A G E N D A

BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, November 19, 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 October 15, 2025, Regular Meeting
2. Rent Deliquency Report October 2025
3. Financial Reports for October 2025
4. Public Housing Occupancy/Vacancy Report for October 2025
5. HCV Program Counts October 2025
6. Human Resources & Board Clerk Report

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

V. REGULAR CALENDAR

1. Resolution Item(s):

   a. **Resolution No. 2025-16:** 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, 2025

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

   b. **Resolution No. 2025-17:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

2. Action Item(s):

   None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Staff Report: HCV Abatement Process
2. Staff Report: HCV Owner Overpayment Collection Process
3. Staff Report: Waitlist Opening Announcement
4. Staff Report: Los Banos Development Update

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

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

1. Pursuant to Government Code §54957.6
   Conference with Labor Negotiations
   Shelline Bennet, Legal Counsel
   Rosa Vazquez, Executive Director
   Maria F. Alvarado, Director of Development
   Employee organization: General Employees, AFSCME 2703

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, October 15, 2025
12:00 p.m.

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

Commissioners Present:
Hub Walsh, Chairperson
Robert Dylina
Marilyn Scorby
Rachel Torres

Commissioners Absent:
Rick Osorio, Vice Chairperson
Evelyn Dorsey

Staff Present:
Rosa Vazquez, Executive Director/Board Secretary
Tom Lewis, Legal Counsel
Sarahi Meraz, Finance Officer
Evelyn Chavira, Director of Procurement
Maria Alvarado, Director of Development
Magaly Villa, Interim HR Manager & Clerk of the Board

Others Present:
Erin Hamm, Rental Zebra
Suzanne Sarrity, Rental Zebra
Esperanza Rios, Public Housing Resident

II. PUBLIC COMMENT

Erin Hamm and Suzanne Sarrity, representatives from Rental Zebra, were present to voice their concerns with the new NSPIRE inspections. Specifically, the metrics and their knowledge that other counties have not implemented NSPIRE. Additionally, they also expressed their frustration with the lack of communication between the Authority and the landlord when items fail and the subsequent failure of items during reinspections. These issues with inspections impact HAP, as failure to complete repairs results in HAP abatement.

Esperanza Rios was present to observe and gather information on the impact of the shutdown.

III. AGENCY OR COMMISSIONER REVISION TO AGENDA

None

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

IV. CONSENT CALENDAR

1. Meeting Minutes September 17, 2025, Regular Meeting

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

2. Rent Delinquency Report September 2025

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

3. Financial Reports for September 2025

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

4. Public Housing Occupancy/Vacancy Report for September 2025

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

5. HCV Program Counts September 2025

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

6. Human Resources & Board Clerk Report

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

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): Commissioner Dylina/Commissioner Scorby/Motion Passed Unanimously

   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): Commissioner Dylina/Commissioner Torres/Motion Passed Unanimously

2. Action Item(s):

   None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. An update on Merced Gardens' intent to opt out of the Section 8 contract was provided to the board by Executive Director Vazquez. The Authority has been notified that part of the opt-out process requires approval from the Department of Housing & Community Development (HCD). Due to this new development, the opt-out process is on hold, and the contract termination date will likely be extended. Once HCD and the Department of

Housing & Urban Development (HUD) approve the request, the Authority will work with HUD to secure Enhanced Vouchers for the affected residents. The Authority will provide an update to the Board when the new opt-out date is established and/or other updates are made available.

2. Executive Director Vazquez presented the Authority's new Flat Rent Schedule for the Public Housing program. A background of the FY 2014 Appropriations Act was provided, which requires PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent. The Fair Market Rents for the County of Merced were increased effective October 1, 2025, and the new Flat Rent Schedules will be effective January 1, 2026.

3. Executive Director Vazquez notified the Board that the Authority opened select waiting lists for the Project-Based Voucher and Public Housing programs on September 9, 2025. Two of the waiting lists closed on September 23rd, and the remaining waiting lists closed on October 9th.

4. Director of Development Alvarado advised the Board of the Authority being notified that, in addition to the Atwater Migrant Center, which usually requests an extension at the end of the season, the Merced and Planada Migrant Centers will likely also be seeking an extension. The Authority has submitted and received approval for an extension for the Atwater Migrant Center. The residents in Merced and Planada still have time to gather the required documentation to submit their request.

5. Executive Director Vazquez provided the Board with updates on the current effect the government shutdown has had on the Authority. Funds under the Continuing Resolution were obligated before the shutdown, and the Authority currently has funds to operate the programs through November. The impact on Community Planning and Development grants is dependent on their disbursement status; grants not yet awarded will be on hold until the shutdown ends. The majority of federally assisted tenants should not experience disruption in their tenancies; there is only a small number of tenants in HUD Rural Development (RD) Project-Based rentals that face potential risk of housing instability due to contracts between landlords and HUD and/or RD that expire in October.

6. Director of Development Alvarado updated the Board on the Felix Torres Emergency Shelter Program. The Authority entered into a License Agreement with the California Department of Housing and Community Development (HCD) following the 2023 floods for the use of the Felix Torres Center. This presented unfunded costs that the Authority incurred, and at the end of the program, the Authority paid a total of $110,402.44. The Authority completed a FEMA application in an attempt to be reimbursed for the costs incurred and paid. As of the date of this report, no reimbursement has been received. The Authority is aware of grant funding related to the floods that was granted to the County of Merced. In addition

to reaching back out to FEMA and CalOES, the Authority will also contact the County to inquire about possible reimbursement.

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

The Board requested a staff report regarding NSPIRE inspections and abatements, as well as to follow up with Rental Zebra on inspection communications.

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

The Board of Commissioners went into closed session at 1:35 p.m. The following people were present:

Board Members	Others Present
Hub Walsh, Chairperson	Tom Lewis, Legal Counsel
Marilyn Scorby	Rosa Vazquez, Executive Director/ Board Secretary
Rachel Torres	
Robert Dylina	

1. **Conference with Legal Counsel – Consideration of Tort Claim received pursuant to California Government Code Section 54956.9(e)(3):** One Claim

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

The Board returned to Regular Session at 1:35 p.m. with no reportable action.

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:49 pm.

__________________________ Date: November 19, 2025
Chairperson Signature

__________________________ Date: November 19, 2025
Secretary Signature

Aged Receivables Report for 10/31/2025 - As of 11/10/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	5,166.40	4,015.00	-	10,407.31	19,588.71	19,588.71
ca023010 PH - Merced	1,893.49	(332.00)	-	(1,385.50)	175.99	175.99
ca023013 PH - Merced Sr	898.00	408.00	-	704.35	2,010.35	2,010.35
ca023021 PH - Acquisition	-	-	-	-	-	-
ca023023 PH - Acquisition	-	-	-	-	-	-
AMP 1 TOTALS	**7,957.89**	**4,091.00**	**-**	**9,726.16**	**21,775.05**	**21,775.05**
AMP 2						
CA023003 PH - Atwater - Cameo	-	-	-	(634.00)	(634.00)	(634.00)
ca023006 PH - Livingston	5,124.00	3,810.00	-	9,596.57	18,530.57	18,530.57
012a PH - Atwater	625.00	582.00	-	(1,175.00)	32.00	32.00
012b PH - Winton	-	-	-	-	-	-
AMP 2 TOTALS	**5,749.00**	**4,392.00**	**-**	**7,787.57**	**17,928.57**	**17,928.57**
AMP 3						
ca023002 PH - Los Banos	539.00	534.00	-	-	1,073.00	1,073.00
ca023004 PH - Los Banos - Abby, B, C & D	324.00	54.00	-	(925.81)	(547.81)	(547.81)
ca023005 PH - Dos Palos - West Globe	1,281.00	388.00	-	1,388.74	3,057.74	3,057.74
ca023011 PH - Los Banos - J & K St	1,431.00	1,238.00	-	(46.12)	2,622.88	2,622.88
012c PH - Dos Palos - Alleyne	1,702.00	562.00	-	2,321.00	4,585.00	4,585.00
012d PH - Dos Palos - Globe	862.00	-	-	(237.00)	625.00	625.00
AMP 3 TOTALS	**6,139.00**	**2,776.00**	**-**	**2,500.81**	**11,415.81**	**11,415.81**
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	-	-	-	-	-	-
pbcb - atw	916.00	316.00	-	229.00	1,461.00	1,461.00
pbcb - dp	85.00	(55.00)	-	-	30.00	30.00
pbcb - mid	845.00	202.00	-	(1,915.00)	(868.00)	(868.00)
VALLEY VIEW TOTALS	**1,846.00**	**463.00**	**-**	**(1,686.00)**	**623.00**	**623.00**
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	700.00	-	-	347.00	1,047.00	1,047.00
FELIX TORRES YEAR ROUND TOTALS	**700.00**	**-**	**-**	**347.00**	**1,047.00**	**1,047.00**
HOUSING AUTHORITY TOTALS	**$ 22,544.89**	**$ 11,722.00**	**$ -**	**$ 18,675.54**	**$ 52,942.43**	**$ 52,942.43**

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	899,924	775,255	124,669	16	775,255
TOTAL GRANT INCOME (2)	621,583	710,838	-89,255	-13	710,838
TOTAL INCOME	1,521,507	1,486,093	35,414	2	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5, 6)	576,590	436,933	-139,657	-32	436,933
TOTAL TENANT SERVICES EXPENSES (7)	3,176	1,600	-1,576	-98	1,600
TOTAL UTILITY EXPENSES (8)	241,770	252,250	10,480	4	252,250
TOTAL MAINTENACE EXPENSES (9, 10, 11)	453,924	430,360	-23,564	-5	430,360
TOTAL GENERAL EXPENSES (12)	167,163	157,745	-9,418	-6	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	6,413	8,000	1,587	20	8,000
TOTAL FINANCING EXPENSES	40,000	40,000	0	0	40,000
TOTAL NON-OPERATING ITEMS (13)	3,731	37,716	33,985	90	37,716
TOTAL EXPENSES	1,492,768	1,364,604	-128,164	-9	1,364,604
NET INCOME	28,739	121,489	-92,750	-76	121,489

(1) Tenant Rent +$ 125K (Rents +$ 102K, Other Tenant Inc. +$ 23K)
(2) Grant Subsidy -$ 89K
(3) Admin - Salary & Benefits +$ 35K
(4) Legal -$ 22K
(5) Other Admin -$ 79K (Mgt Fees -$ 19K, Consultants -$ 57K, Travel/Training -$ 3K)
(6) Misc Admin. -$74K (Temp Admin Labor -$67K, Postage -$ 4K, Tele/Answering Service -$7K, Office Supplies& Phone +$4K)
(7) Tenant Services Exp. -$ 2K - (Tenant Reclocation Exp.)
(8) Utilities +$ 10K (Sewer/ Water/Trash)
(9) Maint. Salary & Benefits +$ 59K (Sal +$ 34K, Benefits +$ 27K, Vehicle Gas -$2K)
(10) Maint. Costs Supplies +$ 12K (Supply Maint./Repairs +$ 23K, Plumbing -$ 8K, Janitorial/Applience -$ 4K, Decorating +$ 1K)
(11) Contract Costs -$ 95K (Bld Rep -$ 66K, Landsc -$ 7K, Jan/Plum -$ 9K, Pest - $4K, Veh Maint +$ 5k, Carpet/Flr +$ 11K, Alarm -$ 9K, HVAC-$ 13K, Insp -$3K)
(12) Gen Exp. - Pymts in Lieu -$ 9 (Higher Rents collected)
(13) Non-Operating Exp. +$ 34K - Lower Depr. Exp.

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	685,615	667,166	18,449	3	667,166
TOTAL GRANT INCOME (2)	471,542	495,173	-23,631	-5	495,173
TOTAL INCOME	1,157,157	1,162,339	-5,182	0	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	379,606	347,224	-32,383	-9	347,224
TOTAL TENANT SERVICES EXPENSES	180	100	-80	-80	100
TOTAL UTILITY EXPENSES (6)	226,725	212,663	-14,062	-7	212,663
TOTAL MAINTENACE EXPENSES (7,8,9)	351,000	327,035	-23,965	-7	327,035
TOTAL GENERAL EXPENSES	120,205	117,204	-3,001	-3	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	3,802	2,750	-1,052	-38	2,750
TOTAL FINANCING EXPENSES	20,000	20,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	543	250	-293	-117	250
TOTAL EXPENSES	1,102,060	1,027,226	-74,835	-7	1,027,226
NET INCOME	55,097	135,113	-80,016	-59	135,113

(1) Tenant Rents +$ 18K (Rental Income +$5, Other Tenant Inc +$ 13K)
(2) HUD PHA Subsidy -$24K
(3) Admin - Salary & Benefits +$ 35K, Legal +$ 3K
(4) Other Admin Exp -$29K (Management Fees -$ 12K, Consultants -$ 17K)
(5) Misc. Admin -$ 42 K, (Temp Labor -$ 38K, Answering Service -$ 8K, Other Mics Admin/Copiers/Phone/Comp Parts +$ 4K)
(6) Utilities -$ 14K (Water/Sewer -$ 20K, Elect. & Gas +$ 20K, Garbage -$ 14K)
(7) Maint. Salary & Benefits Exp. +$ 12K (Salary +$7, Benefits/Vehicle Gas +$ 5K)
(8) Material Exp. +$ 7K (Janitorial -$ 2K, Plumbing -$ 10K, Grounds/Appliance/Décor/Tools +$ 6K, Maint/Repair +$ 13K)
(9) Contract Costs -$ 43K (Landscaping -$ 10K, Repairs&Flooring +$ 5K, Plum -$ 23K, HVAC -$11, Pest Cont. -$ 4K)

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	749,505	598,660	150,845	25	598,660
TOTAL GRANT INCOME (2)	487,976	505,986	-18,010	-4	505,986
TOTAL INCOME	1,237,481	1,104,646	132,835	12	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	378,726	356,377	-22,350	-6	356,377
TOTAL TENANT SERVICES EXPENSES	1,078	1,750	672	38	1,750
TOTAL UTILITY EXPENSES (7)	200,866	191,864	-9,002	-5	191,864
TOTAL MAINTENACE EXPENSES (8,9,10)	310,757	353,187	42,430	12	353,187
TOTAL GENERAL EXPENSES (11)	131,893	126,238	-5,655	-4	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	6,349	7,500	1,151	15	7,500
TOTAL FINANCING EXPENSES	17,500	17,500	0	0	17,500
TOTAL NON-OPERATING ITEMS	564	0	-564	N/A	0
TOTAL EXPENSES	1,047,733	1,054,415	6,682	1	1,054,415
NET INCOME	189,748	50,231	139,517	278	50,231

(1) Tenant Rent +$ 139K, Other Tenant Income +$ 11K
(2) Grant Subsidy -$ 18K
(3) Salaries +$ 52K & Benefits +$ 11K
(4) Legal -$ 7K
(5) Other Admin -$ 24K (Consultants -$ 17K, Mgt Fee - $9K, Training +$ 2K)
(6) Misc. Admin -$ 55K (Temp Labor -$ 46K, Internet/Tele - $ 10K, Office Sup +$ 1K)
(7) Utility Exp. -$ 9K (Garb -$ 9K, Elect +$ 1K, Water/Sewer -$ 1K)
(8) Maintenance & Benefit +$ 41K (Salaries +$ 39K, Benefits +$ 3K, Vehicle Gas/Oil -$ 1K)
(9) Supplies Maintenance +$ 35K - (Maint/Repairs +$ 18K, Appliance/Elect +$ 7K, Plum/Grounds/Decorating +$ 10K)
(10) Contract Costs -$ 33K, (Rep/Paint -$ 53K, Landsc +$ 15K, HVAC +$ 4K, Equip Rental +$ 10K, Flooring -$ 13K, Inspections/Pest +$4K)
(11) General Expense -$ 6K (Payments in Lieu -$ 9K, Workers Comp +$ 3K)

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

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	30,131	20,070	10,061	50	20,070
TOTAL GRANT INCOME (2)	19,621	25,244	-5,623	-22	25,244
TOTAL INCOME	49,752	45,314	4,439	10	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	26,281	14,807	-11,474	-77	14,807
TOTAL TENANT SERVICES EXPENSES	7	0	-7	N/A	0
TOTAL UTILITY EXPENSES	7,401	7,596	196	3	7,596
TOTAL MAINTENACE EXPENSES (4)	29,410	8,299	-21,110	-254	8,299
TOTAL GENERAL EXPENSES	3,619	4,442	823	19	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	100	100	100	100
TOTAL FINANCING EXPENSES	2,146	1,100	-1,046	-95	1,100
TOTAL NON-OPERATING ITEMS	47,757	47,757	0	0	47,757
TOTAL EXPENSES	116,620	84,102	-32,518	-39	84,102
NET INCOME	-66,867	-38,788	-28,079	72	-38,788

(1) Tenant Inc +$ 10K (Rental Income -$ 4K, Other Tenant Inc +$ 14K)
(2) Grant Inc -$6K
(3) Adm Exp - $11K(Adm Sal & Benefits +$ 2K, Legal -$12K, Misc Adm -$ 1K
(4) Main Exp - $ 21K (Maint Salary/Benefits +$ 1K, landscaping - $ 23K; Pest/HVAC/Repairs + $ 1K)

All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	28,160,479	26,452,972	1,707,507	6	26,452,972
TOTAL OTHER INCOME	447	1,500	-1,053	-70	1,500
TOTAL INCOME	28,160,926	26,454,472	1,706,454	6	26,454,472
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4,5)	1,712,769	1,944,263	231,494	12	1,944,263
TOTAL TENANT SERVICES EXPENSES	3,827	2,650	-1,177	-44	2,650
TOTAL UTILITY EXPENSES	2,377	265	-2,112	-797	265
TOTAL MAINTENACE EXPENSES (6)	33,384	17,050	-16,334	-96	17,050
TOTAL GENERAL EXPENSES (7)	75,793	50,849	-24,944	-49	50,849
TOTAL HOUSING ASSISTANCE PAYMENTS (8,9,10,11)	25,320,770	23,860,936	-1,459,834	-6	23,860,936
TOTAL FINANCING EXPENSES	72,550	72,550	0	0	72,550
TOTAL NON-OPERATING ITEMS	758	0	-758	N/A	0
TOTAL EXPENSES	27,222,227	25,948,563	-1,273,664	-5	25,948,563
NET INCOME	938,699	505,909	432,790	86	505,909

(1) HAP from HUD + $ 1.708K (HAP Earned +$ 1.720K, Admin Fee -$ 9K, Port in -$ 3K)
(2) Adm Salaries + $ 299K (Salaries +$ 292K & Benefits Costs +$ 7K)
(3) Legal Fees +$ 5K
(4) Other Adm Exp. +$ 36K (Mgt Fee +$ 62K, Bkkping Fee +$ 51K, Consulting -$ 49K, Inspec -$ 30K, Train/Travel +$2K)
(5) Misc Admin Exp. -$ 108K (Office Supp/Adver +$ 8K, Postage +$ 10K, Other Misc +$ 15K, Tele/Ans Serv -$ 29K, Temp Lab -$ 112K)
(6) Maint Exp -$ 16K(Supplies + $ 2K, Alarm -$ 25K, Maint Consultants +$ 6K, Paint +$ 1K)
(7) General Expence -$ 25K (Portout Adm Exp -$ 22K, Worker's Comp/Prop. Ins -$ 3K)
(8) Port Out Payments -$ 292K (higher than budgeted)
(9) Higher HAP issued -$ 1.092K
(10) Escrow Contributions Higher -$ 52K
(11) Tenant Utility Pmts -$ 24K

Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
TOTAL OTHER INCOME (1,2,3)	1,332,497	1,264,884	67,613	5	1,264,884
TOTAL INCOME	1,332,497	1,264,884	67,613	5	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	1,196,578	1,203,082	6,503	1	1,203,082
TOTAL TENANT SERVICES EXPENSES	5,133	1,500	-3,633	-242	1,500
TOTAL UTILITY EXPENSES (8)	60,252	48,250	-12,002	-25	48,250
TOTAL MAINTENACE EXPENSES (9,10,11)	80,456	47,700	-32,756	-69	47,700
TOTAL GENERAL EXPENSES (12)	55,863	38,000	-17,863	-47	38,000
TOTAL FINANCING EXPENSES	75,000	75,000	0	0	75,000
TOTAL NON-OPERATING ITEMS	6,353	8,500	2,147	25	8,500
TOTAL EXPENSES	1,479,636	1,422,032	-57,604	-4	1,422,032
NET INCOME	-147,139	-157,148	10,009	-6	-157,148

(1) Other Income +$ 68K (Mgmt/Bkkpping Fees +$ 28K, Misc. Inc. +$ 40K)
(2) Asset Mgt Fee booked as budgeted (As Budgeted +$ 50K)
(3) Admin Fee to be booked as Cap Projects funding allows (fund drawn +$ 268K)
(4) Admin Salary +$ 74K (Salary +$111K & Benefits Higher -$ 37K)
(5) Legal Fees +$ 8K
(6) Other Admin Exp +$ 35K (Training/travel +$ 8K, Consultants +$ 20K, IT Consultants + $ 5K, Audit Fee +$ 2K)
(7) Misc. Admin. Exp. -$ 110K (Internet -$ 9K, Postage +$ 3K, Temp Labor -$ 116K, Tele/Other Mis/Copier/Memb +$ 12K)
(8) Utilities -$ 12K (Water +$ 3K, Gas -$ 1K, Electricity -$ 14K)
(9) Gen Maint Exp +$ 2K (Gas, Oil)
(10) Supplies -$ 2K (Ground/Exterminating/Maint. -$ 2K)
(11) Contract -$ 33K (Paint/Elect -$ 4K, Alarm -$ 21K, Landscape -$ 11K, Plumb/HVAC/Equip Rent/Vehicle Maint +$ 3K)
(12) General Exp. - $ 18K (W/C)

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	84,238	74,428	9,810	13	74,428
TOTAL OTHER INCOME (2)	600,263	514,655	85,607	17	514,655
TOTAL INCOME	684,500	589,083	95,417	16	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	61,092	84,207	23,115	27	84,207
TOTAL UTILITY EXPENSES	86	643	557	87	643
TOTAL MAINTENACE EXPENSES (4)	34,402	11,680	-22,722	-195	11,680
TOTAL GENERAL EXPENSES (5)	24,407	22,895	-1,512	-7	22,895
TOTAL FINANCING EXPENSES	153,000	153,000	0	0	153,000
TOTAL NON-OPERATING ITEMS	3,438	3,438	0	0	3,438
TOTAL EXPENSES	276,425	275,864	-562	0	275,864
NET INCOME	408,075	313,220	94,855	30	313,220

(1) Tenant Inc +$ 10K (Rental Inc +$ 7K, Other Inc +$ 3K)
(2) Other Inc +$ 86K (Mgt Fees +$ 37K; Misc Other Inc + $ 49K)
(3) Admin +$ 23K (Salary/Benefits +$ 5K, Misc Adm/Consultants +$ 15K, Legal +$ 3K)
(4) Maint Exp - $ 23K (Supplies -$ 1K; Alarm -$ 17K, HVAC/Veh Maint/Build Repair -$ 5K)
(5) Gen Exp -$ 2K (Workers Comp/Liab Ins)

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	193,916	217,958	-24,042	-11	217,958
TOTAL INCOME	193,916	217,958	-24,042	-11	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	21,393	22,283	890	4	22,283
TOTAL TENANT SERVICES EXPENSES	2,389	0	-2,389	N/A	0
TOTAL UTILITY EXPENSES (2)	102,491	95,032	-7,459	-8	95,032
TOTAL MAINTENACE EXPENSES (3)	94,217	33,603	-60,614	-180	33,603
TOTAL GENERAL EXPENSES	6,848	6,026	-822	-14	6,026
TOTAL NON-OPERATING ITEMS	56,036	55,408	-628	-1	55,408
TOTAL EXPENSES	283,375	212,352	-71,023	-33	212,352
NET INCOME	-89,459	5,606	-95,065	-1,696	5,606

(1) Tenant Rents -$ 24K (Rent Inc -$ 3K, Tenant Owed Utilities -$ 21K)
(2) Utilities -$ 7K (Garbage +$ 7K, Gas/Water/Sewer +$ 5K, Elect -$ 19K)
(3) Maint Exp -$ 61K (Landscaping -$ 58K, Elec/Pest/Flr Cov +$ 3K, Alarm Monit -$ 4K, Janitorial -$ 3K, Supplies +$ 1K)

Property = .fs-vv sub-dp sub-mid sub-atw

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1,2)	840,019	655,033	184,986	28	655,033
TOTAL GRANT INCOME (3)	610,101	632,489	-22,388	-4	632,489
TOTAL OTHER INCOME (4)	205,900	0	205,900	N/A	0
TOTAL INCOME	1,656,020	1,287,522	368,498	29	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6)	119,366	168,471	49,105	29	168,471
TOTAL UTILITY EXPENSES (7)	117,224	121,963	4,739	4	121,963
TOTAL MAINTENACE EXPENSES (8,9,10)	204,169	159,137	-45,032	-28	159,137
TOTAL GENERAL EXPENSES	41,861	44,110	2,249	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	612,864	633,739	20,875	3	633,739
TOTAL FINANCING EXPENSES	68,500	68,500	0	0	68,500
TOTAL NON-OPERATING ITEMS	15,588	15,558	-30	0	15,558
TOTAL EXPENSES	1,179,572	1,211,478	31,906	3	1,211,478
NET INCOME	476,448	76,044	400,404	527	76,044

(1) Rental Income +$ 178K
(2) Other Tenant Inc +$ 7K
(3) Grant Inc -$ 22k
(4) Misc Inc +$ 206K (Ins Pymt Dora DP)
(5) Adm Salaries +$ 40K, Benefit costs +$ 8K
(6) Legal Exp +$ 6K, Mgt Fee -$4K, Misc Admin -$ 1K
(7) Utility +$ 5K (Elect/Gas +$ 5K, Water/Sewer +$ 8K, Garbage -$ 8K)
(8) Maint Exp +$ 12K (Maint. Salary +$ 12K, Benefits +$ 1K, Vehic Gas/Oil -$ 1K)
(9) Supplies costs +$ 8K (Maint/Repairs +$ 6K, Appliance/Décor/Ground/Elec +$ 5K, Plumbing -$ 3K)
(10) Contract Costs -$ 65K (Alarm -$38K, HVAC -$ 11K, Plumb/Landscaping/Repair -$ 19K, Appliance/Flooring +$3K)
(11) Housing Assis +$ 21K (Assist Payments +$ 22k, FSS Contrib/Utility Paym -$ 1K)

Felix Torres Year Round (.fs-ftyr)

Budget Comparison

Period = Oct 2024-Sep 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	580,894	624,531	-43,637	-7	624,531
TOTAL INCOME	580,894	624,531	-43,637	-7	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	61,377	117,079	55,702	48	117,079
TOTAL TENANT SERVICES EXPENSES	371	0	-371	N/A	0
TOTAL UTILITY EXPENSES (3)	103,912	97,450	-6,462	-7	97,450
TOTAL MAINTENACE EXPENSES (4,5,6)	167,589	97,420	-70,169	-72	97,420
TOTAL GENERAL EXPENSES (7)	38,824	43,838	5,014	11	43,838
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	587,544	571,258	-16,286	-3	571,258
NET INCOME	-6,650	53,273	-59,923	-112	53,273

(1) Tenant Inc -$ 44K (Tenant Rent +$ 60K, Rental Assistance -$ 108K, Other Inc. +$ 4K)
(2) Total Admin +$ 56K (Salary +$ 27K, Benefits +$ 21K, Legal +$ 1K, Training/Consults/Auditing Fee +$ 6K, Mis Adm +$ 1K)
(3) Utilities -$ 6K (Elec/Gas -$ 8K, Trash +$ 1K, Sewer +$ 1K)
(4) Gen Maint -$ 9K (Maint. Salary -$ 21K, Benefits +$ 7K, Vehicle Gas/Oil +$ 5K)
(5) Maint. Supplies -$ 27K (Maint Rep -$ 25K, Elect -$ 3K, Appliance/Plumb/Tools +$ 1K)
(6) Contract -$ 34K (Flr Cov -$ 25K, HVAC -$ 10K , Consultant -$ 1K , Bld Rep -$ 2K, Carpet/Elec/Pest +$ 4K)
(7) General Exp. +$ 5K (W/C Exp.)

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2025-Sep 2025

Book = Accrual ; Tree = oms2

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
INCOME	640,286	508,116	-132,169	-26	2,032,464
TOTAL INCOME (1)	640,286	508,116	-132,169	-26	2,032,464
EXPENSES					
Total - Center Personnel (2)	147,853	179,925	32,072	18	719,700
Total - Operating Expenses (3)	405,889	230,179	-175,710	-76	920,716
Total - Maintenance Expenses (4)	5,846	12,687	6,842	54	50,750
Total - Contractor Administation (5)	43,097	47,724	4,627	10	190,896
Total - Debt Service and Replacement	37,601	37,600	0	0	150,402
TOTAL	**640,286**	**508,116**	**-132,169**	-26	**2,032,464**

(1) Zero budget, offset to variance in expenses +$ 132K
(2) Salaries +$ 15K, Benefits +$ 17K
(3) Higher utilities - Net diff. -$ 176K, (Utilities -$ 115k, Communications +$ 21K, Equip Maint -$ 80K, Veh Rep/Other -$ 2K)
(4) Maint expenses +$ 7K, (Elec/Plumb/Paint +$ 5K, Lumb/Materials +$ 2K)
(5) Audit +$ 3K, Travel/Admin Support +$ 2K

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
274	Yes	pending unit turnover	$300.00
421	Yes	pending unit turnover	$500.00
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
267	Yes	pending unit turnover	$300.00
199	Yes	pending unit turnover	$300.00
269	Yes	pending unit turnover	$800.00
14	Yes	pending unit turnover	$800.00
34	Yes	pending unit turnover	$500.00
410	Yes	pending unit turnover	$500.00

Indicators

Sub-Indicator #1	Performance Scoring	May	June	July	August	September	October
Lease Up Days		608	608	671	678	678	67
Average Lease Up Days		17.37	17.37	16.78	16.54	16.14	13.4
Make Ready Time		984	984	1111	1118	1118	110
Average Make Ready Days		28.11	28.11	27.78	27.27	26.62	22
Down Days		908	908	1156	1206	1583	962
Average Down Days		25.94	25.94	28.9	29.41	37.69	192.4
Total # Vacant Units Turned		35	35	40	41	42	5
Total # Turn Around Days		2500	2500	2938	3002	3379	1139
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	71	71	73	73	80	227

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 mainteance 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 lease

HCV Program Counts

Voucher Program Name	Funding Source	Allocation	Vouchers Under HAP	Vouchers Searching	Referrals Pending Review/ Documentation	Packets needed to fully HAP
Veterans Affairs Supportive Housing (VASH)	HUD Grant	123	98	9	1	15
Emergency Housing Voucher (EHV)	HUD Grant	0	0	0	0	0
Mainstream (MS5)	HUD Grant	26	9	1	20	0
Shelter Plus Care (SPC)	HA Set-Aside	8	5	0	0	3
Independent Living Program (ILP)	HA Set-Aside	10	7	0	2	1
Family Unification Program (FUP)	HA Set-Aside	27	22	0	0	5
Coordinated Entry System (CES)	HA Set-Aside	235	134	54	35	12
Adult Protective Services (APS)	HA Set-Aside	25	15	4	1	5
Human Services Agency (HSA/HSP)	HA Set-Aside	50	45	2	0	3
Tenant Based & Project Based Vouchers	HAP	2400	2133			

Allocation means the number of vouchers designated for the specific program

Vouchers Under HAP means voucher leased and under contract

Vouchers Searching means voucher issued to a family and search for housing is in progress

Packets needed to fully HAP means available allocation slots that can still be issued/pending eligibility referral

STAFF REPORT

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

FROM: Blanca Salinas, HR Manager/Clerk of the Board

DATE: November 19, 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 six (6) vacant positions. Of those positions, one (1) is a management position; Director of Housing Programs (1), and the remaining six (6) are represented positions; Eligibility Specialist (2), Administrative Clerk (2), and Housing Program Specialist (1).

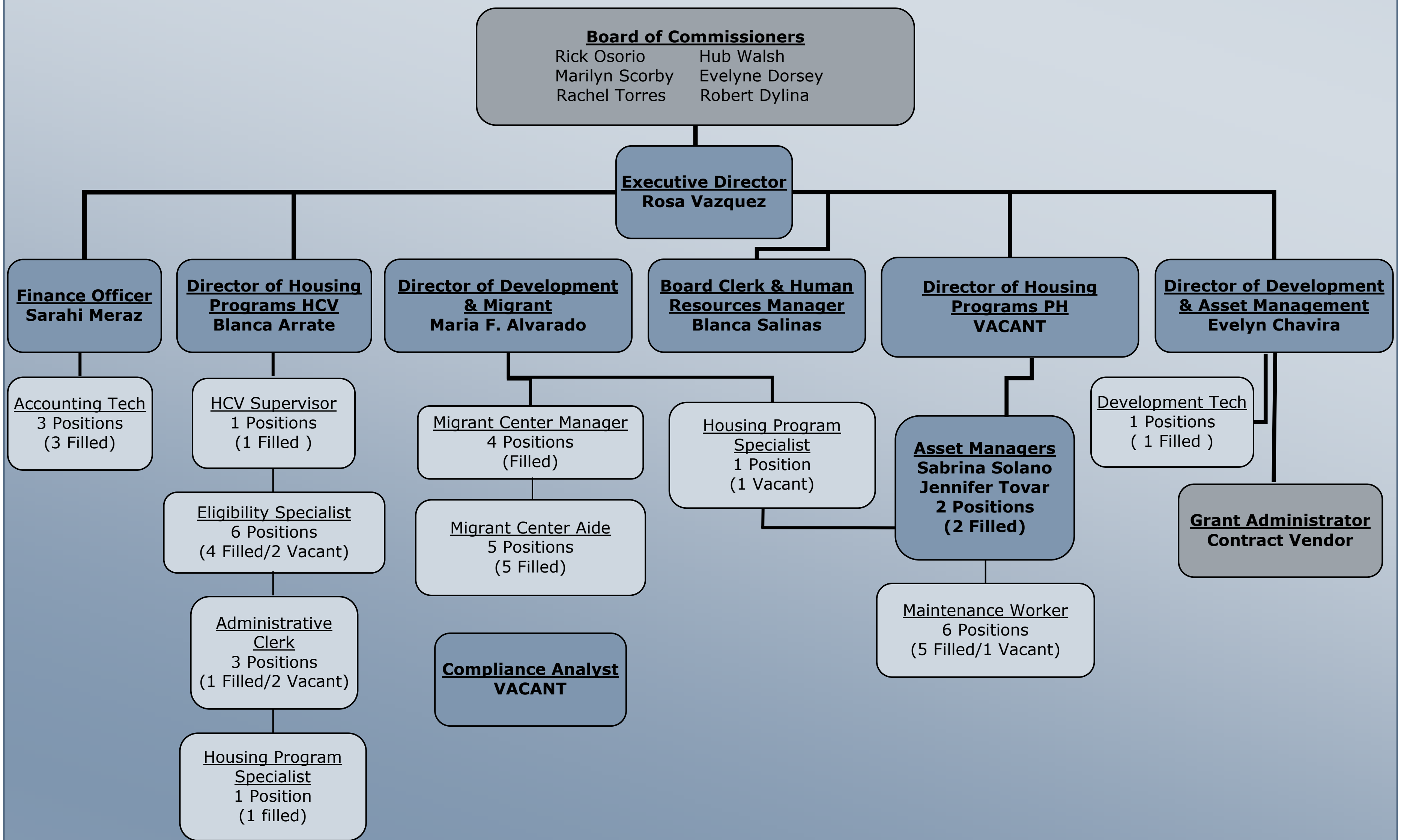
The Authority is now posting open positions on Indeed, having positive response. The positions of Eligibility Specialist (2), Administrative Clerk (2), and Housing Program Specialist (1) have generated significant applicant interest, resulting in a competitive pool of candidates. Of the applications received, eight (8) oral panel invitations have been sent out to interview for the afore-mentioned positions. The interviews are comprised of five (5) for the position of Administrative Clerk, two (2) for the position of Eligibility Specialist, and one (1) for the Housing Program Specialist position.

The Authority also conducted a second interview for the position of Maintenance Worker, and an offer was extended and accepted. A start date for this candidate is pending the obligation of mandatory work hour completion. Temporary staff hired on through the open application process are required to complete their agency's mandatory work hours before being eligible to onboard as permanent employees.

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.

As of this report, the represented positions' vacancy rate is now at 16.66%.

Housing Authority of the County of Merced



NON-REPRESENTED EMPLOYEES — 10

REPRESENTED EMPLOYEES — 31

CONTRACTED VENDOR — 1

Revised 11/2025

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: November 19, 2025

SUBJECT: Recommendation to adopt **Resolution No. 2025-16:** 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, 2025.

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. The Authority will be submitting SEMAP certification for high performer.

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. 2025-16**, approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2025.

RESOLUTION NO. 2025-16

APPROVING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION, HUD FORM 52648 TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2025

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. 2025-16**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2025, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 19, 2025 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion: Second:

Ayes:

Nayes:

Absent

Abstain:

____

Chairperson, Board of Commissioners
Housing Authority of the County of Merced Dated: November 19, 2025

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. 12/31/2026)

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Housing Authority of the County of Merced	09/30/2025	11/07/2025

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 payment standards schedule(s) in accordance with § 982.503.

PHA Response **Yes** ✔ **No** ☐

Enter FMRs and payment standards (PS)

	0-BR	1-BR	2-BR	3-BR	4-BR
FMR	1071	1227	1509	2081	2534
PS	1092	1252	1539	2123	2585

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. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response **Yes** ✔ **No** ☐

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response **Yes** ✔ **No** ☐

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

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.) 130

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

b. Number of FSS families currently enrolled | 60

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

Percent of FSS slots filled (b + c divided by a) | 46.15%

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** ☐ 60.00%

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 under penalty of perjury that, to the best of my knowledge, the above responses are true and correct 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: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature ______________________

Date (mm/dd/yyyy) 11/07/2025

Chairperson, Board of Commissioners, signature ______________________

Date (mm/dd/yyyy) 11/07/2025

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: Sarahi Meraz, Finance Officer

DATE: November 19, 2025

SUBJECT: Recommendation to adopt **Resolution No. 2025-17**, 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:	$ 74,302.63
PH AMP 2:	$ 0.00
PH AMP 3:	$ 0.00
PH AMP 4:	$ 0.00

TOTAL:	$ 74,302.63
	=========

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-17**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.

RESOLUTION NO. 2025-17

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 $74,302.63, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the November 19, 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:

____________________________________ Date: November 19, 2025

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

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: November 19, 2025

SUBJECT: Housing Choice Voucher Program Abatement Process

During the October 15, 2025, Board of Commissioners meeting, a question was raised regarding the abatement of Housing Assitance Payment (HAP). This report provides background information on the abatment process and related enforcement procedures.

The Housing Choice Voucher (HCV) abatement process is an important part of Housing Quality Standards (HQS) enforcement.

“Abatement” means the Housing Authority of the County of Merced (Authority) stops paying the HAP to the owner/landlord because the unit failed an HQS inspection and the owner/landlord did not correct the deficiencies with the required time frame.

The Department of Housing and Urban Development (HUD) did not initiate HAP abatement on a single, specific date, as it has long been a policy tool for enforcing HQS compliance. The concept of abating or stopping payments to landlords for failure to maintain safe and decent housing has been part of the Section 8 program regulations since its inception in the **Housing and Community Development Act of 1974**.

While specific regulations and administrative procedures have been updated and refined over the years, the authority to abate HAP for noncompliance has always existed within the program's structure. For example, current regulations under 24 CFR Part 982 outline the procedures for when and how HAP abatement occurs. These regulations authorize Public Housing Agencies (PHAs) to cease payments if an owner fails to correct HQS deficiencies within a specified time period.

Abatement provisions are also included in the Housing Assistance Payments Contract (HAP Contract), Part B of HUD form 52641 (04/2023).

The Authority currently contracts with Nan McKay & Associates (NMA) to conduct all HCV inspections. For annual or special inspections, if a unit fails, the inspector lists all deficiencies on the inspection report and classifies them as either:

- Life-threatening – must be corrected within 24 hours, or
- Non-life threatening – generally must be corrected within 30 days

NMA sends written notice to the owner/landlord (and copies the participant) identifying:

- The failed items
- The deadline to make repairs
- The potential for HAP abatement if not corrected by the deadline
- The date and time of the scheduled reinspection (generally 30 days from the failed inspection date) unless an extension has been approved by the Authority

If the unit passes the reinspection, HAP payments continue without interruption. If the unit still fails after the deadline, abatement begins.

HAP payments are stopped starting the first day of the month following the failed reinspection deadline (including any approved extensions). However, the participant’s portion of rent continues to be paid directly to the owner/landlord. HUD regulations prohibit retroactive HAP payments for the abatement period. HAP payments are not abated for deficiencies that are the participant’s responsibility.

During the abatement period, the owner/landlord does not receive HAP until the unit passes inspection. Abatement may last up to 60 days. During this period the owner/landlord cannot request the participant pay the abated portion as such request is a violation of the HAP contract.

If the unit passes inspection within the abatement period, HAP payments resume the day after the unit passes (not retroactively).

If the unit does not pass within the abatement period, the Authority will terminate the HAP contract and issue the participant a transfer voucher to move.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: November 19, 2025

SUBJECT: Housing Choice Voucher Owner Overpayment Collection Process

During the October 15, 2025, Board of Commissioners meeting, a question was raised that led to a request for information regarding landlord overpayments and the process the Housing Authority of the County of Merced (Authority) follows to recover Housing Assistance Payment (HAP) that owner/landlords were not entitled to receive.

Common causes include:

- HAP paid after a contract termination or participant move-out
- HAP paid for a unit under abatement
- Duplicate or erroneous payments
- Retroactive rent adjustments that decrease the HAP

HUD requires the Authority to recover all overpaid HAP funds.

In most cases, HCV staff identify and communicate the excess HAP to the owner/landlord, often after the owner reports a late participant move-out or when staff identify a duplicate or erroneous payment. In other cases, the Accounting Department issues a Landlord Overpayment letter notifying the owner/landlord of the excess HAP amount.

In all cases of overpayment, the owner/landlord must immediately repay the Authority any excess subsidy received. The Authority may recover overpaid amounts by withholding the excess from future HAP payments until the debt is paid in full.

If the owner/landlord manages multiple properties and has elected to receive one combined HAP payment for all properties, any withholding will affect the total HAP payment until the excess subsidy is fully recovered.

If the owner/landlord is not entitled to future HAP payments, the Authority may, at its discretion, offer to enter into a repayment agreement under terms prescribed by the Authority.

If the owner/landlord refuses to repay the debt, fails to enter into a repayment agreement, or breaches a repayment agreement, the Authority will ban the owner from future participation in the HCV program and pursue other means of collection as appropriate.

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: November 19, 2025

SUBJECT: Announcment – Opening of select Project-Based and Public Housing Waitlists

The Housing Authority of the County of Merced (Authority) will open select Project-Based (PBV) and Public Housing (PH) waitlists.

PBV Devonwood One (1), Two (2) and Three (3) bedroom units	**PBV Tierrasanta** Two (2) and Three (3) bedroom units	**PBV Gateway Terrace** Three (3) and Four (4) bedroom units	**PBV Grove** Two (2), Three (3) and Four (4) bedroom units	**PBV Midway** Three (3) and Four (4) bedroom units
PBV Twelve Thirteen Studio (0) bedroom units	**PH Atwater** Three (3) and Four (4) bedroom units	**PH Dos Palos** Three (3) and Four (4) bedroom units	**PH Livingston** Three (3) and Four (4) bedroom units	**PH Los Banos** Three (3) and Four (4) bedroom units
PH Merced Four (4) bedroom units				

For PBV Devonwood and PBV Tierrasanta:

- Opening date: Monday, November 17, 2025, at 9:00 A.M.
- Closing date: Monday, December 1, 2025, at 4:00 P.M.

For PH, PBV Gateway Terrace, PBV Grove, PBV Midway & PBV Twelve Thirteen:

- Opening date: Monday, November 17, 2025, at 9:00 A.M.
- Closing date: Wednesday, December 17, 2025, at 4:00 P.M.

During this period, interested applicants will be able to apply online through the Authority's website at www.merced-pha.com or via the Self-Help Kiosks located at the Authority office located at 405 U Street, Merced. Applications received or not completed after the closing date and time will not be accepted.

A public notice announcing the waitlist openings was posted on the Authority's website, shared electronically with Merced CoC, and community partners on

November 7, 2025. The public notice will also appears in the Merced Sun-Star on November 12, 2025.

The Authority provides equal housing opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, familial status, or disability.

Online language translation is made available on the Authority's website homepage at www.merced-pha.com and on the Applicant/Resident online portal at www.rental.merced-pha.com by selecting the Translate link located at the bottom of both homepages.

Assistance: Merced County Library provides free daily public access to computers and the internet.

Support Services are made available through community partnering agencies that include but are not limited to:

- Turning Point / New Direction
- Healthy House

By contacting the Authority, other accommodations for submitting an application may be made available by request and determined on a case-by-case basis.

Persons with disabilities who need assistance must contact the Authority at (209) 722-3501 extension 100 (TDD 711 or 800-855-7100) to request a reasonable accommodation prior to the close of the waitlist.

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: November 19, 2025

SUBJECT: Los Banos Development Update

As work continues at the eleven (11) homes in Los Banos, the Authority would like to update the Board on the progress.

As of the date of this report, the exterior and interior painting have been completed, and the flooring will be installed next. Kitchen cabinetry will be installed early to mid-December.

Additionally, the Authority has been invited to attend a City of Los Banos City Council meeting and speak to the project. Executive Director Vazquez, Developer Vernell Hill, and I will be in attendance.

With completion near, the Authority will also be opening the waiting list for sign-ups in the near future. A public notice will be issued when this occurs. As a reminder, this development is designated for elderly and/or disabled individuals.

The Authority will also begin preparations for the grand opening for the developments.

Attached are photographs of the developments.

El Mirador – 860 F Street, Los Banos

Las Villas – 840 D Street, Los Banos