned		32	35	35	40	41	42
Total # Turn Around Days		2268	2500	2500	2938	3002	3379
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	70	71	71	73	73	80

These indicators measure the annual average amount of time it takes a PHA to turn around its vacant units.

Lease Up Days means for each "turned" unit in the immediate fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease

Make Ready Time means for each unit "turned" in the immediate fiscal year, the days from the date maintenance

receives the keys to the date maintenance turns the unit back to management for rental

Down Days means for each unit "turned" in the immediate fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired.

Total # Vacant Units Turned means the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during

Total # Turn Around Days means total number of days from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new

HCV Program Counts

[illegible]

STAFF REPORT

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

FROM: Magaly Villa, Interim HR Manager/Clerk of the Board

DATE: October 15, 2025

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

The vacancy for the position of Resident Commissioner – Public Housing remains. There are no applicants or interested parties to report at this time by the Authority or the Board of Supervisors.

Human Resources

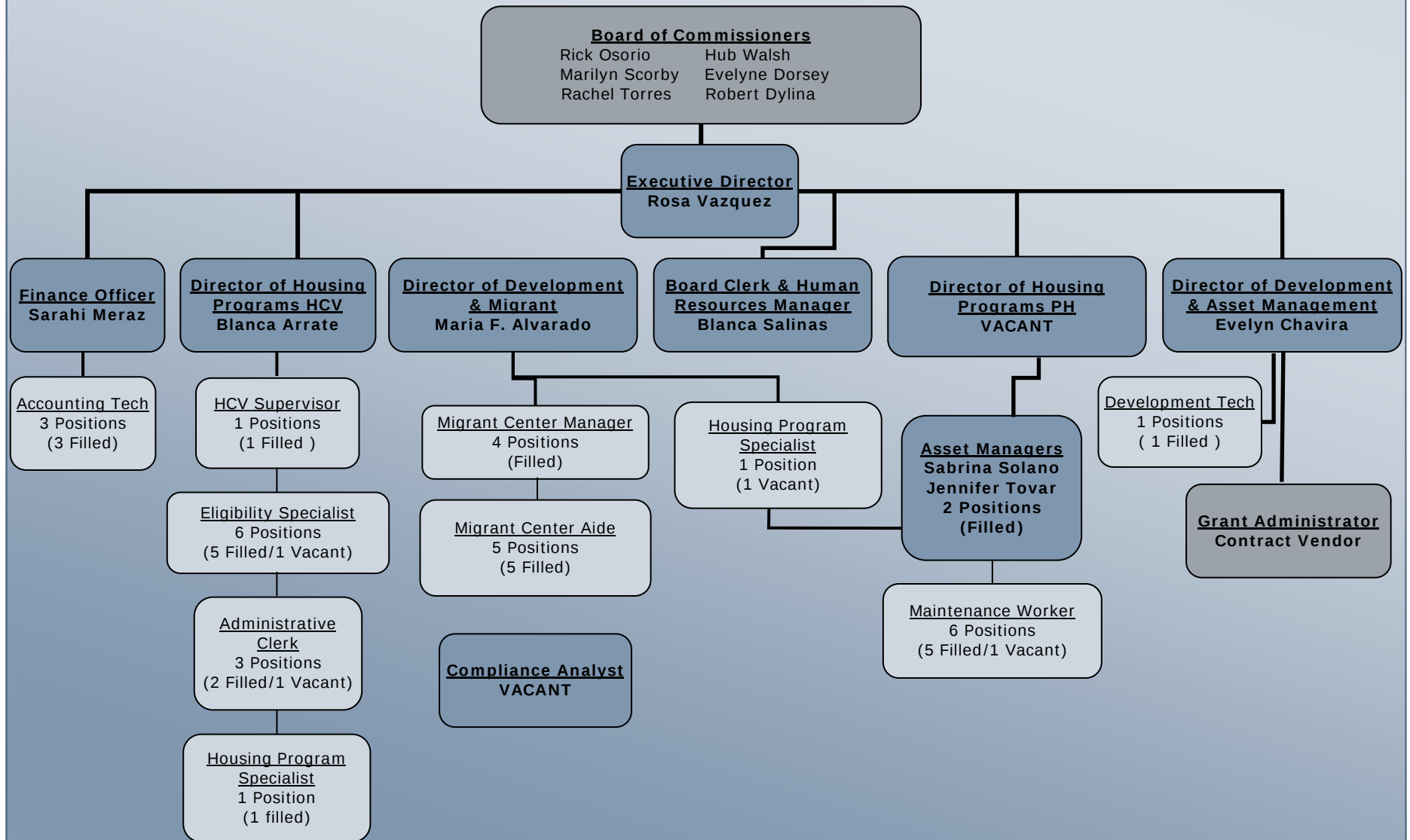
The Authority currently has four (5) vacant positions. Of those positions, **one (1)** is a management position; Director of Housing Programs (1), and the remaining **four (4)** are represented positions; Eligibility Specialist (1), Administrative Clerk (1), Housing Program Specialist (1), and Maintenance Worker (1).

In the month of September, the Authority filled two positions in the Administrative Clerk series fulling staffing that series. Subsequently, one of the Administrative Clerks separated from employment at a later date leaving the vacancy listed above. Oral panels were set up for the positions of Maintenance Worker and Director of Housing Programs, however, only the candidate for Maintenance Worker has made it to secondary interviews.

The Authority continues to backfill vacant positions with temporary staff. Recruitment efforts continue and include continued advertising of the positions on the Authority's website, sharing with community partners, and posting on online job boards such as Indeed and Monster.

As of this report, the represented positions' vacancy rate is now at 12.9%.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: Sarahi Meraz, Finance Officer

DATE: October 15, 2025

SUBJECT: Recommendation to adopt **Resolution No. 2025-14**, approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

The Housing Authority of the County of Merced (Authority) incurs tenant receivables for current families and families that have moved. The Authority actively seeks to collect monies owed during tenancies. Upon families moving out and leaving a balance owed, the Authority enters the monies owed into the Department of Housing & Urban Development (HUD) database so that if that former resident is ever eligible to receive rental assistance with another Public Housing Authority (PHA) the debt must be paid the Authority where the monies are owed.

Under Federal regulation, allowable write-offs impact the Authority's Tenant Accounts Receivable (TAR) Public Housing Assessment System ("PHAS") score and are an accepted accounting practice. PHAS is the annual assessment process by which HUD fulfills its statutory requirement to assess a PHAs administration of the Public Housing program. The Authority acts to collect all tenant charges and will continue to pursue collection of the accounts included in this write-off.

In February 2022, HUD published notice PIH 2022-021, which provided guidance to PHAs on the end of the COVID-19 waiver authority for PHAS assessments granted to HUD as a part of the Coronavirus Aid, Relief & Economic and Security (CARES) Act. The notice also communicated an adjustment to the Tenant Accounts Receivable sub-indicator under the Management Operations Indicator (MASS) due to the impact of various local, State, and Federal eviction moratoria. Nationally, PHAs that the eviction moratoria impacted rent collections, which impacted their financial status and reduced their scores under the TAR sub-indicator of MASS.

While PHAs have largely returned to normal operations and PHAS regulatory requirements after the COVID-19 pandemic emergency, PHAs continue to experience challenges with collecting rent and managing rent collection activities, which have impacted the PHAs' performance under the TAR sub-indicator. Due to the continued challenges, PHAs are facing with TAR, this notice advises that for PHAs with fiscal years ending March 31, 2024, June 30, 2024, September 30,

2024, and December 31, 2024, only, HUD is continuing a temporary revision to the scoring methodology for TAR. HUD determined that this extended temporary adjustment to the scoring notice will appropriately score PHAs as they continue to return to normal operations and requirements

HUD intends to return to the regular scoring methodology for TAR for PHAs with fiscal years ending in 2024. The long-term sustainability of the Public Housing program depends on families paying and PHAs collecting rent, so it is important that PHAs continue to work to improve tenant rent collection.

The Authority has worked with families to enter into repayment agreements, and legal stipulations via legal and or evictions. However, the Authority will need to write off monies incurred during the COVID pandemic that are not collectible at this time. The Authority will be reviewing all monies owed and bringing write-off amounts to the Board to ensure the Authority aligns with HUD requirements.

Amounts to be written off are summarized by program below.

PH AMP 1:	\$ 12,714.87
PH AMP 2:	\$ 66,354.64
PH AMP 3:	\$ 0.00

TOTAL:	\$ 79,069.51
	=====

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-14**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.

RESOLUTION NO. 2025-14

APPROVING THE WRITE-OFF FOR BAD DEBTS FROM TENANTS' ACCOUNTS RECEIVABLE

WHEREAS, every year the Housing Authority of the County of Merced (Authority) operates a number of rental housing projects throughout the county for low-income tenants; and

WHEREAS, certain former tenants have been unable or unwilling to pay their rent and/or work orders; and it is no longer prudent to carry over these receivables on the books of account; and

WHEREAS, allowable write-off's impact Authority Tenant Accounts Receivable Public Housing Assessment System ("PHAS") score and is an accepted accounting practice; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the write-off of the tenant delinquent accounts in the amount of \$79,069.51, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the October 15, 2025 Board of Commissioners meeting 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

Date: October 15, 2025

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: October 15, 2025

SUBJECT: **Resolution No. 2025-15**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Mitigation Resilient Infrastructure Program.

During the November 20, 2024, Board meeting, Resolution No. 2024-22 and subsequently on March 19, 2025, Resolution No. 2025-04 were presented and approved by the Board for the submission of an intake form for the CDBG-DR grant for the Merced and Felix Torres Migrant Centers. Additional revisions to the grant wording and funding have now required a third approval from the Board to reflect the correct grant name and dollar amount. The grant is no longer listed under Disaster Relief and is now listed as the Mitigation Resilient Infrastructure Program and a decrease in funding of \$147,553.91.

Below is the information previously provided to the Board regarding the grant.

On November 27, 2023, the United States Department of Housing and Urban Development (HUD) published Federal Register Notice Vol. 88, (88 FR 82982) allocating \$115,022,000 in CDBG-DR funding to the State of California in response to the Federal Emergency Management Agency (FEMA) major disaster declarations DR-4683. The California Department of Housing and Community Development (HCD) is the grantee responsible for administering the CDBG-DR funds allocated to the State of California.

Recognizing unmet infrastructure recovery needs related to DR-4683, HCD allocated \$15,003,000 in CDBG-DR funding to the 2023 Migrant Resiliency Center Program (MRCP or MRC Program). The proposed mitigation program for this grant is intended to implement a variety of physical and infrastructure improvements to enhance the ability of Migrant Centers to host disaster survivors and act as a community resiliency center. These enhancements may also benefit the migrants that live there during the growing season (i.e., the MRCP will add heating to the units so that the Centers could be used for disaster housing when they are vacant in the winter.

As such, the Authority wishes to continue the solicitation process for said funding.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-15**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Mitigation Resilient Infrastructure Program.



APPENDIX D

Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO. __

A RESOLUTION APPROVING A PROJECT INTAKE FORM FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 CDBG-DR MITIGATION RESILIENT INFRASTRUCTURE PROGRAM

- A. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") has a current contractual relationship with the _____, through the Office of Migrant Services Program (OMS) ("Program") for the purposes of managing and maintaining the OMS _____.
- B. WHEREAS the _____ commits to facilitate the rehabilitation and improvements at the _____ and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the _____ and the Department.

BE IT RESOLVED by the [Agency Name] as follows:

SECTION 1:

The _____ has reviewed and hereby approves the submission to the State of California of one or more project intake form(s) in the aggregate amount, not to exceed, of \$ _____ for the following CDBG-DR activities, pursuant to the 2023 CDBG-DR Mitigation Resilient Infrastructure Program:

List activities and amounts (*activity totals should include Activity Delivery Costs and General Administration associated with the activity*)

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$



APPENDIX D

SECTION 2:

The _____ acknowledges compliance with all state and federal public participation requirements in the development of its project intake form(s).

SECTION 3:

The _____ hereby authorizes and directs the _____, or designee*, to execute and deliver all project intake forms and act on the _____'s behalf in all matters pertaining to all such project intake forms.

SECTION 4:

If a project intake form is approved, the _____, or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

Note: New Language: For city jurisdiction applicants, pursuant to [California Government Code sections 40601 and 40602](#), the Mayor or Mayor pro tempore must be the Designated Official, unless the city has an ordinance in effect that expressly authorizes delegation to a third party. In the event of such ordinance, the city must attach the ordinance to this Authorizing Resolution and the City must indicated the third party Designated Official in this Authorizing Resolution to match what is in the ordinance.

SECTION 5:

If a project intake form is approved, the _____, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

*** Important Note:**

If the designee is signing any project intake form, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add



APPENDIX D

limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.

PASSED AND ADOPTED at a regular meeting of the _____ of the _____ held on _____ by the following vote:

Instruction: Fill in all four vote-count fields below. If none, indicate "0" for that field.

AYES: _____
ABSENT: _____

NOES: _____
ABSTAIN: _____

Signature and Title

STATE OF CALIFORNIA

City/County of _____

I, _____, Chairperson, **Choose an item.** of [Agency Name], State of California, do hereby attest and certify the foregoing Resolution to be a full, true and correct copy of a resolution duly passed and adopted on the date stated thereon and that said Resolution has not been amended, modified, repealed, or rescinded since the date of adoption and is in full force and effect as of this ____ day of _____, 20____.

Name, Clerk of the _____, for
_____, State of California



APPENDIX D

By: _____
Signature and Title

Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: October 15, 2025

SUBJECT: Housing Authority of the County of Merced Merced Gardens Update

At the September 17, 2025, Board of Commissioners (Board) meeting, the Housing Authority of the County of Merced (Authority) presented a staff report indicating that the Authority had received notification from the owner(s) of Merced Gardens, a 47 unit complex in the City of Merced which receives Section 8 rental assistance, of their intent to pre-pay the contract and opt out of the Section 8 contract at the end of 2025.

The Authority was advised that on July 28, 2025, the residents living at Merced Gardens had received the six-month notice notifying them of the formal opt-out of the Section 8 rental assistance. The Authority has since been advised that part of the opt-out process now includes the approval of the Department of Housing & Community Development (HCD). The owners are in communication with the HCD Contract Administrator, CAHI, to request approval to terminate the Section 8 rental assistance. Because HCD approval is required, the opt-out process is currently on hold until further notice. Visionary Home Builders is assisting the owners through this process.

If and when HCD and the Department of Housing & Urban Development (HUD) approval is received, the parties will work toward securing "Enhanced Vouchers" for the residents affected by the termination of the contract.

As a result of this new development, and once final approval is issued by HCD, the termination date will be extended, and revised termination notices must be issued to the residents. As of the date of this report, there is no date established.

Once the new opt-out date is established, the Authority will provide an update to the Board.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: October 15, 2025

SUBJECT: Revisions to the Authority's Flat Rent Schedule for units in the Public Housing Program

The FY 2014 Appropriations Act, found at Sections 210 and 243 of Title II of P.L 113-76, the Consolidated Appropriations Act of 2014, required PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR), and established rent increase phase-in requirements to prevent family rental payments from increasing by more than 35 percent. The Department of Housing and Urban Development (HUD) implemented these requirements through Notice PIH 2014-12.

HUD requires that PHAs offer families the choice of paying income-based rent (generally up to 30% of adjusted income) or a flat rate rent, which is based on the market rent charged for comparable units in the private unassisted rental market.

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

The Fair Market Rents for the County of Merced were increased effective October 1, 2025. The new Flat Rent schedule amounts will be effective January 1, 2026.

	1BR	2 BR	3 BR	4 BR
Current FRs	\$910	\$1,114	\$1,550	\$1,854
New FRs	\$892	\$1,110	\$1,529	\$1,808

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

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: October 15, 2025

SUBJECT: Wait list opening and closure for select bedroom sizes in Project Based (PBV) and Public Housing (PH) program

As part of the Authority's monthly review of all program waiting lists, it was determined that the waiting lists for select Project Based (PBV) and Public Housing (PH) program bedroom sizes were either exhausted or reaching low counts. As a result, the Authority opened the waiting lists to accept new applicants.

A public notice announcing the opening was published in the Merced Sun Star, posted on the Authority's website, and distributed to community partners. On September 9, 2025, the following waiting lists were opened:

PBV:

- Devonwood 1, 2 and 3 bedrooms
- Tierrasanta 2 and 3 bedrooms
- The Grove 2, 3 and 4 bedrooms
- Midway 3 and 4 bedrooms
- Gateway Terrace 3 and 4 bedrooms

PH:

- Dos Palos 3 and 4 bedrooms
- Atwater 3 and 4 bedrooms
- Livingston 3 and 4 bedrooms
- Los Banos 3 and 4 bedrooms
- Merced 4 bedrooms

The waiting lists for Devonwood and Tierrasanta closed on September 23, 2025. All remaining waiting lists closed on October 9, 2025.

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: October 15, 2025

SUBJECT: Migrant Center Extension Requests

The Authority operates four (4) seasonal agricultural Migrant Centers. The centers normally operate a standard one hundred and eighty (180) days beginning around April and ending around November. This year, the Migrant Centers are scheduled to close as follows: Atwater Migrant, October 10; Los Banos, November 7; Merced, November 11; and Planada, November 13. However, when residents of a center need to work more than the standard occupancy period, they, via the Resident Council, can organize and request an extension.

Per Health and Safety Code § 50710.1(c)(8), an extension consists of the standard one hundred and eighty (180) day occupancy period combined with any extended occupancy periods that shall not exceed a cumulative period of two hundred and seventy-five (275) days in any calendar year. The process to request an extension consists of at least twenty-five percent (25%) of the families requiring additional time; the families must sign the extension request log and obtain a letter from their employers verifying the need for the extension; and then submit those documents to the Authority. The Authority will then conduct an Extension Feasibility Analysis (EFA), which outlines the costs incurred by the extension. The Office of Migrant Services (OMS) will review the extension packet and either approve or deny the request.

Normally, the Atwater Migrant Center is the only center to request an extension at the end of the normal season because of the type of crop the residents specialize in, sweet potatoes. This year, the Authority has been notified that, in addition to Atwater, the Merced and Planada Migrant Centers will also be seeking an extension. This is due to an increase in almond workers whose season has been extended/delayed.

As of the date of this report, the Authority has submitted and received approval for an extension for the Atwater Migrant Center. Residents in Merced and Planada still have time to gather the required signatures and employer letters to submit their request.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: October 15, 2025

SUBJECT: Government Shutdown Inquiries

Since the shutdown of the government started on October 1, 2025, the Housing Authority of the County of Merced (Authority) has received several calls from participants of the Housing Choice Voucher (HCV) program and landlords/agents with existing Housing Assistance Payments (HAP) contracts, with concerns about continued rental assistance funding.

Prior to the shutdown, funds for the HCV program, the HAP, and the Administrative Fee were obligated for October and two weeks of November. It was recently announced that HUD will be obligating the remaining November HAP payment and possibly the December HAP and Administrative Fee.

Prior to the shutdown, funds for the Public Housing Operating Fund (OP Fund) were obligated through November 2025. Money from the Op Fund is used for daily operations, including routine maintenance, emergency repairs, processing tenant paperwork, and preparing units at turnover for occupancy. Money from the Capital Fund Projects (CFP) is used to make necessary upgrades and improvements.

Since funds under the Continuing Resolution were obligated before the shutdown, the Authority currently has funds to operate the programs. If the shutdown continues past November, the Authority will likely be advised to use any reserves to run the programs if funding ceases, although reserves vary greatly for each Housing Authority, putting some programs and tenants more at risk than others if the shutdown continues.

However, the impact on Community Planning and Development grants depends on whether funds have already been disbursed. As in past shutdowns, the key question is whether HUD staff will be in the office to process payments and get funds to grantees. Any grants not yet awarded will be on hold until after the shutdown ends.

Importantly, a vast majority of federally assisted tenants should not experience disruption in their tenancies due to the government shutdown. There is currently only a very small number of tenants in HUD Rural Development (RD) project-based rental assistance properties that face potential risk of housing instability due to contracts between owners and HUD and or RD that expire in October.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: October 15, 2025

SUBJECT: Emergency Shelter Program Cost Update

During the 2023 Merced County floods, the Authority was asked to utilize the Felix Torres Farmworker Housing Center as an emergency shelter after the City of Planada received a State of Emergency declaration from Governor Newsom.

The Authority entered into a License Agreement with the California Department of Housing & Community Development (HCD) for the use of the center. The use of the center, however, represented unfunded costs that the Authority would incur. This included the daily rent due to HCD, utilities, and the cost of turnover once the center was vacated.

At the close of the shelter program, the Authority had paid a total of \$110,402.44 in costs associated with the emergency shelter. The Authority completed a FEMA application to attempt to receive reimbursement for some of the costs; however, as of the date of this report, reimbursement has not been received.

The Authority is aware that the County of Merced has received grant funding related to the floods, but has not received or been made aware of any notification that it can seek reimbursement from said grant.

The Authority will reach out to FEMA and CalOES once again. Additionally, the Authority will contact the County to inquire about any possible reimbursement opportunities.