

# Yolo County Housing Yolo County, California

January 23, 2019

## MINUTES

The Yolo County Housing met on the 23rd day of January, 2019, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford

Staff Present: Lisa Baker, CEO  
Hope Welton, Agency Counsel  
Janis Holt, General Director  
Julie Dachtler, Clerk

### CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 19-01: Approved agenda as submitted with the removal of Agenda Item No. 13, which was moved to the February meeting.

MOTION: Sandeen. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

## ANNOUNCEMENT

### 4. Swearing in of New Commissioners

The Clerk swore in new Commissioners Richard Lansburgh, Babs Sandeen and Gary Sandy.

## REGULAR AGENDA

### 5. Election of Officers

Minute Order No. 19-02: Elected Will Arnold as Chair for 2019.

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

Minute Order No. 19-03: Elected Gary Sandy as Vice-Chair for 2019.

MOTION: Lansburgh. SECOND: Sandeen. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

### 6. Review and Approve By-Laws for the Housing Authority of the County of Yolo (Baker, Welton)

Minute Order No. 19-04: Approved recommended action noting that terms for commissioners will be determined at the next meeting of February 20, 2019.

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

## CONSENT AGENDA

Minute Order No. 19-05: Approved Consent Agenda Item Nos. 7-12, except for Agenda Item No. 12, which was moved to the Regular Agenda.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

7. Review and Approve the Minutes of December 12, 2018

Approved the minutes of December 12, 2018 on Consent.

8. Review and Approve Administrative Plan Policy Revisions for the Administration of HUD Awarded Targeted 811 Mainstream Vouchers (Holt, Jimenez-Perez)

Approved recommended action on Consent.

9. Review and Approve Proposed Administrative Plan Policy Revisions for the Administration of HUD Awarded Family Unification Vouchers (Holt, Jimenez-Perez)

Approved recommended action on Consent.

10. Review and Ratify the Selection and Dedication of a Total of Eighty (80) Project Based Vouchers to Two New Construction and One Rehabilitation Project (Holt, Jimenez-Perez)

Approved recommended action on Consent.

11. Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Holt, Dogias, Gillette)

Approved recommended action on Consent.

12. Receive and File Correspondence from NAMI Yolo Regarding Recent Davis Community Meeting

Received and filed correspondence from NAMI Yolo regarding recent Davis Community Meeting.

### PRESENTATIONS

13. Presentation: YCH Year in Review, 2018

Agenda Item No. 13 was continued to the next meeting in February.

### REGULAR AGENDA

14. Review and Approve Proposed Meeting Calendar for 2019 (Baker)

Minute Order No. 19-06: Approved the following Meeting Schedule for 2019, the third Wednesday of the month at 3:00 p.m.:

February 20, 2019

March 20, 2019

April 17, 2019

May 22, 2019

June 19, 2019

July 24, 2019

August 14, 2019

September 18, 2019

October 23, 2019

November - No Meeting

December 18, 2019

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

15. Receive Information on Potential Impacts from the Current Federal Government Shutdown (Gillette, Baker)

Received information on potential impacts from the current Federal Government Shutdown from CEO Lisa Baker.

16. Receive and File the Financial Report for the Quarter Ended September 30, 2018 and Consider Creation of an Ad-Hoc Subcommittee to Address Future PERS Pension Obligations (Gillette, Baker)

Minute Order No. 19-07: Approved recommended action and appointed Commissioners Arnold and Neu to serve on the ad hoc subcommittee to address future PERS Pension Obligations.

MOTION: Vanderford. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

17. Review Rental Assistance Demonstration (RAD) Status Update, Review and Approve RAD Consultant Selection and Consider the Creation of an Ad-Hoc Subcommittee to Work with CEO to Develop and Negotiate Feasible RAD Plan with the Department of Housing and Urban Development (HUD) (Baker, Gillette)

Minute Order No. 19-08: Approved recommended actions 1 and 2.

MOTION: Lansburgh. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

Minute Order No. 19-09: Approved recommended action 3 with appointments of Commissioners Lansburgh and Sandy to the Ad-Hoc Subcommittee RAD Plan.

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

18. Review Current Status of IT Support Structure and Provide Guidance on Conceptual Direction for IT Services (Baker, Gillette)

Reviewed current status of IT Support Structure and provided guidance on conceptual direction for IT Services.

19. Review and Approve Proposed Development Agreement with Mercy Housing California for Development of Permanent Supportive Housing in the City of West Sacramento (Baker)

Minute Order No. 19-10: Approved recommended action by **Agreement No. 19-01**.

MOTION: Neu. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

20. Review, Approve and Authorize the Opening of the Housing Choice Voucher Wait List by Direct Referral Only for Family Unification Program (FUP) and Mainstream Voucher Program

Minute Order No. 19-11: Approved recommended action.

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

21. Receive Verbal Report from CEO on Yolo County input on County's 2020 Strategic Plan

Received verbal report from CEO on Yolo County input on County's 2020 Strategic Plan.

22. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Internal operations theme this year is "The Year of Doing Differently"
- Orientation for new members at the next YCH meeting, including ideas for Strategic Planning
- Lack of housing/homelessness issues
- Climate change and what that means to residents and employees
- Campfire evacuee update and thanks to the Davis Community Partners and YIIN for their assistance to a Davis resident who lost everything in the fire
- Future of the Planning Committee Meetings, which involves services grants

- with the Federal Government
- Recent Madison flooding
- Winters water system citation

23. Receive Comments from Commissioners

Commissioner Arnold thanked his fellow Commissioners for electing him Chair this year and he is ready to serve.

**CLOSED SESSION**

Minute Order No. 19-12: Continued the Closed Session item to a future meeting.

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

24. Conference with Legal Counsel - Existing Litigation  
Pursuant to Government Code Section 54956.9 (d) (1)  
Name of case: Reyes V Yolo Housing Authority  
Yolo Superior Court Case No. CV17-1347

**ADJOURNMENT**

In memory of:

- Officer Natalie Corona of the Davis Police Department
- June Forbes, President of NAMI Yolo

Adjourned in memory of Officer Natalie Corona and June Forbes.

Next meeting is Wednesday, February 20, 2019 at 3:00 p.m.

# YOLO COUNTY HOUSING

## AGENDA

### REGULAR MEETING

January 23, 2019

PLEASE NOTE TIME 3:00 p.m.



**YOLO COUNTY HOUSING**  
HOUSING COMMISSION

#### **BOARD OF SUPERVISORS CHAMBERS**

625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
CHIEF EXECUTIVE OFFICER

HOPE WELTON  
AGENCY COUNSEL

## **Reminder: Please turn off cell phones.**

### **CALL TO ORDER**

1. Pledge of Allegiance.
2. Consider approval of the agenda.
3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

### **ANNOUNCEMENT**

4. Swearing in of New Commissioners

### **REGULAR AGENDA**

5. Election of Officers
6. Review and Approve By-Laws for the Housing Authority of the County of Yolo (Baker, Welton)

### **CONSENT AGENDA**

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8. Review and Approve Administrative Plan Policy Revisions for the Administration of HUD Awarded Targeted 811 Mainstream Vouchers (Holt, Jimenez-Perez)
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18. Review Current Status of IT Support Structure and Provide Guidance on Conceptual Direction for IT Services (Baker, Gillette)
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20. Review, Approve and Authorize the Opening of the Housing Choice Voucher Wait List by Direct Referral Only for Family Unification Program (FUP) and Mainstream Voucher Program
21. Receive Verbal Report from CEO on Yolo County input on County's 2020 Strategic Plan
22. Receive Comments from CEO
23. Receive Comments from Commissioners

**CLOSED SESSION**

24. Conference with Legal Counsel - Existing Litigation  
Pursuant to Government Code Section 54956.9 (d) (1)  
Name of case: Reyes V Yolo Housing Authority  
Yolo Superior Court Case No. CV17-1347

**ADJOURNMENT**

In memory of:

- Officer Natalie Corona of the Davis Police Department
- June Forbes, President of NAMI Yolo

Next meeting is TBD

I declare under penalty of perjury that the foregoing agenda was posted by Friday, January 18, 2019 by 5:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: [www.yolocounty.org](http://www.yolocounty.org).

Julie Dachtler, Clerk of the Board

By: \_\_\_\_\_  
Clerk

**NOTICE**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 72 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Yolo County Housing  
c/o Clerk of the Board of Supervisors  
County of Yolo  
625 Court Street, Room 204, Woodland, CA 95695

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

4.

Swearing in of New Commissioners

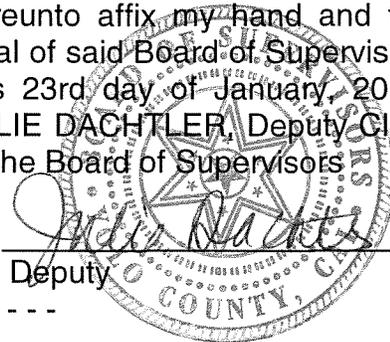
The Clerk swore in new Commissioners Richard Lansburgh, Babs Sandeen and Gary Sandy.

STATE OF CALIFORNIA  
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 15th day of January 2019, **Richard Lansburgh**, was appointed to serve on the **Yolo County Housing Board of Commissioners**, as it appears in the records of said Board of Supervisors now in my custody.

IN WITNESS WHEREOF, I  
hereunto affix my hand and the  
Seal of said Board of Supervisors  
this 23rd day of January, 2019.  
JULIE DACHTLER, Deputy Clerk  
of the Board of Supervisors

By: *Julie Dachtler*  
Deputy



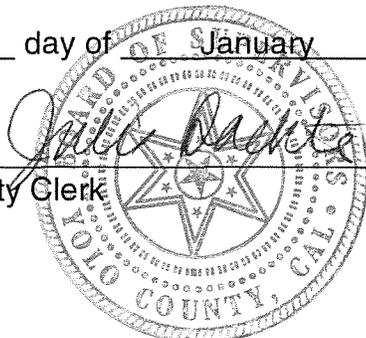
STATE OF CALIFORNIA  
COUNTY OF YOLO

I, **Richard Lansburgh**, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

*Richard Lansburgh*  
Signature

Subscribed and sworn to before me, this 23rd day of January 2019.

By: *Julie Dachtler*  
Deputy Clerk

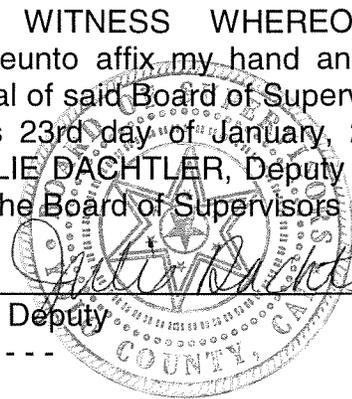


STATE OF CALIFORNIA  
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 15th day of January 2019, **Babs Sandeen**, was appointed to serve on the **Yolo County Housing Board of Commissioners**, as it appears in the records of said Board of Supervisors now in my custody.

IN WITNESS WHEREOF, I  
hereunto affix my hand and the  
Seal of said Board of Supervisors  
this 23rd day of January, 2019.  
JULIE DACHTLER, Deputy Clerk  
of the Board of Supervisors

By:   
Deputy



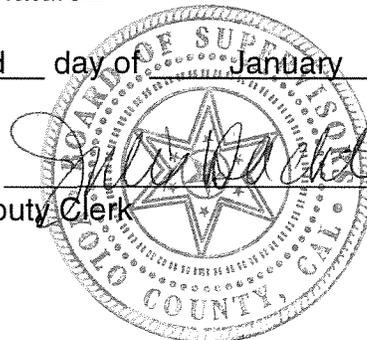
STATE OF CALIFORNIA  
COUNTY OF YOLO

I, **Babs Sandeen**, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

  
Signature

Subscribed and sworn to before me, this 23rd day of January 2019.

By:   
Deputy Clerk



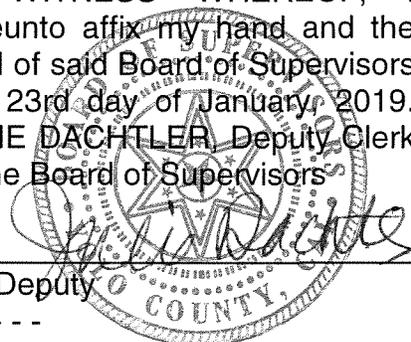
STATE OF CALIFORNIA  
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 12th day of December 2018, **Gary Sandy**, was appointed to serve on the **Yolo County Housing Board of Commissioners**, as it appears in the records of said Board of Supervisors now in my custody.

IN WITNESS WHEREOF, I  
hereunto affix my hand and the  
Seal of said Board of Supervisors  
this 23rd day of January, 2019.  
JULIE DACHTLER, Deputy Clerk  
of the Board of Supervisors

By: \_\_\_\_\_

Deputy



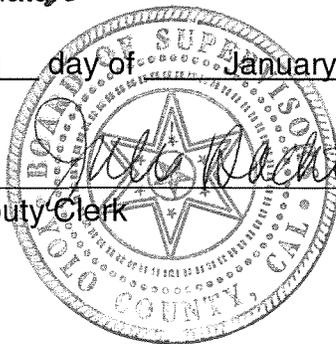
STATE OF CALIFORNIA  
COUNTY OF YOLO

I, **Gary Sandy**, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me, this \_\_\_\_\_ 23rd day of January \_\_\_\_\_ 2019.

By: \_\_\_\_\_  
Deputy Clerk



Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

5.

Election of Officers

Minute Order No. 19-02: Elected Will Arnold as Chair for 2019.

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

Minute Order No. 19-03: Elected Gary Sandy as Vice-Chair for 2019.

MOTION: Lansburgh. SECOND: Sandeen. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## *Yolo County Housing*

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** Housing Commission  
**FROM:** Lisa A. Baker, Chief Executive Officer  
**SUBJECT:** **Election of Chair and Vice Chair for 2019**

### **RECOMMENDED ACTIONS:**

That the Commission elect a Chairperson and Vice Chairperson of the Housing Commission for calendar year 2019.

### **BACKGROUND/DISCUSSION**

The Agency's by-laws require, and good governance demands, that the Agency elect a Chair and Vice Chair from among its members to serve the Board of Commissioners.

### **FISCAL IMPACT**

None.

### **CONCLUSION:**

It is recommended that the Commission elect the officer positions of Chairperson and Vice Chairperson.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

6.

Review and Approve By-Laws for the Housing Authority of the County of Yolo (Baker, Welton)

Minute Order No. 19-04: Approved recommended action noting that terms for commissioners will be determined at the next meeting of February 20, 2019.

MOTION: Neu. SECOND: Lansburgh. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## Yolo County Housing

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**SUBJECT:** **Review and Adopt Bylaws for the Housing Authority of the County of Yolo (Yolo County Housing)**

### **RECOMMENDED ACTION**

That the Board of Commissioners:

1. Receive and approve the proposed bylaws.

### **BACKGROUND/DISCUSSION**

On December 17, 2013, the Board of Supervisors directed County and Housing Authority staff to examine alternative organizational structures for the Housing Authority and return to the Board with ordinance changes necessary to return the Housing Authority to independent status under GASB.

Now that the new Board of Commissioners has been appointed, Bylaws are being brought forward for adoption as required by Yolo County Code Sec. 2.2-3712. The transition to the new Board occurred on the appointment of a majority of its members by the Yolo County Board of Supervisors.

These proposed by-laws have an added provision to allow each community to nominate, and the Board of Supervisors to appoint, an alternate to serve their community. It is anticipated that the Board of Supervisors will begin the process to approve a change to the ordinance allowing alternates at their meeting of January 29, 2019.

### **FISCAL IMPACT:**

None.

### **CONCLUSION:**

Staff recommends that the Commission adopt the proposed by-laws

**Attachment:** Proposed By-Laws

FEB 06 2019

BY Julia Racht  
DERUTY CLERK OF THE BOARD

BYLAWS OF THE  
YOLO COUNTY HOUSING COMMISSION

ARTICLE I – THE HOUSING COMMISSION

Section 1. Name of Housing Commission. The name of the Housing Commission shall be the “Yolo County Housing Board of Commissioners.” Members of the Board of Commissioners shall be referred to as “Commissioners” or “Commission members.”

Section 2. Seal. The seal of the Board of Commissioners shall be same as the seal for the Housing Authority of the County of Yolo (“Yolo County Housing”). It shall be in the form of a circle and shall bear the name of Yolo County Housing and the year of its organization.

Section 3. Office of Board of Commissioners. The office of the Housing Board of Commissioners shall be at such a location in the County of Yolo, State of California, as the Board may from time to time designate. The Board of Commissioners may hold its meetings at such places as it may from time to time designate.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Board of Commissioners shall be a Chairperson, a Vice-Chairperson, Secretary and Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board of Commissioners, represent the Board of Commissioners before all other bodies and committees as directed by the Board of Commissioners, and work with the Chief Executive Officer (CEO) to set the agenda for all meetings.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners shall select a new Chairperson.

Section 4. Secretary.

A. The Secretary shall be the CEO of Yolo County Housing and, as CEO, s/he shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners. S/he shall be charged with the management of the programs of Yolo County Housing.

B. As Secretary, s/he shall keep the records of the Housing Commission, shall act as secretary of the meetings of the Housing Commission and record all votes, shall keep a record of the proceedings of the Housing Commission, and shall perform all duties incident to this office. S/he shall

keep in safe custody the seal of Yolo County Housing and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

C. The CEO shall serve as Secretary without additional compensation

Section 5. Treasurer. The Finance Director of Yolo County Housing shall be the Treasurer of the Housing Commission. As Treasurer, s/he shall have the care and custody of all funds of Yolo County Housing and shall deposit the same in the name of Yolo County Housing in such bank or banks as the Board of Commissioners may select. S/he shall sign all orders and checks for payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners. Except as otherwise authorized by resolution of the Board of Commissioners, all such orders and checks shall be countersigned by the CEO. S/he shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Commissioners, from time to time, an account of his/her transactions and also the financial condition of Yolo County Housing. S/he shall give such bond for the faithful performance of his duties as Yolo County Housing may determine. The Finance Director shall serve as Treasurer without additional compensation.

Section 6. Additional Duties. The officers of the Board of Commissioners shall perform such other duties and functions as may from time to time be required by the Board of Commissioners or the bylaws or rules and regulations of the Board of Commissioners.

Section 7. Election or Appointment.

A. The Chairperson and Vice-Chairperson shall be elected annually from among the members of the Board of Commissioners, and shall hold office for one (1) year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chairperson or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

### ARTICLE III – MEMBERSHIP

The Housing Commission shall consist of seven (7) members, as follows:

A. Five (5) members, one (1) each from the following jurisdictions: County of Yolo, City of Davis, City of West Sacramento, City of Winters, and the City of Woodland. The County and each City shall nominate its representative to the Yolo County Board of Supervisors (Board of Supervisors) for appointment. Each of these five (5) members shall also have the ability to nominate an alternate for appointment by the Board of Supervisors to attend meetings when the principal member will be absent.

B. Two (2) tenant members shall be appointed by the Board of Supervisors from amongst Section 8 Housing Choice Voucher recipients of Yolo County Housing and tenants of Low Income Public

Housing of Yolo County Housing, one of whom shall be over the age of sixty-two (62) years of age if Yolo County Housing has tenants of such age.

#### ARTICLE IV- MEETINGS

Section 1. Regular Meetings. Regular meetings of the Board of Commissioners shall be held at such regular times as determined by the Board of Commissioners. Unless otherwise approved by a majority of the members of the Board of Commissioners, meetings shall be held at Yolo County Board of Supervisors Chambers, 201 Court Street, Room 206, Woodland, California 95695.

Section 2. Special Meetings. The Chairperson of the Board of Commissioners may call a special meeting for the purpose of transacting any business designated in the call when the Chairperson deems it expedient, or upon the written request of two (2) members of the Board of Commissioners. The notice for the special meeting shall be provided to each member of the Board of Commissioners at least twenty-four (24) hours before the meeting. At such special meeting, no business shall be considered other than as designated in the notice.

Section 3. Quorum. Four (4) members of the Board of Commissioners constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Commissioners upon a vote of a majority of the Commissioners so empowered to vote.

Section 4. Voting.

A. Voice Vote. Subject to the will of a majority of the Board of Commission members in attendance, the Chairperson may call for voting on a motion by voice vote without calling the roll.

B. Calling the Roll. Any Board of Commissioners member may call for a roll call vote.

C. Minimum Vote. Except as may otherwise be required by State law and except as otherwise indicated in these Bylaws, no action or recommendation of the Board of Commissioners shall be valid unless a majority of present Board of Commissioners members concur therein.

D. Abstaining Vote. A vote to abstain is not to be construed as a vote for or against a motion.

Section 5. Commission Business. At regular meetings of the Housing Commission, the following business may include, but shall not be limited to, the following:

1. Approval of Agenda.
2. Public Comment.
3. Presentations.

4. Consent Calendar, including approval of the minutes of the previous meeting.
5. Regular Calendar, including CEO's report and Commissioner reports.
6. Closed Session.

Section 6. Brown Act. All Commission meetings shall be held and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code section 54950 et. seq.

Section 7. Stipend. Commissioners shall receive a stipend of fifty dollars and no cents (\$50.00) a month for attendance of Housing Commission meetings in months when a Housing Commission meeting is held with a quorum present.

ARTICLE V – AMENDMENTS

The Bylaws of the Board of Commissioners may be amended only with the approval of at least four (4) members of the Board of Commissioners at any regular or special meeting.

**PASSED AND ADOPTED** by the Board of Commissioners of the Housing Authority of the County of Yolo, State of California, this 23rd day of January, 2019, by the following vote:

AYES : Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

NOES : None.

ABSTAIN : None.

ABSENT: None.

  
\_\_\_\_\_  
Will Arnold, Chair  
Board of Commissioners of the Housing Authority  
of the County of Yolo, State of California

Approved as to Form:

By: \_\_\_\_\_  
Lisa A. Baker, CEO, Secretary

By:   
\_\_\_\_\_  
Hope P. Welton, Agency Counsel

Attest:  
Clerk of the Board of Commissioners

By:   
\_\_\_\_\_  
Julie Dachtler, Deputy (Seal)



Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-05 Item No. 7, of the Yolo County Housing meeting of January 23, 2019.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

7. Review and Approve the Minutes of December 12, 2018

Approved the minutes of December 12, 2018 on Consent.

# Yolo County Housing Yolo County, California

December 12, 2018

## MINUTES

The Yolo County Housing met on the 12th day of December, 2018, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Enrique Fernandez; Pierre Neu; Karen Vanderford

Absent: Mark Johannessen; Jim Provenza

Staff Present: Lisa Baker, CEO  
Hope Welton, Agency Counsel  
Janis Holt, General Director  
Julie Dachtler, Clerk

### CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 18-33: Approved agenda after Commissioners were sworn in.

MOTION: Neu. SECOND: Fernandez. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

## ANNOUNCEMENT

### 4. Swearing in of New Commissioners

The Clerk swore in new Commissioners Will Arnold, Enrique Fernandez, Pierre Neu and Karen Vanderford.

## REGULAR AGENDA

### 5. Election of Officers

Minute Order No. 18-34: Approved retaining the prior Board's Chair and Vice-Chair for this meeting and deferred the Election of Officers to the January 2019 meeting.

MOTION: Neu. SECOND: Fernandez. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

### 6. Select Date and Time of January Meeting

Wednesday, January 23, 2019 at 3:00 p.m. was chosen for the next meeting date.

## CONSENT AGENDA

Minute Order No. 18-35: Approved Consent Agenda items 7-13. Additionally comment was made by CEO Lisa Baker on Agenda Item No. 9.

MOTION: Vanderford. SECOND: Neu. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

### 7. Review and Approve the Minutes of October 10, 2018

Approved the minutes of October 10, 2018 on Consent.

8. Review, Approve and Adopt Resolution to Correct the Housing Choice Voucher Payment Program Standard for One-Bedroom Units Located in Davis, CA in Accordance with Federal Requirements (Holt, Jimenez-Perez)

Approved **Resolution No. 18-12** on Consent.

9. Receive and File Correspondence from Residents (Baker)

Approved recommended action on Consent.

10. Receive and File Correspondence from the U.S. Department of Housing and Urban Development naming YCH a National Voucher High Performer

Approved recommended action on Consent.

11. Review, Approve and Adopt Resolution Recognizing the Service of Commissioner Angel Barajas

Approved **Resolution No. 18-13** on Consent.

12. Review, Approve and Adopt Resolution Recognizing the Service of Commissioner Mark Johannessen

Approved **Resolution No. 18-14** on Consent.

13. Review, Approve and Adopt Resolution Recognizing the Service of Commissioner Helen Thomson

Approved **Resolution No. 18-15** on Consent.

## PUBLIC HEARING

14. Public Hearing to Consider Adoption of a Resolution Approving the Revised Admissions and Continued Occupancy Plan (ACOP) for the Low Rent Public Housing Program (Holt, Dogias)

Minute Order No. 18-36: Held public hearing and approved recommended action by **Resolution No. 18-16.**

MOTION: Neu. SECOND: Vanderford. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

## PRESENTATIONS

15. Introduction of New Employee, Sanjna Duvvar, Computer Learning Center Coordinator

Isaac Blackstock presented new employee, Sanjna Duvvar, Computer Learning Center Coordinator.

16. Presentation of Resolution Recognizing the Service of Commissioner Angel Barajas

The presentation of the resolution to Commissioner Angel Barajas was not done due to his absence.

17. Presentation of Resolution Recognizing the Service of Commissioner Mark Johannessen

The presentation of the resolution to Commissioner Mark Johannessen was not done due to his absence.

18. Presentation of Resolution Recognizing the Service of Commissioner Helen Thomson

Chair Arnold presented the resolution recognizing the service of Commissioner Helen Thomson.

## REGULAR AGENDA

19. Review, Approve and Adopt Revised YCH Emergency Operations Plan (Holt, Baker)

Minute Order No. 18-37: Approved recommended action.

MOTION: Fernandez. SECOND: Neu. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

20. Review, Approve and Adopt Resolution for FEMA grant 4308-DR-CA (Baker, Brock)

Minute Order No. 18-38: Approved recommended action by **Resolution No. 18-17.**

MOTION: Neu. SECOND: Fernandez. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

21. Review and Approve License Agreement with the State of California to Operate the Davis Migrant Center as Winter Emergency Housing for Families Displaced by the Paradise Camp Fire (Baker)

Minute Order No. 18-39: Approved recommended action by **Agreement No. 18-03.**

MOTION: Neu. SECOND: Vanderford. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

22. Review and Approve the Rates to be Applied to Generated Solar Power to be Billed to Residents (Gillette, Baker)

Minute Order No. 18-40: Approved recommended action.

MOTION: Arnold. SECOND: Vanderford. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

23. Review, Approve and Accept the FY 2017-2018 Audit Reports for Yolo County Housing (Gillette)

Minute Order No. 18-41: Approved recommended action.

MOTION: Fernandez. SECOND: Vanderford. AYES: Arnold, Fernandez, Neu, Vanderford. ABSENT: Johannessen, Provenza.

24. Receive Comments from CEO

Received comments from CEO Lisa Baker.

25. Receive Comments from Commissioners

Received comments from Commissioners.

## **ADJOURNMENT**

Next meeting is January 23, 2019 at 3:00 p.m.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-05 Item No. 8, of the Yolo County Housing meeting of January 23, 2019.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

8. Review and Approve Administrative Plan Policy Revisions for the Administration of HUD Awarded Targeted 811 Mainstream Vouchers (Holt, Jimenez-Perez)

Approved recommended action on Consent.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**PREPARED BY:** Janis Holt, General Director  
**SUBJECT:** **Review and Approve Proposed Administrative Plan Policy Revisions for the Administration of HUD Awarded Targeted 811 Mainstream Vouchers**

### **RECOMMENDED ACTIONS**

**That the Housing Commission:**

- 1. Review and Approve Proposed Administrative Plan Policy Revisions in the Administration of HUD Awarded Targeted Funded 811 Mainstream Vouchers.**

### **BACKGROUND / DISCUSSION**

In a continued effort to expand opportunities in affordable housing and in accordance with the Yolo County Housing (YCH) Agency Plan, Strategy 2, "Apply for additional Housing Choice Voucher units should they become available", staff submitted an application for HUD 811 Mainstream vouchers when they became available on June 15, 2018. This application was developed in partnership with Yolo County Health and Human Services with letters of support from the Yolo County Homeless and Poverty Action Coalition (HPAC), Legal Services of Northern California (LSNC), Yolo Continuum of Care (YCCC), Alta California Regional Center, Agency on Aging Area 4, and the County of Yolo.

Mainstream Vouchers are designated to assist non-elderly persons with disabilities ages 18-61. Additionally, they are targeted to serve persons who 1) have transitioned out of an institutional or other segregated setting; 2) are at risk of institutionalization, 3) are homeless; or 4) are at risk of becoming homeless. The housing authority can choose to serve any or all of these four categories. In the grant applications, staff and partners chose to serve all four categories. YCH applied for 40 Mainstream vouchers and was awarded 22.

YCH's Housing Choice Voucher (HCV) Program Administrative Plan sets forth YCH's policies for administering the Housing Choice Voucher Program in a manner consistent with HUD requirements and the Agency Plan.

From time to time it becomes necessary to amend the Administrative Plan in order to incorporate new or changed HUD regulations, new or revised YCH practices or **program initiatives**, or to make clarifications or corrections. Staff also periodically revises the Administrative Plan for statutory citation changes and grammatical or non-substantive edits.

The newly allotted Mainstream Vouchers are considered "targeted funded or special vouchers". In accordance with the YCH Administrative Plan, targeted funding must be used to assist families within the special category. Within this category of families, the order in which such families are assisted is determined according to the policies outlined in Section 4-III.B and 4-III.C.

The recommended changes to the Administrative Plan will allow us to identify families **currently on the wait list** that meet the definition of an eligible non-elderly disabled family preference. In order to identify those currently on the wait list, staff will be conducting a mass mail outreach that includes a screening questionnaire to all current HCV wait list applicants that will allow them to self-identify preference for this targeted funding. If the current pool of applicants that meet the targeted preference are not sufficient to lease up the 22 allotted Mainstream vouchers, staff proposes a limited opening of the wait list to accept families as a *direct referral* from Yolo County Health and Human Services Agency (HHS) - similar to how we handle Bridge to Housing programs and the Mental Health Services Act (MHSA) project based referrals for West Beamer Place. These direct referrals would require **written documentation from Yolo County Health and Human Services Agency (HHS)** and they would then be placed on the HCV wait list with the Mainstream **limited** preference identified. Opening the wait list by direct referral would require approval and authorization of the Housing Commission. If this were to become necessary, staff would bring back the required action for consideration at a future meeting.

Revisions to Section 4-III.B, Section 4-III.C and the Glossary of Terms in Subsidized Housing are hereby submitted for the Commission's review and approval.

#### *SUMMARY OF CHANGES*

**Section 4-III.B: Selection and HCV Funding Resources:** Language is added to indicate YCH is operating the Mainstream Voucher Program with targeted funding from HUD.

**Section 4-III.C: SELECTION METHOD:** Preference language is added to serve the four categories of non-elderly person with disabilities served through the Mainstream Voucher Program. Staff proposes the approach to target current wait list families first. These families will be referred to our grant partners for verification of meeting the eligibility criteria for mainstream voucher issuance. If YCH is unable to allot the 22 Mainstream Vouchers through this initial process, staff will open the wait list specifically targeting this population through the direct referral process. Vouchers will be issued as they become available in accordance with the Administrative Plan.

**Glossary:** Non-elderly disabled (NED) - Mainstream Limited Preference, Institutional or Other Segregated Setting - Mainstream Limited Preference, and Homeless-Mainstream Limited Preference definitions have been added to the Glossary.

**FISCAL IMPACT**

HUD funded Mainstream Vouchers program adds \$178,430 in funding for Housing Assistance Payments (HAP) for all 22 families. An average of \$675.87 per month per HAP contract. In addition, YCH receives administrative fees for each non-elderly disabled eligible family under lease.

**RECOMMENDED ACTION:** That the Housing Commission approve the recommended changes to the YCH Administrative Plan for the Mainstream Voucher Program.

**Attachments:**

- A) Draft Proposed Changes to the Administrative Plan

## ***Attachment A: Proposed Changes to the YCH Administrative Plan***

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

Special Admissions [24 CFR 982.203] HUD may award funding for specific families living in specified types of units (e.g. a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, YCH may admit families that are not on the waiting list, or without considering the family's position on the waiting list. YCH must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award YCH funding for a specified category of families on the waiting list. YCH must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### YCH Policy

YCH may administer the following types of targeted funding in the future:

- ~~Mainstream Program~~ Mainstream Voucher Program - YCH will utilize its HCV waiting list for this program. If YCH has closed its HCV waiting list, it will reopen the waiting list to accept Mainstream applicant families when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.
- Shelter Plus Care Program
- Moderate Rehabilitation Program

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

### **4-III.C. SELECTION METHOD**

YCH must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that YCH will use [982.202(d)]. Local Preferences [24 CFR 982.207; HCV p. 4-16] YCH is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits YCH to establish other local preferences, at its discretion. Any local preferences established must be consistent with the YCH Admin Plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

YCH Policy: The following local preferences have been established:

- Applicants with Special Provisions, which includes, tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Chief Executive Officer.
- Yolo County residents (residency preference). This residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of application qualify for this preference.
- Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.
- Section 8 participants who have been terminated due to over-leasing or lack of federal funding. At the time a participant is terminated due to overleasing or lack of federal funding, that person's name will automatically be placed on the waiting list and given the appropriate preference.
- Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.
- Non-Elderly Person with Disabilities - Limited Preference: A person 18 years of age or older and less than 62 years of age who has a disability and is are currently in institutional or other segregated settings or at risk of institutionalization; or homeless or at risk of becoming homeless. (Definitions available in the YCH Administrative Plan Glossary). Wait list applicants that meet this limited preference will be identified on the wait list for the issuance of Mainstream Housing Choice Vouchers by order of preference points in addition to date/time of application.
- Displaced by Government Action
  - a. Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:
  - b. Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family Has been declared unfit for habitation by a government agency.
  - c. Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.

d. Displaced due to a family member being the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

### **Point Values of Preferences**

Points are not assigned for "Special Provisions" preferences. Applicants who qualify for special programs (e.g., Section 8 Moderate Rehabilitation, Mainstream or Welfare-to-Work Vouchers) will be placed on lists specific to those programs in order of the date and time the application was received in the office of Yolo County Housing and according to other preferences for which they are entitled.

Other preferences have point values, which determine, in addition to the date and time of application or lottery selection, the Applicant's order of placement on the waiting lists. The point values are:

#### Points Preference

- Residency in Yolo County Terminated Section 8 participants (due to over-leasing or lack of federal funding) (1 point)
- Working/Permanently Disabled/Elderly (1 point)
- Members of Military/Veterans (1 point)
- Involuntarily Displaced (2 points)

Points are cumulative. Applicants with the most points are ranked highest on the waiting lists.

### **GLOSSARY ADDITIONS:**

**NON-ELDERLY DISABLED (NED) - MAINSTREAM LIMITED PREFERENCE.** Non elderly person with disabilities, 18 years of age or older and less than 62 years of age, who:

i) Has a disability, as defined in 42 U.S.C. 423;

ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

- Is expected to be of long-continued and indefinite duration;
- Substantially impedes his or her ability to live independently, and
- Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- Has a developmental disability as defined in 42 U.S.C. 6001.

**INSTITUTIONAL OR OTHER SEGREGATED SETTING - MAINSTREAM LIMITED PREFERENCE.**

Include but are not limited to:

1. Congregate settings populated exclusively or primarily with individuals with disabilities;
2. Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or
3. Settings that provide for daytime activities primarily with other individuals with disabilities; or

4. At serious risk of institutionalization which includes an individual with a disability who as a result of a public entity's failure to provide community services or its cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in an institution. This may include individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community based services, individual currently living under poor housing conditions or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living.

#### **HOMELESS AND AT RISK OF HOMELESSNESS-MAINSTREAM LIMITED PREFERENCE.**

##### **Homeless** means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

2. An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and 8 of 32

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith based or other social networks, needed to obtain other permanent housing;

3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60- day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

4. Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

***At risk of becoming homeless*** means:

An individual or family who:

(i) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this glossary section; and

(ii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-05 Item No. 9, of the Yolo County Housing meeting of January 23, 2019.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

9. Review and Approve Proposed Administrative Plan Policy Revisions for the Administration of HUD Awarded Family Unification Vouchers (Holt, Jimenez-Perez)

Approved recommended action on Consent.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**PREPARED BY:** Janis Holt, General Director  
**SUBJECT:** **Review and Approve Proposed Administrative Plan Policy Revisions for the Administration of HUD Awarded Family Unification (FUP) Vouchers**

### **RECOMMENDED ACTIONS**

**That the Housing Commission:**

- 1. Review and Approve Proposed Administrative Plan Policy Revisions in the Administration of HUD Awarded Family Unification Program (FUP) Vouchers.**

### **BACKGROUND / DISCUSSION**

In a continued effort to expand opportunities in affordable housing and in accordance with the Yolo County Housing (YCH) Agency Plan, Strategy 2, "Apply for additional Housing Choice Voucher units should they become available", staff submitted an application for HUD Family Unification Program (FUP) vouchers when they became available on July 26, 2018. This application was developed in partnership with Yolo County Health and Human Services and the Yolo County Homeless and Poverty Action Coalition (HPAC) which included a signed Memorandum of Understanding (MOU) between the three partner agencies. The Housing and Urban Development (HUD) awarded YCH **twenty-six (26)** Family Unification Program vouchers.

Family Unification Program (FUP) Vouchers are designated to assist the following eligible families and youth:

- FUP-Eligible Family is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out of home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).
- FUP-Eligible Youth is defined as a youth that the Public Child Welfare Agency has certified to be at least 18 years old, and not more than 24 years of age, and who

has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

The MOU partners project to serve approximately 20 FUP eligible families and 6 FUP eligible youth.

FUP Vouchers are “special vouchers” that serve a specific population identified as eligible through the MOU partners. The first step in the process for administering this program is to establish referral protocols and guidelines that adhere to confidentiality requirements which includes identifying potential FUP eligible families or youth from the current Housing Choice Voucher (HCV) wait list.

Staff will conduct a mass mail outreach that includes a screening questionnaire to all current HCV wait list families to identify potential FUP eligible applicants. The questionnaire contains a referral and release statement that allows MOU partners to verify if the family or youth meet criteria to receive housing assistance. FUP vouchers will be administered in accordance with the HCV program regulations and requirements.

In addition to identifying families currently on the wait list, YCH will accept families and youth certified by HHS Child Welfare as eligible for FUP vouchers through direct referral. This will require the Housing commission to approve opening the wait list for families eligible for the Family Unification Program. Direct referral for the FUP wait list will require **written certification from Yolo County Health and Human Services** and will be placed on the FUP wait list **only**.

From time to time it becomes necessary to amend the Administrative Plan in order to incorporate new or changed HUD regulations, new or revised YCH practices or **program initiatives**, or to make clarifications or corrections.

In accordance with the YCH Administrative Plan, funding for special vouchers must be used to assist families within the special category. FUP vouchers are administered in accordance with the prescribed operating requirements (24 CFR Section 982) and upon turnover, a voucher issued to a FUP eligible family must be re-issued to another FUP eligible family. Within this category of families, the order in which such families are assisted is determined according to the policies outlined in Section 4-III.B.

Revisions to Section 4-III.B and the Glossary of Terms in Subsidized Housing are submitted for your approval.

**Section 4-III.B: SELECTION AND HCV FUNDING RESOURCES:** Language is added to indicate YCH is operating the Family Unification Program vouchers that require special admissions through the MOU with HHS Child Welfare and HPAC.

**GLOSSARY:** Family Unification Program definition added.

#### **FISCAL IMPACT**

HUD funded Family Unification Program vouchers adds \$212,153 in funding for Housing Assistance Payments for all 26 families. An average of \$679.98 per month per HAP contract. In addition, YCH receives administrative fees for each FUP eligible family under lease.

**RECOMMENDED ACTION:** That the Housing Commission approve the recommended changes to the YCH Administrative Plan for the Family Unification Program vouchers.

**Attachments:**

- A) Draft Proposed Changes to the Administrative Plan

## ***Attachment A: Proposed Changes to the YCH Administrative Plan***

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

Special Admissions [24 CFR 982.203] HUD may award funding for specific families living in specified types of units (e.g. a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, YCH may admit families that are not on the waiting list, or without considering the family's position on the waiting list. YCH must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award YCH funding for a specified category of families on the waiting list. YCH must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### YCH Policy

YCH may administer the following types of targeted funding in the future:

- Mainstream
- Shelter Plus Care Program
- Moderate Rehabilitation Program
- Family Unification Program administered in accordance with the Memorandum of Understanding (MOU) between the Public Housing Authority (PHA), Public Child Welfare Agency (PCWA) and the Continuum of Care (CofC)

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### **GLOSSARY ADDITIONS:**

**FAMILY UNIFICATION PROGRAM.** Family Unification Program (FUP) Vouchers are designated to assist the following eligible families and youth:

- C. FUP-Eligible Family is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out of home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).
- D. FUP-Eligible Youth is defined as a youth that the Public Child Welfare Agency has certified to be at least 18 years old, and not more than 24 years of age, and who

has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-05 Item No. 10, of the Yolo County Housing meeting of January 23, 2019.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

10.

Review and Ratify the Selection and Dedication of a Total of Eighty (80) Project Based Vouchers to Two New Construction and One Rehabilitation Project (Holt, Jimenez-Perez)

Approved recommended action on Consent.



## **Yolo County Housing**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**PREPARED BY:** Janis R. Holt, General Director  
**SUBJECT:** **Review and Ratify the Selection and Dedication of a Total of Eighty (80) Project Based Vouchers (Housing Choice Voucher Program) To Two New Construction Projects and One Rehabilitation Project**

### **RECOMMENDED ACTION**

That the Housing Commission:

1. Review and ratify the selection and dedication of eighty (80) Project Based Vouchers; and
2. Authorize the CEO to execute any and all contracts/documents required for the dedication of these projects.

### **BACKGROUND/DISCUSSION**

Housing Authorities have the ability to create a Project Based Voucher (PBV) Program by allocating up to 20% of their Housing Choice Voucher (HCV) annual budget authority to specific units within the jurisdiction that they serve. Unlike Tenant Based Housing Choice Vouchers, PBV rental subsidies are not mobile. The subsidy is tied to a specific project and unit for the term of the Housing Assistance Payment (HAP) contract. PBV subsidy can be used for newly constructed or rehabilitated units, or for units in existing buildings.

In the ever increasing tight rental market, the PBV program has proven to be an essential tool in helping to ensure that affordable housing is available to voucher-eligible households. Over the last 11 years, Yolo County Housing (YCH) has provided PBV's to various local projects including those where YCH or New Hope Community Development Corporation have been partners in the developments. YCH currently has 9% of its annual budget authority allocated under PBV HAP contracts, with an additional 11% available to commit to PBV. The 160 project based vouchers are currently under contract as follows:

<b>Name of Complex</b>	<b>Units</b>	<b>Location</b>
Fair Plaza Senior Apts (55+)	27	Woodland
Homestead Apartments (Disabled)	4	Davis
Eleanor Roosevelt (Senior 62+ and Senior Disabled)	15	Davis
Terracina @ Springlake (Family)	15	Woodland
New Harmony (Family)	17	Davis
Esperanza Crossing (Family)	10	Unincorporated
Cesar Chavez Plaza (Disabled)	10	Davis
Hotel Woodland VASH (HUD Award - Homeless Veterans)	10	Woodland
Esperanza Crossing II - (Family)	10	Unincorporated
West Beamer Place (HHSA - full service mentally ill )	20	Woodland
Blue Mountain Terrace (Senior 62+)	22	Winters

The current distribution of PBV's in YCH's service area equals:

- Davis - 29%
- Winters - 14%
- Unincorporated - 13%
- Woodland - 44%
- West Sacramento - 0%

On November 14, 2018, YCH issued a Request for Proposals (RFP) for the PBV program for new construction or rehabilitation proposals that provided permanent supportive housing serving homeless, seniors and/or disabled populations requiring that proposals include on-site services and/or access to nearby services available. The RFP estimated the award of **up to eighty (80)** project based vouchers.

The timing of the release has been geared toward assisting jurisdictions with State No Place Like Home applications for homeless funding. The preferences for applications are for serving special populations, such as the homeless, and including service supports. In addition, YCH works to ensure that YCH funding and programs are distributed throughout the County. With that in mind, YCH's highest priority after serving housing needs is to ensure that West Sacramento is represented within the PBV portfolio.

Staff received three proposals for a total request of 126 vouchers. The proposals were forwarded to the PBV selection committee who completed their review and ranking of the submissions on January 10, 2019. The proposals were ranked as follows: Mercy Housing, Walnut Terrace/CHOC, Friends of the Mission based on application indicators. Of the three (3) applications, Mercy and Friends are both new construction applications and No Place Like Home applications, while the CHOC application represents the ability to increase deep targeting within existing units in the highest cost community in Yolo.

Based on the programming, readiness, priority of service and priority in service area as laid out by the Commission and the Administrative Plan, the selection committee made its final recommendations with regard to award. Due to the timing of No Place Like Home application requirements, preliminary award letters have been sent to the

applicants so that they may meet the requirement to have a financing commitment at the time the application is due to the State. These recommendations are being brought forward for ratification by the Board of Commissioners.

<b>Name of Complex/Developer</b>	<b>Current # units by City</b>	<b>Units</b>	<b>Total # by City</b>	<b>Location</b>
West Capitol Project/Mercy Housing (Homeless) 85 total units	0	60	60	West Sacramento
East Beamer Micro Neighborhood/Friends of the Mission (Homeless) 61 total units	72	15	87	Woodland
Walnut Terrace Apartments/CHOC (Seniors) 30 total units	46	5	51	Davis

The West Capitol Project and East Beamer Micro Neighborhood are new construction projects. Walnut Terrace Apartments is a rehabilitation project. These projects will provide much needed stability for the homeless populations in each of the respective jurisdictions in Yolo County and continue to provide senior housing in the high rental market of Davis.

If awarded and implemented, the distribution of PBV's in YCH's service area will be:

- Davis - 21%
- Winters - 9%
- Unincorporated - 8%
- West Sacramento - 25%
- Woodland - 36%

Staff is recommending ratification of the award of the Project Based Vouchers to the three proposals by the referenced entities and authorization to enter into PBV Housing Assistance Payment Contract with the owner entities at the appropriate time. Following this award, there will remain approximately 7% of YCH's budget authority for additional project basing, including for properties where YCH or its non-profit subsidiary has an ownership stake.

**FISCAL IMPACT:**

No impact to YCH. Project Based Vouchers Housing Assistance Payment contracts are accounted for in the annual Housing Choice Voucher program budget. Provides needed point scoring in grant applications and is used in financing the proposed developments..

**CONCLUSION:**

Staff recommends that the Commission the ratify the selection and dedication of eighty (80) Project Based Vouchers as outlined above.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 19-05 Item No. 11, of the Yolo County Housing meeting of January 23, 2019.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

11.

Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Holt, Dogias, Gillette)

Approved recommended action on Consent.



## ***Yolo County Housing***

147 W. Main Street                      Woodland: (530) 662-5428

WOODLAND, CA 95695                  Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:**                                      January 23, 2019

**TO:**    YCH Housing Commission

**FROM:**                                        Lisa A. Baker, Chief Executive Officer

**PREPARED BY:**                          Tom Dogias, Real Estate Services Supervisor

**SUBJECT:**                                  **Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy**

### **RECOMMENDED ACTIONS:**

That the Housing Commission:

1. Authorize YCH staff to write off bad debts in the amount of \$4,898.00 in the Yolo County Housing Low Income Public Housing Program for the period ending December 31, 2018.

### **BACKGROUND/DISCUSSION**

In accordance with the YCH Accounts Receivable Write Off Policy, staff requests that the Commission authorize the write off of debts that have not been collected for the quarter ending December 31, 2018. This amount of bad debts for the quarter are a result of:

- One abandoned unit which resulted in a full turn and extermination of an insect infestation due to housekeeping issues by former tenants.
- A long time resident passed away due to cancer in the Riverbend Manor property. His adult son tried to claim residence and refused to vacate the premises. This resulted in legal fees and heavy unit turn costs.

Real Estate Services staff have continuously attempted to collect on these outstanding charges with no results. In coordination with the Finance Department, staff has

assessed the collectibility of the tenant balances provided and have exhausted all efforts to locate the tenants and/or collect payment.

As a result, staff asks approval to submit write off documentation to Finance for entry into the Tenant Accounts Receivable System (TARs). These debts are forwarded to our collection agency for a final attempt at restitution.

### **FISCAL IMPACT LOW INCOME PUBLIC HOUSING**

Per YCH policy, bad debt write off can be requested as often as every quarter. Because our staff was actively trying to collect on bad debt, no write offs were requested for the first quarter of FY 2018-2019. This is considered second quarter bad debt and the staff is requesting that \$4,898 to be written off for Low Income Public Housing program.

Low Income Public Housing Write-Offs approved per year have been:

● 2009-2010	\$19,200	1.49%	
● 2010-2011	\$22,300	1.20%	
● 2012-2013	\$ 7,500	0.50%	
● 2013-2014	\$16,730	0.93%	
● 2014-2015	\$17,635	1.00%	
● 2015-2016	\$9,229	0.50%	
● 2016-2017	\$6,805	1.02%	
● 2017-2018	\$19,390	1.02%	
● 2018-2019 (1st & 2nd qtr) date.	\$4,898		*less than 1% of the collected rents to

### **CONCLUSION**

The periodic write off of uncollectible accounts receivable helps the Agency present a true representation of revenues that can be expected to be received and of debts that have a reasonable chance of being successfully collected.

Staff recommends that the Commission approve the requested authorization to write off debt in the amount of \$4,898.00.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

12.

Receive and File Correspondence from NAMI Yolo Regarding Recent Davis Community Meeting

Received and filed correspondence from NAMI Yolo regarding recent Davis Community Meeting.



## **Yolo County Housing**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**SUBJECT:** **Receive and File Correspondence from NAMI Yolo Regarding Recent Davis Community Meeting**

### **RECOMMENDED ACTION**

That the Housing Commission:

1. Receive and File the Correspondence

### **BACKGROUND/DISCUSSION**

YCH has received a letter of appreciation for its moderation and facilitation of a community meeting held on January 10, 2019 at the Marguerite Montgomery Elementary School regarding proposed County programming consisting of a Navigation Center to be operated by Communicare and a Residential Living Facility to be Operated by North Valley Behavioral Health.

### **FISCAL IMPACT:**

None.

### **CONCLUSION:**

Staff recommends that the Commission receive and file the correspondence.

**Attachment:** Correspondence from NAMI Yolo



P.O. Box 447, Davis, CA 95617  
(530) 756-8181  
[www.namiyolo.org](http://www.namiyolo.org)  
[friends@namiyolo.org](mailto:friends@namiyolo.org)

January 15, 2019

Lisa Baker  
Yolo County Housing  
147 W. Main Street  
Woodland, CA 95695

Dear Lisa,

This letter is written in thanks for your skilled moderation of last Thursday's meeting to discuss the adult residential facility and navigation center at the Pacifico housing complex. NAMI Yolo County supports the creation of both of these facilities and considers them positive steps forward in achieving a stigma free future for people experiencing life with a mental illness in our communities.

The meeting hosted conflicting and often hostile comments from throughout the Davis community. Your moderation ensured that every voice counted. Your ability to hear community members' concerns and respond by offering residents many opportunities to suggest mitigation measures and to express our ideas and questions openly was commendable.

Ensuring that residents of Yolo County experiencing mental illness have access to safe housing and treatment options is a priority for NAMI Yolo County. The ability for people experiencing mental illness to have opportunities for full integration into our vibrant communities is also one of our priorities. Though the public meeting was a difficult one, we believe it was a step forward in achieving both of these goals. We appreciate these efforts from you and Yolo County Housing to create safe communities for all residents of Yolo County.

Sincerely,

Maggie Fry  
Director of Programs

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

14.

Review and Approve Proposed Meeting Calendar for 2019 (Baker)

Minute Order No. 19-06: Approved the following Meeting Schedule for 2019, the third Wednesday of the month at 3:00 p.m.:

February 20, 2019  
March 20, 2019  
April 17, 2019  
May 22, 2019  
June 19, 2019  
July 24, 2019  
August 14, 2019  
September 18, 2019  
October 23, 2019  
November - No Meeting  
December 18, 2019

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## *Yolo County Housing*

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, CEO  
**SUBJECT:** **Review and Approve Proposed Meeting Schedule for 2019**

### **RECOMMENDED ACTIONS:**

Staff recommends that, after discussion, the Housing Commission Review and Approve the proposed calendar for 2019.

### **BACKGROUND / DISCUSSION**

YCH is required to meet at regular times and is required to hold an annual meeting. Staff proposes that the Commission select mutually agreeable dates for the meetings. Meetings have generally been held Wednesdays at 3 p.m. Given that sometimes these times can impact members who have City Council meetings in West Sacramento, the Board may want to consider moving meetings to 2:30 in the afternoon instead of 3 p.m.

Based on the foregoing and after a review of this year's calendars for other meeting impacts, staff proposes the following draft calendar for the Commission's review. This is based on members' currently known meeting calendars.

- February 13 or 20
- March 13 or 20
- April 10 or 17
- May 15 or 22 or 29
- June 12 or 19
- July 17 or 24
- August 7 or 14 (required meeting for SEMAP certification)
- September 11 or 18
- October 16 or 23
- November – no meeting
- December 11 or 18

**FISCAL IMPACT**

No fiscal impact. Meeting at regular times will keep YCH in compliance with the requirements of its funding partners and will allow YCH to conduct business and make required reporting submissions on a timely basis.

**CONCLUSION**

Staff proposes that the Housing Commission approve a meeting calendar for 2019.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

15.

Receive Information on Potential Impacts from the Current Federal Government Shutdown (Gillette, Baker)

Received information on potential impacts from the current Federal Government Shutdown from CEO Lisa Baker.



## **Yolo County Housing**

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE:                      January 23, 2019

TO:                         YCH Housing Commission  
FROM:                     Lisa A. Baker, Chief Executive Officer  
PREPARED BY:         Jim Gillette, Finance Director

**SUBJECT: Receive Information on Potential Impacts from the Current Federal Government Shutdown**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

- 1) Receive and file information related to the current federal government shutdown on YCH programs; and
- 2) Discuss the issues and provide initial guidance to the CEO

### **BACKGROUND/DISCUSSION:**

On December 22, 2018, portions of the federal government, including HUD, were shut down due to the lapse of appropriations. Prior to the shutdown, HUD had previously appropriated funding for Housing Choice Voucher (HCV) and Low Income Public Housing (LIPH) programs through February 28, 2019, which has made impact on YCH for the day to day operations of these programs minimal to date. However, if additional appropriations are not provided by March 1, 2019 the impact on these programs for YCH will be significant.

#### **Housing Choice Voucher (HCV) Program**

##### Housing Assistance Payments (HAP)

The HCV program is entirely funded by HUD with monthly funding of approximately \$970,000 of HAP which is paid as tenant subsidy to landlords and \$100,000 of administrative fees.

In 2016, HUD implemented a cash management process for HAP funds whereby only the amount being spent each month is provided to each housing authority and

any excess funding we are entitled to is retained in a HUD Held Reserve (HHR) fund for the future use of each housing authority instead of being held in an authority reserve account. As the number of available units in the region has dropped to around 1% over the past two years and rental rates being charged by landlords has outpaced HUD's fair market rates (set annually by region), fewer voucher holders are able to find affordable rents and the HAP required to house a single voucher holder has increased, meaning fewer vouchers can be issued. These lost voucher families (from 1,487 in December 2016 to 1,393 in December 2018) at approximately \$690 per unit equates to an HHR balance today of just over \$600,000 that is being held for YCH by HUD at this time, which is less than 1 month's HAP for existing landlords.

HUD has announced that housing authorities may access these HUD funds to "protect families that are at imminent risk of termination of assistance" in order to make HAP payments to landlords. Assuming additional appropriations for this program are not provided by March 1 and all \$600,000 of HHR is released by HUD to fund nearly \$1,000,000 of projected HAP payments, staff would need to decide which landlords should be paid in order to minimize the damage. Subsequent to this, no other payments could be made to landlords until additional appropriations of funds are received from HUD.

This potentially affects approximately 434 active landlords and almost 1,400 families.

### Administration

Over the years, YCH has been able to amass an administrative reserve of just under \$400,000 and expects to receive another \$100,129 in February based on HUD appropriations prior to the shutdown. Based on approximately \$100,000 per month in administrative costs (primarily staffing), this program would run out of funds for operations by the end of June 2019 if the shut down is prolonged.

### **Low Income Public Housing (LIPH) Program**

The LIPH program is funded with a combination of tenant rents and HUD operating and capital improvement subsidies. Excluding capital improvements funded by capital grants, the revenues from this program equal the costs on an annual basis. On average, the monthly revenue includes about \$125,000 per month in operating subsidy from HUD for the program and currently has approximately \$815,000 in a cash reserve for operations and will receive \$109,197 more in operating subsidy in February as part of the prior appropriation.

**Yolo Housing Commission**  
**January 23, 2019**  
**YCH Impacts from Federal Government Shutdown**  
**Page 3**

In order to stretch these reserves as much as possible, staff has deferred any non-essential maintenance work on these properties until funding is resumed. Based on this, staff anticipates that the LIPH program will be able function in a fairly normal manner without additional appropriations through September 2019, but would have to use it's rainy day reserve funds to achieve this.

Note that the costs of analyzing and preparing for the planned RAD conversion will be primarily funded using capital fund money which has already been appropriated. However, the timing of processing the RAD conversion may be delayed while HUD staff is not available.

**Conclusion:**

Though the shutdown appears to be very disruptive for various departments of the federal government over the last month, the impact on YCH operations has been nominal so far. However, if the shutdown lasts past February 20, 2019, YCH will begin to experience significant challenges which affect families both indirectly and directly.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

16.

Receive and File the Financial Report for the Quarter Ended September 30, 2018 and Consider Creation of an Ad-Hoc Subcommittee to Address Future PERS Pension Obligations (Gillette, Baker)

Minute Order No. 19-07: Approved recommended action and appointed Commissioners Arnold and Neu to serve on the ad hoc subcommittee to address future PERS Pension Obligations.

MOTION: Vanderford. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## ***Yolo County Housing***

**Lisa A. Baker, Chief Executive Officer**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE: January 23, 2019

TO: YCH Housing Commission  
FROM: Lisa A. Baker, Chief Executive Officer  
PREPARED BY: Jim Gillette, Finance Director

**SUBJECT: Receive and File the Financial Report for the Quarter Ended September 30, 2018 and Consider Creation of Ad-Hoc Subcommittee to Address Future PERS Pension Obligations**

**RECOMMENDED ACTION:**

That the Board of Commissioners:

1. Receive and file the financial report for quarter ending September 30, 2018; and
2. Consider creation of an ad-hoc subcommittee to work with the CEO and Treasurer to Address Future PERS payment obligations.

**BACKGROUND/DISCUSSION:**

As required by the HUD Asset Management Program (AMP) regulations, department heads, division managers and program managers are active participants in the budget process. Managers are responsible for baseline budgeting while Finance staff compiles this information into a comprehensive presentation.

Although HUD funding remains uncertain due to ongoing Federal budget issues, staff has attempted to be very conservative in its revenue projections and very tight in projecting costs. When more definitive information is received from HUD later in 2019, these budgets will need to be revisited during the mid-year budget reallocation process.

This is the first quarter report for the 2018-2019 fiscal year. As a general rule, total revenues and expenses are in line with projections for the quarter with a few minor differences that appear to be due to timing or coding, such as professional services instead of salaries to cover

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maternity leave. These changes in coding and timing will be evaluated for the remainder of the year and addressed in the mid-year budget update, which is based on year to date activity through December 2018 (the first six months).

Due to CalPERS recognition of a lower investment discount rate (reduced from 7.5% to 7.0%) and other actuarial adjustments, additional Employer Payment of Unfunded Liability pension costs of nearly \$200,000 have been added to the regular employer share of approximately \$100,000 for FY 2018-2019. Based on the latest estimates from CalPERS, this additional Employer Payment of Unfunded Liability cost is expected to increase to \$243,274 for FY 2019-2020 and to \$274,000 for FY 2020-2021. Similar to many other agencies and municipalities, the impact of such large changes to the pension cost over the next few years will be a major focal point of the budget process. You will note the recognition of some of these additional costs in this quarterly report which will be addressed with the mid-year budget adjustment process.

Following table shows a snapshot of the first quarter results compared to the annual budget followed by a brief analysis on a program by program basis:

Program	Yolo Housing					
	Q1 YTD Results			Approved Annual Budget		
	Operating Revenue	Operating Expenses	Operating Revenue in Excess of Expenses	Operating Revenue	Operating Expenses	Operating Revenue in Excess of Expenses
101-Woodland (AMP 1)	330,676	274,313	56,363	1,282,567	1,279,101	3,467
102-Winters (AMP 2)	284,516	278,139	6,377	1,190,095	1,188,841	1,255
103-West Sac (AMP 3)	216,859	267,271	(50,412)	1,054,076	1,047,312	6,764
147-Admin Building	53,620	36,092	17,528	214,452	155,301	59,151
200-HCV Admin	271,883	354,607	(82,724)	1,140,560	1,213,605	(73,045)
251 - GTZ Vouchers	0	14,262	(14,262)	98,894	98,889	5
310-COCC	495,873	510,238	(14,365)	2,063,786	2,058,105	5,681
320-Helen Thomson (ADMH)	-	11,203	(11,203)	51,731	51,731	-
400-New Hope Corporate	2,626	4,405	(1,779)	10,674	23,350	(12,676)
401-Cottonwood	90,203	78,163	12,040	356,200	341,888	14,312
501-Davis Migrant Ctr *	164,771	104,992	59,779	430,784	430,784	-
502-Madison Migrant Ctr *	225,259	137,688	87,571	610,985	610,985	-
503-Rehrman Migrant Ctr *	141,093	141,093	-	417,731	417,731	-
600-Davis Solar	13,605	13,110	495	57,602	51,610	5,992
700-Pacifico *	65,083	65,083	-	234,289	234,289	-
991-ROSS Grant (2017-2019) *	26,726	24,867	1,859	98,202	98,202	-
<b>Total</b>	<b>2,382,793</b>	<b>2,315,526</b>	<b>67,267</b>	<b>9,312,630</b>	<b>9,301,724</b>	<b>10,906</b>
<b>200-Housing Assist (HAP)</b>	<b>2,924,003</b>	<b>2,859,467</b>	<b>64,536</b>	<b>11,601,000</b>	<b>11,599,000</b>	<b>2,000</b>
<b>* Cost Reimbursement Program</b>						

**Low Income Public Housing (AMPs):**

- Excluding operating subsidy from capital funds in West Sacramento which is received as a lump sum in the fourth quarter, the total operating revenue for all three AMPs are within 2% of projected operating revenue for the first quarter noting the following specific items:
  - Winters: \$141,957 of capital fund subsidy for operations will be drawn in the fourth quarter. However, the size of this contribution makes the revenue appear to be \$35,489 short of the expected total in the first quarter.
- Operating expense totals appear in line with the annual budgets, noting the following specific items:
  - Woodland: \$37,478 was prepaid by the City of Woodland for its share of repairs needed related to the former boxing club, which will offset some of the total

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building repair costs expected to be completed during the year. This shows as a large reduction of expenses in the first quarter financials.

### **Administration Building**

- Revenue and expenses are within 2% of budget projections.

### **Housing Choice Voucher Program**

- **Operations**
  - Administrative fund revenue is based on a HUD formula using the number of vouchers outstanding. As rents have continued to rise without a similar increase to the funding per voucher, the number of families served has continued to decline. The current admin fund revenue is trending about 4% or \$11,680 lower than anticipated due to fewer families with vouchers as the vacancy rates throughout the region remain extremely low. Staff continues to look for ways to increase the number of families served under the current conditions.
  - Other than pension costs, administrative expenses are essentially in-line with projections noting the following:
    - Significant front-loaded costs like insurance, computer license fees, a computer support project, and contract services for compliance represent \$42,317 of first quarter expenditures that benefit the program for the remainder of the year.
    - \$9,790 of additional pension costs were incurred by this program in the first quarter.
- **Housing Assistance Payments (HAP)**
  - HAP funding and costs are currently consistent with the projected annual cost.
- **Getting to Zero Vouchers**
  - This is a reimbursement program with a working capital advance previously paid to YCH from the City of Davis which has not yet been billed for costs incurred during the first quarter.

### **Central Office Cost Center (General Fund)**

- Revenue and expenses are fairly consistent with projections, noting some timing differences and adjustments that may be required with the mid-year budget analysis. Of particular note:
  - \$21,289 of additional pension costs were incurred by this program in the first quarter.
  - Revenue from the new solar arrays will start being generated in January 2019.

### **ADMH/Helen Thomson Homes**

- This is a reimbursement program for managing real estate assets used by the County mental health department, which is billed on an annual basis.
- Overall project costs appear consistent with budget projections for the year.

### **New Hope Community Development Corporation (NHCDC)**

- Revenue
  - Deferred developer fees (Eleanor Roosevelt Circle, Rochdale Grange, Crosswood, and West Beamer Place) are recognized for accounting purposes as earned at various development stages and paid out over time with excess cash based on the contract. Revenue for deferred developer fees previously earned, but not yet paid was recognized as revenue in the financial statements during FY 2014-2015. Future collections of such deferred revenue will reduce the receivable on the balance sheet and only adjustments to the timing of these receipts will be reflected as adjustments to income at the end of each fiscal year.
- Expense
  - Any expenses incurred by NHCDC will be shown as a reduction of fund balance (net of any revenue recognized in the period). Therefore, we anticipate that NHCDC will operate at a small accounting loss on an annual basis, but closer to break even from a cashflow perspective as the payments received are expected to offset costs incurred during the year.

### **Cottonwood Meadows Senior Apartments**

- Revenue
  - Operational Revenue from Cottonwood Meadows is on target of annual projections.
- Expense
  - Overall operating expenses are in line with projections with some noted timing differences.

### **Migrant Programs**

- This is a cost reimbursement program so revenue is based on total approved monthly costs.
- Overall operating expenses are at or below projections for all three centers and any savings (up to 10% of the contract) from the budget will be converted into operating reserves for future use (with permission of OMS).
- HCD-OMS has taken out loans from USDA-RD on two of the migrant centers with debt service payments passed through YCH on an annual basis. The cash to make the debt service payments for Davis (\$59,779) and Madison (\$88,136) were received during the first quarter with the actual debt service payments being made in the second quarter.

This timing difference can be seen as additional revenue in the financials for the first quarter.

### **Davis Solar Housing**

- Operating revenue and expenses for the first quarter are consistent with expected budget amounts, noting only minor timing differences.

### **Pacifico Housing**

- YCH is currently managing the Pacifico property under a cost reimbursement management agreement with the City of Davis. YCH receives a \$3,500 monthly administrative fee to pay for a part time resident manager and oversight costs.
- Rent revenue is slightly ahead of projections, but some collection losses are expected as a number of tenants have gotten behind on rents and other charges.
- Operating expenses are currently higher than anticipated primarily due to additional staff time required to deal with tenant issues.

### **ROSS Grant**

- The ROSS Grant is a federal reimbursement program for providing services to public housing residents that can help to make them more self sufficient.
- Operating expenses are consistent with projections for the year.

### **FISCAL IMPACT:**

The agency's financial report for the quarter shows all programs/cost centers are essentially operating as expected with the exception of higher pension costs that will need to be evaluated along with future revenue and cost assumptions.

### **Conclusion:**

1. Staff recommends the Board receive and file the September 2017 Financial Reports; and
2. Consider creating an ad-hoc committee to work with the CEO on addressing future PERS issues

Attachments: FY2018-2019 Q1 Financial Report Detail  
YCH Budget Process Guidance

## Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>AMP1 - Woodland</b>								
101.3110.00.000.000	Dwelling Rent - AMP1	63,397	64,594	66,356	194,347	685,000	490,653	72%
101.3200.00.000.000	HUD Operating Subsidy	44,261	43,723	43,570	131,554	495,000	363,446	73%
	HUD Operating Subsidy for EPC					37,508	37,508	100%
101.3210.00.000.000	Transfers In - Op Funds (1406)	-	-	-	-	8,000	8,000	100%
101.3220.00.000.000	Transfers In - Mgmt Impr (1408)	(400)	-	-	(400)	7,000	7,400	106%
101.3230.00.000.000	Transfers In - Soft Costs	400	-	-	400	3,000	2,600	87%
101.3610.00.000.000	Interest Income	111	113	72	295	2,000	1,705	85%
101.3620.00.000.000	Gain/(Loss) on Sale of Fixed Assets	-	-	-	-	8,000	8,000	100%
101.3690.00.000.000	Other Income	-	241	2,003	2,243	5,000	2,757	55%
101.3690.00.000.010	Other Income - 44-01 Yolano	327	443	80	851	2,500	1,649	66%
101.3690.00.000.050	Other Income - 44-05 Ridgecut	40	20	20	80	100	20	20%
101.3690.00.000.060	Other Income - 44-06 Yolito	40	273	60	373	300	(73)	-24%
101.3690.00.000.070	Other Income- 44-07 Donnelly	280	180	473	933	2,500	1,568	63%
101.3690.30.000.000	Other Government Revenue	-	-	-	-	-	-	0%
101.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	-	-	-	-	26,659	26,659	100%
	<b>Total Operating Revenue</b>	<b>108,456</b>	<b>109,587</b>	<b>112,633</b>	<b>330,676</b>	<b>1,282,567</b>	<b>951,891</b>	<b>74%</b>
101.4110.00.000.000	Administrative Salaries	7,597	11,512	7,146	26,255	82,492	56,237	68%
101.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	527	795	495	1,817	7,106	5,289	74%
101.4125.02.000.000	Admin. P/R Taxes--SUI	7	-	-	7	697	690	99%
101.4125.04.000.000	Admin. Retirement	1,185	1,447	1,181	3,813	5,656	1,843	33%
101.4125.05.000.000	Admin. Workers Comp	-	-	304	304	495	191	39%
101.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
101.4130.00.000.000	Legal Fees	-	-	-	-	4,000	4,000	100%
101.4140.00.000.000	Training	332	-	52	383	4,000	3,617	90%
101.4150.00.000.000	Travel	161	191	-	351	2,000	1,649	82%
101.4170.04.000.000	Contract Services Plan Updates	280	-	-	280	4,500	4,220	94%
101.4170.05.000.000	Contract Services/Consulting	11	34	-	44	-	(44)	0%
101.4170.10.000.000	Professional Services	2,079	2,982	633	5,694	2,522	(3,172)	-126%
101.4171.00.000.000	Auditing	-	-	-	-	9,871	9,871	100%
101.4180.00.000.000	147 Rent	1,778	1,778	1,778	5,333	21,300	15,967	75%
101.4190.00.000.000	Postage	324	138	49	511	1,000	489	49%
101.4190.01.000.000	Office Supplies	110	36	163	310	1,200	890	74%
101.4190.02.000.000	Printing & Copier Usage Charges	786	296	152	1,234	2,000	766	38%
101.4190.03.000.000	Telephone	1,759	1,832	1,796	5,387	22,000	16,613	76%
101.4190.04.000.000	Fair Housing Services	-	-	417	417	1,750	1,333	76%
101.4190.05.000.000	Dues and Subscriptions	-	-	60	60	600	540	90%
101.4190.07.000.000	Computer Support & License Fees	5,594	-	-	5,594	9,000	3,406	38%
101.4190.12.000.000	Office Machines/Leases	123	129	93	344	1,450	1,106	76%
101.4190.13.000.000	Administrative Other	-	-	-	-	-	-	0%
101.4190.14.000.000	Criminal Background Checks	154	146	126	427	900	473	53%
101.4190.18.000.000	Taxes, Fees and Assessments	40	-	-	40	550	510	93%
101.4190.20.000.000	Advertising	-	20	-	20	500	480	96%
101.4190.23.000.000	Computer Equipment	49	-	-	49	750	701	93%
	EPC Lease Expense					37,508	37,508	100%
101.4210.00.000.010	Tenant Service Salaries	956	1,343	978	3,276	12,579	9,303	74%
101.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	72	102	74	248	1,076	827	77%
101.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	47	73	34	153	463	310	67%
101.4215.04.000.000	Tenant Svc. Retirement	28	26	27	81	161	81	50%
101.4215.05.000.000	Tenant Svc. Workers Comp	-	-	183	183	75	(108)	-142%
101.4220.00.000.000	Tenant Services Materials	108	39	41	189	2,000	1,811	91%
101.4221.00.000.000	Tenant Liaison	150	150	150	450	2,400	1,950	81%
101.4310.00.000.000	Water - AMP1	14,067	13,167	13,629	40,863	168,990	128,126	76%
101.4320.00.000.000	Electricity - AMP1	301	840	400	1,541	32,534	30,993	95%
101.4330.00.000.000	Gas - AMP1	20	19	9	49	821	773	94%
101.4390.00.000.000	Sewerage - AMP1	6,161	5,787	5,421	17,368	68,076	50,707	74%
101.4400.01.000.000	AMP Management Fee	11,044	11,044	11,193	33,281	125,000	91,719	73%
101.4400.02.000.000	AMP Bookkeeping Fee	1,110	1,110	1,125	3,345	14,000	10,655	76%
101.4400.03.000.000	AMP Asset Management Fee	1,520	1,520	1,520	4,560	19,000	14,440	76%
101.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	26,659	26,659	100%
101.4401.00.000.000	IT Services	703	2,496	846	4,044	23,400	19,356	83%
101.4420.01.000.000	Electrical Supplies	540	635	-	1,175	4,200	3,025	72%
101.4420.02.000.000	Plumbing Supplies	203	433	386	1,022	8,000	6,978	87%
101.4420.03.000.000	Painting Supplies	-	-	-	-	1,600	1,600	100%
101.4420.04.000.000	Chemical Supplies	-	534	-	534	750	216	29%
101.4420.05.000.000	Lumber and Hardware	872	278	438	1,588	15,000	13,412	89%
101.4420.08.000.000	Dwelling Equipment/Supplies	449	4,995	85	5,529	5,000	(529)	-11%
101.4420.09.000.000	Maintenance Equip/Supplies	-	-	128	128	500	372	74%
101.4423.08.000.000	Fire Protection/Testing/Monitor	174	-	-	174	3,800	3,626	95%
101.4430.00.000.000	Grounds Maintenance Projects	100	100	100	300	2,000	1,700	85%
101.4430.01.000.000	Electrical Repair/Contract	-	-	-	-	1,500	1,500	100%
101.4430.02.000.000	Plumbing Repair/Contract	-	-	-	-	7,500	7,500	100%
101.4430.03.000.000	Painting/Decorating/Contract	-	-	-	-	7,000	7,000	100%
101.4430.04.000.000	Garbage Removal	5,551	-	5,551	11,102	37,000	25,898	70%
101.4430.05.000.000	Chemical Treatment/Contract	2,452	50	115	2,617	12,000	9,383	78%
101.4430.07.000.000	Minor Equipment Repairs	-	-	-	-	500	500	100%
101.4430.08.000.000	Major Equipment Repairs	-	-	-	-	-	-	0%
101.4430.10.000.000	Uniform and Mat Service	-	-	-	-	500	500	100%
101.4430.11.000.000	Building Repairs	(29,519)	1,725	-	(27,794)	4,500	32,294	718%
101.4430.12.000.000	Janitorial Services							0%
101.4431.00.000.000	Landscaping Maintenance Contract	3,068	2,997	3,068	9,132	41,000	31,868	78%
101.4431.05.000.000	Trash/Yolo County Landfill	492	272	343	1,107	4,200	3,093	74%

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
101.4434.00.000.000	Tree Trimming	5,462	1,300	-	6,762	35,000	28,238	81%
101.4435.00.000.000	Resident Watering Contracts	-	-	-	-	500	500	100%
101.4436.00.000.000	Maintenance Charges from Others	16,521	20,215	11,005	47,741	188,656	140,915	75%
101.4480.00.000.000	Protective Services	95	284	-	379	1,850	1,472	80%
101.4510.00.000.000	Flood Insurance	8,161	-	-	8,161	8,294	133	2%
101.4510.01.000.000	General Liability Insurance	6,130	-	-	6,130	6,369	239	4%
101.4510.03.000.000	Property Insurance	22,058	-	-	22,058	24,063	2,005	8%
101.4520.00.000.000	PILOT	-	-	-	-	45,500	45,500	100%
101.4540.00.000.000	Administrative Benefits	1,971	2,047	1,695	5,713	21,357	15,644	73%
101.4540.01.000.000	Retired Benefits	806	1,612	-	2,418	10,000	7,582	76%
101.4540.04.000.000	OPEB Expense	-	-	-	-	50,000	50,000	100%
101.4540.20.000.000	Tenant Service Benefits	12	11	7	29	380	351	92%
101.4570.00.000.000	Collection Losses	-	-	-	-	7,000	7,000	100%
101.4600.01.000.000	OES Support Agreement	-	-	-	-	2,500	2,500	100%
<b>Total Operating Expenses</b>		<b>104,781</b>	<b>96,538</b>	<b>72,995</b>	<b>274,313</b>	<b>1,279,101</b>	<b>1,004,788</b>	<b>79%</b>
<b>Net Operating Income/(Loss)</b>		<b>3,675</b>	<b>13,049</b>	<b>39,639</b>	<b>56,363</b>	<b>3,467</b>	<b>(52,897)</b>	
101.9110.00.000.000	Transfers In - Hard Costs	-	-	-	-	-	-	0%
101.9200.00.000.000	Equity Transfer In/Out	-	-	-	-	-	-	0%
<b>Non-Operating Revenue/(Expenses)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Increase/(Decrease) in Fund Bal</b>		<b>3,675</b>	<b>13,049</b>	<b>39,639</b>	<b>56,363</b>	<b>3,467</b>	<b>(52,897)</b>	
<b>Program reserves used</b>							<b>-</b>	

## Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>AMP2 - Winters</b>								
102.3110.00.000.000	Dwelling Rent - AMP2	57,047	56,201	55,893	169,141	662,000	492,859	74%
102.3200.00.000.000	HUD Operating Subsidy	36,984	36,534	36,407	109,925	425,000	315,075	74%
	HUD Operating Subsidy for EPC					39,436	39,436	100%
102.3210.00.000.000	Transfers In - Op Funds (1406)	-	-	-	-	10,000	10,000	100%
102.3220.00.000.000	Transfers In - Mgmt Impr (1408)	(400)	-	-	(400)	7,000	7,400	106%
102.3230.00.000.000	Transfers In - Soft Costs	400	-	-	400	3,000	2,600	87%
102.3610.00.000.000	Interest Income	181	179	126	487	2,500	2,013	81%
102.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	6,000	6,000	100%
102.3690.00.000.000	Other Income	140	10	1,495	1,645	3,000	1,355	45%
102.3690.00.000.020	Other Income - 44-02 Villa #1	141	179	921	1,242	2,000	758	38%
102.3690.00.000.040	Other Income - 44-04 Montecito	50	33	528	611	250	(361)	-144%
102.3690.00.000.080	Other Income- 44-08 Villa #2	368	254	168	790	1,000	210	21%
102.3690.00.000.180	Other Income- 44-18 Villa #3	562	41	9	611	2,000	1,389	69%
102.3690.00.000.250	Other Income- 44-25 Villa #4	65	-	-	65	250	185	74%
102.3690.30.000.000	Other Government Revenue	-	-	-	-	-	-	0%
102.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	-	-	-	-	26,659	26,659	100%
	<b>Total Operating Revenue</b>	<b>95,537</b>	<b>93,431</b>	<b>95,548</b>	<b>284,516</b>	<b>1,190,095</b>	<b>905,579</b>	<b>76%</b>
102.4110.00.000.000	Administrative Salaries	8,080	11,663	7,721	27,464	86,354	58,890	68%
102.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	573	827	550	1,949	7,436	5,487	74%
102.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	697	697	100%
102.4125.04.000.000	Admin. Retirement	1,268	1,499	1,240	4,007	6,770	2,764	41%
102.4125.05.000.000	Admin. Wokers Comp	-	-	291	291	518	227	44%
102.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
102.4130.00.000.000	Legal Fees	-	60	-	60	20,000	19,940	100%
102.4140.00.000.000	Training	332	-	52	383	4,000	3,617	90%
102.4150.00.000.000	Travel	186	209	20	415	2,000	1,585	79%
102.4170.04.000.000	Contract Services Plan Updates	280	-	-	280	4,208	3,928	93%
102.4170.05.000.000	Contract Services/Consulting	11	34	-	45	-	(45)	0%
102.4170.10.000.000	Professional Services	1,876	2,982	508	5,366	2,522	(2,844)	-113%
102.4171.00.000.000	Auditing	-	-	-	-	9,871	9,871	100%
102.4180.00.000.000	147 Rent	1,775	1,775	1,775	5,324	21,300	15,976	75%
102.4190.00.000.000	Postage	207	28	25	259	1,500	1,241	83%
102.4190.01.000.000	Office Supplies	279	58	28	365	1,800	1,435	80%
102.4190.02.000.000	Printing & Copier Usage Charges	353	123	83	559	1,500	941	63%
102.4190.03.000.000	Telephone	2,092	2,135	2,103	6,330	24,576	18,246	74%
102.4190.04.000.000	Fair Housing Services	-	-	417	417	1,750	1,333	76%
102.4190.05.000.000	Dues and Subscriptions	-	-	60	60	500	440	88%
102.4190.07.000.000	Computer Support & License Fees	5,373	-	-	5,373	9,000	3,627	40%
102.4190.11.000.000	Office Equipment	-	-	-	-	-	-	0%
102.4190.12.000.000	Office Machines/Leases	115	121	86	322	1,200	878	73%
102.4190.13.000.000	Administrative Other	-	-	-	-	-	-	0%
102.4190.14.000.000	Criminal Background Checks	78	60	90	227	900	673	75%
102.4190.20.000.000	Advertising	-	20	-	20	500	480	96%
102.4190.23.000.000	Computer Equipment	-	-	-	-	750	750	100%
	EPC Lease Expense					39,436	39,436	100%
102.4210.00.000.010	Tenant Service Salaries	1,087	717	191	1,995	12,579	10,584	84%
102.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	83	54	14	151	1,076	925	86%
102.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	62	32	-	94	463	369	80%
102.4215.04.000.000	Tenant Svc. Retirement	16	18	22	56	161	105	65%
102.4215.05.000.000	Tenant Svc. Workers Comp	-	-	10	10	75	65	87%
102.4220.00.000.000	Tenant Services Materials	18	-	-	18	700	682	97%
102.4221.00.000.000	Tenant Liaison	150	150	150	450	1,800	1,350	75%
102.4310.00.000.000	Water - AMP2	2,658	5,950	5,695	14,303	48,679	34,376	71%
102.4320.00.000.000	Electricity- AMP2	755	3,302	3,170	7,226	37,996	30,770	81%
102.4330.00.000.000	Gas- AMP2	36	52	73	161	702	542	77%
102.4390.00.000.000	Sewerage - AMP2	454	454	454	1,361	7,283	5,923	81%
102.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	-	12,974	12,974	25,947	155,682	129,735	83%
102.4400.01.000.000	AMP Management Fee	10,223	10,223	10,074	30,520	116,613	86,094	74%
102.4400.02.000.000	AMP Bookkeeping Fee	1,028	1,028	1,013	3,068	14,000	10,933	78%
102.4400.03.000.000	AMP Asset Management Fee	1,400	1,400	1,400	4,200	17,000	12,800	75%
102.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	26,659	26,659	100%
102.4401.00.000.000	IT Services	703	1,621	596	2,919	23,400	20,481	88%
102.4420.01.000.000	Electrical Supplies	654	1,057	752	2,464	4,500	2,036	45%
102.4420.02.000.000	Plumbing Supplies	1,200	2,791	293	4,284	11,000	6,716	61%
102.4420.03.000.000	Painting Supplies	146	199	231	575	1,500	925	62%
102.4420.04.000.000	Chemical Supplies	-	510	-	510	1,000	490	49%
102.4420.05.000.000	Lumber and Hardware	792	2,222	482	3,495	12,000	8,505	71%
102.4420.08.000.000	Dwelling Equipment/Supplies	-	(434)	85	(350)	10,000	10,350	103%
102.4420.09.000.000	Maintenance Equip/Supplies	-	-	91	91	750	659	88%
102.4423.08.000.000	Fire Protection/Testing/Monitor	204	-	-	204	3,000	2,796	93%
102.4430.00.000.000	Grounds Maintenance Projects	-	-	-	-	25,000	25,000	100%
102.4430.01.000.000	Electrical Repair/Contract	-	-	-	-	1,300	1,300	100%
102.4430.02.000.000	Plumbing Repair/Contract	(5,681)	-	-	(5,681)	6,000	11,681	195%
102.4430.03.000.000	Painting/Decorating/Contract	1,693	1,705	-	3,398	10,000	6,602	66%
102.4430.04.000.000	Garbage Removal	3,266	2,309	3,266	8,841	34,000	25,159	74%
102.4430.05.000.000	Chemical Treatment/Contract	2,795	-	55	2,850	11,000	8,150	74%
102.4430.07.000.000	Minor Equipment Repairs	-	-	-	-	100	100	100%
102.4430.08.000.000	Major Equipment Repairs	-	-	-	-	100	100	100%
102.4430.10.000.000	Uniform and Mat Service	75	75	75	224	780	556	71%
102.4430.11.000.000	Building Repairs	1,191	-	-	1,191	1,000	(191)	-19%
102.4430.12.000.000	Janitorial Services	-	-	-	-	-	-	0%

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
102.4431.00.000.000	Landscaping Maintenance Contract	2,791	2,720	2,791	8,302	35,000	26,698	76%
102.4431.05.000.000	Trash/Yolo County Landfill	267	544	302	1,113	5,000	3,887	78%
102.4434.00.000.000	Tree Trimming	8,669	(4,335)	-	4,335	5,000	665	13%
102.4436.00.000.000	Maintenance Charges from Others	16,350	27,914	12,903	57,166	189,904	132,738	70%
102.4480.00.000.000	Protective Services	126	126	-	252	600	348	58%
102.4510.01.000.000	General Liability Insurance	5,426	-	-	5,426	5,638	212	4%
102.4510.03.000.000	Property Insurance	20,472	-	-	20,472	22,333	1,861	8%
102.4520.00.000.000	PILOT	-	-	-	-	41,000	41,000	100%
102.4540.00.000.000	Administrative Benefits	615	684	418	1,716	13,497	11,781	87%
102.4540.01.000.000	Retired Benefits	1,748	3,496	-	5,243	20,000	14,757	74%
102.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
102.4540.20.000.000	Tenant Services Benefits	8	8	5	21	380	359	94%
102.4570.00.000.000	Collection Losses	-	-	-	-	1,000	1,000	100%
102.4600.01.000.000	OES Support Agreement	-	-	-	-	2,500	2,500	100%
<b>Total Operating Expenses</b>		<b>104,357</b>	<b>101,157</b>	<b>72,626</b>	<b>278,139</b>	<b>1,188,841</b>	<b>910,701</b>	<b>77%</b>
<b>Net Operating Income/(Loss)</b>		<b>(8,819)</b>	<b>(7,726)</b>	<b>22,922</b>	<b>6,377</b>	<b>1,255</b>	<b>(5,122)</b>	
102.9110.00.000.000	Transfers In - Hard Costs	(58,709)	-	-	(58,709)	250,000	308,709	123%
102.9200.00.000.000	Equity transfer In/Out	-	-	-	-	-	-	0%
<b>Non-Operating Revenue/(Expenses)</b>		<b>(58,709)</b>	<b>-</b>	<b>-</b>	<b>(58,709)</b>	<b>250,000</b>	<b>308,709</b>	
<b>Net Increase/(Decrease) in Fund Bal</b>		<b>(67,528)</b>	<b>(7,726)</b>	<b>22,922</b>	<b>(52,332)</b>	<b>251,255</b>		
<b>Program reserves used</b>							<b>-</b>	

# Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>AMP3 - West Sacramento</b>								
103.3110.00.000.000	Dwelling Rent - AMP3	43,884	44,386	44,314	132,585	510,000	377,415	74%
103.3200.00.000.000	HUD Operating Subsidy	27,696	27,361	27,265	82,322	310,000	227,679	73%
	HUD Operating Subsidy for EPC					38,010	38,010	100%
103.3210.00.000.000	Transfers In - Op Funds (1406)	-	-	-	-	141,957	141,957	100%
103.3220.00.000.000	Transfers In - Mgmt Impr (1408)	(200)	-	-	(200)	7,000	7,200	103%
103.3230.00.000.000	Transfers In - Soft Costs	200	-	-	200	3,000	2,800	93%
103.3610.00.000.000	Interest Income	157	153	101	411	1,200	789	66%
103.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	6,000	6,000	100%
103.3690.00.000.000	Other Income	295	95	108	498	3,250	2,752	85%
103.3690.00.000.150	Other Income- 44-15 RSM #1	-	516	(20)	496	2,000	1,504	75%
103.3690.00.000.170	Other Income- 44-17 RSM #2	20	88	65	173	1,000	827	83%
103.3690.00.280.000	Other Income- 44-28 Las Casitas	151	166	58	374	4,000	3,626	91%
103.3690.30.000.000	Other Government Revenue	-	-	-	-	-	-	0%
103.9111.04.000.000	Transfer In -Cap Fund Mgmt Fee for COCC	-	-	-	-	26,659	26,659	100%
	<b>Total Operating Revenue</b>	<b>72,204</b>	<b>72,765</b>	<b>71,890</b>	<b>216,859</b>	<b>1,054,076</b>	<b>837,217</b>	<b>79%</b>
103.4110.00.000.000	Administrative Salaries	7,666	11,200	6,811	25,677	86,784	61,107	70%
103.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	511	743	452	1,705	7,473	5,768	77%
103.4125.02.000.000	Admin. P/R Taxes--SUI	-	-	-	-	675	675	100%
103.4125.04.000.000	Admin. Retirement	1,267	1,536	1,227	4,030	6,844	2,814	41%
103.4125.05.000.000	Admin. Workers Comp	-	-	269	269	521	251	48%
103.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
103.4130.00.000.000	Legal Fees	-	-	865	865	2,750	1,885	69%
103.4140.00.000.000	Training	332	-	52	383	4,000	3,617	90%
103.4150.00.000.000	Travel	248	253	-	501	2,000	1,499	75%
103.4170.04.000.000	Contract Services Plan Updates	280	-	-	280	4,208	3,928	93%
103.4170.05.000.000	Contract Services/Consulting	11	34	-	45	-	(45)	0%
103.4170.10.000.000	Professional Services	2,102	2,982	508	5,592	2,522	(3,069)	-122%
103.4171.00.000.000	Auditing	-	-	-	-	9,871	9,871	100%
103.4180.00.000.000	147 Rent	1,775	1,775	1,775	5,324	21,300	15,976	75%
103.4190.00.000.000	Postage	295	397	25	716	1,500	784	52%
103.4190.01.000.000	Office Supplies	235	36	81	352	1,500	1,148	77%
103.4190.02.000.000	Printing & Copier Usage Charges	160	69	65	295	1,500	1,205	80%
103.4190.03.000.000	Telephone	805	855	840	2,500	9,500	7,000	74%
103.4190.04.000.000	Fair Housing Services	-	-	417	417	1,750	1,333	76%
103.4190.05.000.000	Dues and Subscriptions	315	60	60	375	750	375	50%
103.4190.07.000.000	Computer Support & License Fees	5,297	-	-	5,297	9,000	3,703	41%
103.4190.11.000.000	Office Equipment							0%
103.4190.12.000.000	Office Machines/Leases	430	436	401	1,267	5,500	4,233	77%
103.4190.13.000.000	Administrative Other	-	-	-	-	-	-	0%
103.4190.14.000.000	Criminal Background Checks	327	-	122	450	700	250	36%
103.4190.18.000.000	Taxes, Fees, and Assessments	-	-	-	-	7,000	7,000	100%
103.4190.20.000.000	Advertising	-	20	-	20	400	380	95%
103.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	0%
	EPC Lease Expense					38,010	38,010	100%
103.4210.00.000.010	Tenant Service Salaries	945	1,870	386	3,200	12,579	9,379	75%
103.4215.01.000.000	Tenant Svc. P/R Taxes - Social Security/Medicare	59	128	21	208	1,076	868	81%
103.4215.02.000.000	Tenant Svc. P/R Taxes--SUI	31	64	-	95	463	368	79%
103.4215.04.000.000	Tenant Svc. Retirement	29	53	28	111	161	51	31%
103.4215.05.000.000	Tenant Svc. Workers Comp	-	-	11	11	75	65	86%
103.4220.00.000.000	Tenant Services Materials	18	294	23	335	1,000	665	66%
103.4221.00.000.000	Tenant Liaison	100	100	100	300	2,400	2,100	88%
103.4310.00.000.000	Water - AMP3	3,169	4,470	4,478	12,117	41,127	29,010	71%
103.4320.00.000.000	Electricity - AMP3	1,637	2,492	1,805	5,934	40,529	34,595	85%
103.4330.00.000.000	Gas - AMP3	274	275	339	887	7,801	6,914	89%
103.4390.00.000.000	Sewerage - AMP3	4,305	4,400	4,400	13,105	53,984	40,879	76%
103.4400.01.000.000	AMP Management Fee	10,148	9,999	10,074	30,221	114,158	83,937	74%
103.4400.02.000.000	AMP Bookkeeping Fee	1,020	1,005	1,013	3,038	12,500	9,463	76%
103.4400.03.000.000	AMP Asset Management Fee	1,390	1,390	1,390	4,170	17,000	12,830	75%
103.4400.04.000.000	Cap Fund Mgmt Fee (1410)	-	-	-	-	26,659	26,659	100%
103.4401.00.000.000	IT Services	516	2,183	1,033	3,732	13,650	9,918	73%
103.4420.01.000.000	Electrical Supplies	212	510	698	1,420	3,500	2,080	59%
103.4420.02.000.000	Plumbing Supplies	1,143	794	551	2,487	8,000	5,513	69%
103.4420.03.000.000	Painting Supplies	(45)	-	647	603	1,000	397	40%
103.4420.04.000.000	Chemical Supplies	-	-	-	-	1,000	1,000	100%
103.4420.05.000.000	Lumber and Hardware	1,169	877	500	2,546	20,000	17,454	87%
103.4420.08.000.000	Dwelling Equipment/Supplies	3,346	2,875	3,062	9,283	24,000	14,717	61%
103.4420.09.000.000	Maintenance Equip/Supplies	-	-	91	91	1,000	909	91%
103.4423.08.000.000	Fire Protection/Testing/Monitor	296	333	745	1,374	9,000	7,627	85%
103.4430.00.000.000	Grounds Maintenance Projects	-	-	-	-	3,500	3,500	100%
103.4430.01.000.000	Electrical Repair/Contract	-	-	-	-	500	500	100%
103.4430.02.000.000	Plumbing Repair/Contract	-	-	-	-	4,000	4,000	100%
103.4430.03.000.000	Painting/Decorating/Contract	189	1,240	390	1,819	5,000	3,181	64%
103.4430.04.000.000	Garbage Removal	3,694	3,832	3,832	11,359	44,000	32,641	74%
103.4430.05.000.000	Chemical Treatment/Contract	2,249	25	30	2,304	12,000	9,696	81%
103.4430.07.000.000	Minor Equipment Repairs	-	-	-	-	500	500	100%
103.4430.08.000.000	Major Equip Repair / Maint	825	-	-	825	500	(325)	-65%
103.4430.10.000.000	Uniform and Mat Service	82	82	82	245	750	505	67%
103.4430.11.000.000	Building Repairs	-	1,253	-	1,253	3,000	1,747	58%
103.4430.12.000.000	Janitorial Service							0%
103.4431.00.000.000	Landscape Maintenance Contract	2,253	2,182	2,253	6,687	27,000	20,313	75%
103.4431.05.000.000	Trash/Yolo County Landfill	54	15	94	162	750	588	78%

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
103.4434.00.000.000	Tree Trimming	-	-	-	-	10,000	10,000	100%
103.4435.00.000.000	Resident Watering Contracts	-	-	-	-	-	-	0%
103.4436.00.000.000	Maintenance Charges from Others	12,330	14,020	15,803	42,153	141,232	99,080	70%
103.4480.00.000.000	Protective Services	-	-	-	-	1,200	1,200	100%
103.4510.00.000.000	Flood Insurance	10,237	5,491	3,879	19,607	25,065	5,458	22%
103.4510.01.000.000	General Liability Insurance	5,414	-	-	5,414	5,626	211	4%
103.4510.03.000.000	Property Insurance	15,292	-	-	15,292	16,682	1,390	8%
103.4520.00.000.000	PILOT	-	-	-	-	36,000	36,000	100%
103.4540.00.000.000	Admin Benefits	2,003	2,030	1,946	5,979	24,407	18,428	76%
103.4540.01.000.000	Retired Benefits	806	1,612	-	2,418	7,500	5,082	68%
103.4540.04.000.000	OPEB Expense	-	-	-	-	35,000	35,000	100%
103.4540.20.000.000	Tenant Service Benefits	41	60	24	125	380	255	67%
103.4570.00.000.000	Collection Losses	-	-	-	-	1,500	1,500	100%
103.4600.01.000.000	OES Support Agreement	-	-	-	-	2,500	2,500	100%
<b>Total Operating Expenses</b>		<b>107,286</b>	<b>86,290</b>	<b>73,695</b>	<b>267,271</b>	<b>1,047,312</b>	<b>780,041</b>	<b>74%</b>
<b>Net Operating Income/(Loss)</b>		<b>(35,082)</b>	<b>(13,525)</b>	<b>(1,805)</b>	<b>(50,412)</b>	<b>6,764</b>	<b>57,176</b>	
103.9110.00.000.000	Transfers In - Hard Costs	-	-	-	-	-	-	0%
103.9200.00.000.000	Equity transfer In/Out	-	-	-	-	-	-	0%
<b>Non-Operating Revenue/(Expenses)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Increase/(Decrease) In Fund Balance</b>		<b>(35,082)</b>	<b>(13,525)</b>	<b>(1,805)</b>	<b>(50,412)</b>	<b>6,764</b>		
<b>Program reserves used</b>							<b>-</b>	

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Admin Building</b>								
147.3200.00.000.000	Rent Income Commercial	2,991	2,991	2,991	8,973	35,892	26,919	75%
147.3230.00.000.000	CF Trans In - Debt Svc (interest)	-	-	-	-	-	-	0%
147.3400.00.000.000	Space Rental Income (YCH space)	14,882	14,882	14,882	44,647	178,560	133,913	75%
147.3620.00.000.000	Gain/Loss sale of Fixed Assets	-	-	-	-	-	-	0%
	<b>Total Operating Revenue</b>	<b>17,873</b>	<b>17,873</b>	<b>17,873</b>	<b>53,620</b>	<b>214,452</b>	<b>160,832</b>	<b>75%</b>
147.4130.00.000.000	Legal Fees	-	-	-	-	-	-	0%
147.4171.00.000.000	Audit Fees (CF cost certs for CFFP)	-	-	-	-	-	-	0%
147.4190.18.000.000	Taxes, Fees & Assessments	2,378	-	-	2,378	3,000	622	21%
147.4190.23.000.000	Computer/AV Equipment	-	-	-	-	30,000	30,000	100%
147.4310.00.000.000	Water-West Main	209	253	508	970	4,293	3,322	77%
147.4320.00.000.000	Electricity- West Main	2,918	3,322	2,773	9,013	30,409	21,396	70%
147.4330.00.000.000	Gas- West Main	22	21	20	64	1,536	1,473	96%
147.4390.00.000.000	Sewerage- West Main	93	85	95	274	1,022	748	73%
147.4401.00.000.000	IT Services	2,813	1,438	250	4,500	9,750	5,250	54%
147.4420.00.000.000	Maintenance Supplies	490	196	663	1,349	5,000	3,651	73%
147.4421.00.000.000	Building Maintenance	-	-	-	-	4,000	4,000	100%
147.4423.08.000.000	Fire Protection/Testing/Monitor	255	-	-	255	2,080	1,825	88%
147.4430.00.000.000	Mat Service	139	139	139	418	1,750	1,332	76%
147.4430.04.000.000	Trash Pick-Up	-	122	-	122	750	628	84%
147.4431.00.000.000	Landscape Maintenance	279	555	279	1,113	3,600	2,487	69%
147.4436.00.000.000	Maintenance Charges from Others	3,198	4,228	1,720	9,145	40,352	31,207	77%
147.4480.00.000.000	Protective Services	1,002	2,078	-	3,080	10,431	7,351	70%
147.4510.01.000.000	General Liability Insurance	130	-	-	130	132	2	1%
147.4510.03.000.000	Property Insurance	2,196	-	-	2,196	2,396	200	8%
147.4550.01.000.000	Bank Fees for Loans	-	-	-	-	-	-	0%
147.4580.01.000.000	Interest Exp-Loan #1 \$2,240,000 Loan	360	366	358	1,084	4,800	3,716	77%
	<b>Total Operating Expenses</b>	<b>16,482</b>	<b>12,802</b>	<b>6,807</b>	<b>36,092</b>	<b>155,301</b>	<b>119,209</b>	<b>77%</b>
	<b>Net Operating Income/(Loss)</b>	<b>1,391</b>	<b>5,071</b>	<b>11,066</b>	<b>17,528</b>	<b>59,151</b>	<b>41,624</b>	
147.9110.00.000.000	Transfers In - Debt Svc (principal pmt)	-	-	-	-	-	-	0%
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>1,391</b>	<b>5,071</b>	<b>11,066</b>	<b>17,528</b>	<b>59,151</b>		
	<b>Program reserves used</b>					-		

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>HCV Administration</b>								
200.3025.00.000.000	Admin Fees Earned from HUD	82,650	94,330	94,330	271,310	1,131,960	860,650	76%
200.3610.01.000.000	Interest Income-Admin Reserve	124	122	104	350	1,200	850	71%
200.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	-	-	0%
200.3690.00.000.000	Fraud Income (50%)	30	10	10	50	700	650	93%
200.3690.01.000.000	Port In Admin Fees	61	112	-	172	6,000	5,828	97%
200.3690.02.000.000	Other Income	-	-	-	-	-	-	0%
200.3690.03.000.000	Vehicle Lease Revenue	-	-	-	-	700	700	100%
	<b>Total Operating Revenue</b>	<b>82,865</b>	<b>94,574</b>	<b>94,444</b>	<b>271,883</b>	<b>1,140,560</b>	<b>868,677</b>	<b>76%</b>
200.4110.00.000.000	Administrative Salaries	34,481	54,117	33,003	121,602	445,459	323,858	73%
200.4110.10.000.000	FSS Coordinator Salaries	1,212	2,677	1,573	5,462	19,533	14,071	72%
200.4115.01.000.000	FSS P/R Taxes - Social Security/Medicare	86	190	112	387	1,670	1,283	77%
200.4115.02.000.000	FSS P/R Taxes - SUI	-	-	-	-	176	176	100%
200.4115.04.000.000	FSS Retirement	242	333	264	839	1,289	451	35%
200.4115.05.000.000	FSS Workers Comp	-	-	32	32	117	85	73%
200.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	2,358	3,655	2,238	8,250	38,512	30,261	79%
200.4125.02.000.000	Admin. P/R Taxes- -SUI	147	144	-	292	3,647	3,355	92%
200.4125.04.000.000	Admin. Retirement	5,526	7,045	5,506	18,076	35,211	17,135	49%
200.4125.05.000.000	Admin. Workers Comp	-	-	1,082	1,082	2,673	1,590	60%
200.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
200.4130.00.000.000	Legal Fees	-	-	-	-	-	-	0%
200.4140.00.000.000	Training	1,208	-	(843)	365	1,500	1,135	76%
200.4150.00.000.000	Travel	346	131	1,042	1,519	2,000	481	24%
200.4170.04.000.000	Contract Service Plan Updates	-	-	-	-	10,000	10,000	100%
200.4170.05.000.000	Contract Services/Consulting	(126)	277	-	150	-	(150)	0%
200.4170.10.000.000	Professional Services	63	154	604	821	856	35	4%
200.4171.00.000.000	Auditing	-	-	-	-	12,194	12,194	100%
200.4180.00.000.000	147 Rent	4,120	4,120	4,120	12,359	49,440	37,081	75%
200.4190.00.000.000	Office Supplies	205	35	394	634	4,000	3,366	84%
200.4190.01.000.000	Postage	966	715	458	2,139	13,000	10,861	84%
200.4190.02.000.000	Printing & Copier Usage Charges	2,181	2,208	1,607	5,996	27,000	21,004	78%
200.4190.03.000.000	Telephone	701	975	825	2,500	9,000	6,500	72%
200.4190.04.000.000	Other Misc. Costs	-	-	-	-	-	-	0%
200.4190.05.000.000	Membership Dues and Subscriptions	50	-	299	349	1,800	1,451	81%
200.4190.06.000.000	Fair Housing Services	-	-	1,250	1,250	5,000	3,750	75%
200.4190.07.000.000	Computer Support & License Fees	27,551	-	-	27,551	29,000	1,449	5%
200.4190.12.000.000	Office Machines/Leases	474	563	30	1,067	2,500	1,433	57%
200.4190.14.000.000	Criminal Background Checks	532	568	210	1,310	7,500	6,190	83%
200.4190.16.000.000	Meeting Supplies/Expense	-	-	-	-	250	250	100%
200.4190.17.000.000	Office Equipment	-	-	-	-	-	-	0%
200.4190.20.000.000	Advertising	-	25	-	25	1,500	1,475	98%
200.4190.23.000.000	Computer Equipment	-	-	-	-	500	500	100%
200.4230.10.000.000	Contract Services	6,255	-	3,806	10,061	12,000	1,940	16%
200.4400.06.000.000	HCV Management Fee	16,404	16,320	16,308	49,032	199,584	150,552	75%
200.4400.07.000.000	HCV Bookkeeping Fee	10,253	10,200	10,193	30,645	124,740	94,095	75%
200.4401.00.000.000	IT Services	1,344	5,676	4,585	11,604	9,750	(1,854)	-19%
200.4420.07.000.000	Gas / Oil	58	39	71	168	750	582	78%
200.4430.00.000.000	Maintenance Contracts	-	-	-	-	500	500	100%
200.4430.01.000.000	Vehicle Lease, Maint. & Repair	121	191	130	442	4,849	4,407	91%
200.4430.10.000.000	Uniforms	-	-	-	-	275	275	100%
200.4436.00.000.000	Maintenance Charges from Others	-	-	-	-	343	343	100%
200.4510.01.000.000	General Liability Insurance	6,408	-	-	6,408	6,658	250	4%
200.4510.02.000.000	Auto Insurance	1,408	-	-	1,408	1,452	44	3%
200.4540.00.000.000	Admin Benefits	8,295	9,239	8,067	25,601	103,838	78,237	75%
200.4540.01.000.000	Retired Benefits	1,457	2,913	-	4,370	18,000	13,630	76%
200.4540.02.000.000	FSS Coordinator Benefits	249	281	280	810	3,038	2,228	73%
200.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
200.4600.01.000.000	OES Support Agreement	-	-	-	-	2,500	2,500	100%
200.5615.10.000.000	Other Interest/Penalties	-	-	-	-	-	-	0%
	<b>Total Operating Expenses</b>	<b>134,571</b>	<b>122,791</b>	<b>97,245</b>	<b>354,607</b>	<b>1,213,605</b>	<b>858,998</b>	<b>71%</b>
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>(51,706)</b>	<b>(28,217)</b>	<b>(2,800)</b>	<b>(82,724)</b>	<b>(73,045)</b>	<b>9,679</b>	
	<b>Program reserves used</b>					<b>73,045</b>		

**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>HCV - HAP Payments</b>								
200.8020.00.000.000	HAP Contributions Received from HUD	974,645	974,654	974,654	2,923,953	11,600,000	8,676,047	75%
200.8020.02.000.000	HAP Fraud Income (50%)	30	10	10	50	1,000	950	95%
	<b>Total Operating Revenue</b>	<b>974,675</b>	<b>974,664</b>	<b>974,664</b>	<b>2,924,003</b>	<b>11,601,000</b>	<b>8,676,997</b>	<b>75%</b>
200.8101.00.000.000	HAP Payments	-	-	-	-	-	-	0%
200.8101.01.000.000	HAP Payments for Incoming Ports	220	(898)	220	(458)	61,000	61,458	101%
200.8101.02.000.000	HAP Payments for Homeownership	1,107	1,107	991	3,205	16,000	12,795	80%
200.8101.03.000.000	HAP Payments for Enhanced Vouchers	44,447	44,002	43,377	131,826	582,000	450,174	77%
200.8101.04.000.000	HAP Payments for Tenant Protection	22,653	22,289	21,855	66,797	270,000	203,203	75%
200.8101.06.000.000	HAP Payments for VASH-HCV	3,167	3,187	3,187	9,541	28,000	18,459	66%
200.8101.07.000.000	HAP Payments for VASH-PBV	3,160	3,160	3,869	10,189	35,000	24,811	71%
200.8101.08.000.000	HAP Payments for PBV	37,116	39,017	38,928	115,061	255,000	139,939	55%
200.8101.11.000.000	HAP Payments for HCV	849,188	835,302	827,941	2,512,431	10,297,000	7,784,569	76%
200.8102.00.000.000	HAP FSS Escrow Payments	2,713	757	1,622	5,092	18,000	12,908	72%
200.8103.00.000.000	HAP Payments Outgoing Ports	-	-	-	-	-	-	0%
200.8103.02.000.000	Outgoing Ports Admin Fee for Homeownership	-	-	-	-	-	-	0%
200.8103.03.000.000	Outgoing Ports Admin Fee for Enhanced Vouchers	-	-	-	-	-	-	0%
200.8103.04.000.000	Outgoing Ports Admin Fee for Tenant Protection	-	-	-	-	-	-	0%
200.8103.06.000.000	Outgoing Ports Admin Fee for VASH-HCV	-	-	-	-	-	-	0%
200.8103.07.000.000	Outgoing Ports Admin Fee for VASH-PBV	-	-	-	-	-	-	0%
200.8103.08.000.000	Outgoing Ports Admin Fee for PBV	-	-	-	-	-	-	0%
200.8103.11.000.000	Outgoing Ports Admin Fee for HCV	122	96	149	367	7,000	6,633	95%
200.8104.00.000.000	HAP Utility Payments	-	-	-	-	-	-	0%
200.8104.02.000.000	HAP Utility Payments for Homeownership	-	-	377	377	-	(377)	0%
200.8104.03.000.000	HAP Utility Payments for Enhanced Vouchers	262	199	199	660	4,000	3,340	84%
200.8104.04.000.000	HAP Utility Payments for Tenant Protection	118	118	118	354	2,000	1,646	82%
200.8104.06.000.000	HAP Utility Payments for VASH-HCV	70	50	50	170	1,000	830	83%
200.8104.07.000.000	HAP Utility Payments for VASH-PBV	-	-	-	-	-	-	0%
200.8104.08.000.000	HAP Utility Payments for PBV	-	-	-	-	-	-	0%
200.8104.11.000.000	HAP Utility Payments for HCV	1,221	1,409	1,224	3,854	23,000	19,146	83%
	<b>Total Expenses</b>	<b>965,564</b>	<b>949,796</b>	<b>944,106</b>	<b>2,859,467</b>	<b>11,599,000</b>	<b>8,739,533</b>	<b>75%</b>
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>9,111</b>	<b>24,868</b>	<b>30,558</b>	<b>64,536</b>	<b>2,000</b>	<b>(62,536)</b>	
	<b>Program Net Increase/(Decrease)</b>	<b>(42,595)</b>	<b>(3,349)</b>	<b>27,757</b>	<b>(18,187)</b>	<b>(71,045)</b>		-

**Getting to Zero (GTZ)**

251.3025.00.000.000	GTZ Grant Income	-	-	-	-	98,889	98,889	100%
251.3610.01.000.000	Interest Income	0	0	0	0	5	5	93%
251.3690.00.000.000	Fraud Income	-	-	-	-	-	-	0%
251.3690.02.000.000	Other Income	-	-	-	-	-	-	0%
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,894</b>	<b>98,894</b>	<b>100%</b>
251.4110.00.000.000	Administrative Salaries	589	1,296	811	2,696	15,144	12,447	82%
251.4110.10.000.000	Sup Svc - Salaries	1,106	3,374	3,598	8,077	18,432	10,354	56%
251.4115.01.000.000	Sup Svc - P/R Taxes - Soc Security/Medicare	-	-	-	-	1,576	1,576	100%
251.4115.02.000.000	Sup Svc - P/R Taxes - SUI	-	-	-	-	463	463	100%
251.4115.04.000.000	Sup Svc - Retirement	-	-	-	-	161	161	100%
251.4115.05.000.000	Sup Svc - Workers Comp	-	-	-	-	111	111	100%
251.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	40	88	55	184	1,271	1,087	86%
251.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	119	119	100%
251.4125.04.000.000	Admin. Retirement	81	138	102	322	1,098	777	71%
251.4125.05.000.000	Admin. Workers Comp	-	-	17	17	91	74	82%
251.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
251.4130.00.000.000	Legal Fees	-	-	-	-	-	-	0%
251.4140.00.000.000	Training	-	-	-	-	-	-	0%
251.4150.00.000.000	Travel	1	75	87	163	1,000	837	84%
251.4170.00.000.000	Accounting Fees	-	-	-	-	-	-	0%
251.4170.10.000.000	Professional Services	65	-	(65)	-	-	-	0%
251.4171.00.000.000	Auditing	-	-	-	-	581	581	100%
251.4172.00.000.000	Public Relations Expense	-	-	-	-	500	500	100%
251.4180.00.000.000	147 Rent	-	-	-	-	-	-	0%
251.4190.00.000.000	Office Supplies	25	12	-	37	200	163	82%
251.4190.01.000.000	Postage	-	-	-	-	-	-	0%
251.4190.02.000.000	Printing & Copier Usage Charges	4	4	14	22	200	178	89%
251.4190.03.000.000	Telephone	-	-	-	-	900	900	100%
251.4190.04.000.000	Other Misc. Costs	-	-	-	-	-	-	0%
251.4190.05.000.000	Membership Dues and Subscriptions	-	-	-	-	-	-	0%
251.4190.06.000.000	Fair Housing Services	-	-	-	-	-	-	0%
251.4190.07.000.000	Computer Support & License Fees	187	-	-	187	870	683	78%
251.4190.11.000.000	Inspections	-	-	-	-	-	-	0%
251.4190.12.000.000	Office Machines/Leases	-	-	-	-	-	-	0%
251.4190.14.000.000	Criminal Background Checks	-	-	-	-	-	-	0%
251.4190.16.000.000	Meeting Supplies/Expense	-	-	-	-	-	-	0%
251.4190.20.000.000	Advertising	-	-	-	-	-	-	0%
251.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	0%
251.4230.10.000.000	Contract Services	-	-	-	-	-	-	0%
251.4401.00.000.000	IT Services	-	-	-	-	-	-	0%
251.4430.10.000.000	Uniforms	-	-	-	-	-	-	0%
251.4480.00.000.000	Protective Services	-	-	-	-	-	-	0%
251.4510.00.000.000	Insurance	-	-	-	-	-	-	0%
251.4510.01.000.000	General Liability Insurance	-	-	-	-	133	133	100%

**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
251.4540.00.000.000	Admin Benefits	135	215	164	513	2,661	2,148	81%
251.4540.01.000.000	Retired Benefits	-	-	-	-	-	-	0%
251.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
251.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	0%
251.4610.00.000.000	Extraordinary Maintenance/Tenant Damages	-	-	-	-	7,500	7,500	100%
251.4620.00.000.000	Move-in Assistance Cost	-	-	1,972	1,972	10,000	8,028	80%
251.4715.00.000.000	GTZ Voucher Pmts to Landlords	-	-	72	72	35,879	35,807	100%
251.4715.01.000.000	GTZ Utility Payments to Tenants	-	-	-	-	-	-	0%
251.5615.10.000.000	Other Interest/Penalties	-	-	-	-	-	-	0%
	<b>Total Operating Expenses</b>	<b>2,234</b>	<b>5,201</b>	<b>6,827</b>	<b>14,262</b>	<b>98,889</b>	<b>84,627</b>	86%
	<b>Net Increase/(Decrease) In Fund Bal</b>	<b>(2,234)</b>	<b>(5,201)</b>	<b>(6,826)</b>	<b>(14,262)</b>	<b>5</b>	<b>14,267</b>	
	<b>Program reserves used</b>					-		

## Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>COCC (General Fund)</b>								
310.3111.00.414.000	Land Lease Income - 180 W Beamer	4,079	-	-	4,079	-	(4,079)	0%
310.3220.00.000.000	CF Trans In - Mgmt Impr (1408)	-	-	-	-	75,000	75,000	100%
310.3400.01.000.000	AMP Management Fees	31,415	31,266	31,340	94,021	355,771	261,750	74%
310.3400.02.000.000	AMP Bookkeeping Fees	3,158	3,143	3,150	9,450	40,500	31,050	77%
310.3400.03.000.000	AMP Asset Management Fees	4,310	4,310	4,310	12,930	53,000	40,070	76%
310.3400.06.000.000	HCV Program Management Fees	16,404	16,320	16,308	49,032	199,584	150,552	75%
310.3400.07.000.000	HCV Program Bookkeeping Fees	10,253	10,200	10,193	30,645	124,740	94,095	75%
310.3400.10.000.000	Capital Fund 1410 Admin Costs/Mgmt Fees	-	-	-	-	79,978	79,978	100%
310.3410.00.311.000	Asset Management Fee - Eleanor	-	-	-	-	-	-	0%
310.3410.00.320.000	Asset Management Fee - ADMH	750	750	750	2,250	9,000	6,750	75%
310.3410.00.400.000	Asset Management Fee - NHCDC	-	-	-	-	-	-	0%
310.3410.00.402.000	Asset Management Fee - Cottonwood	1,610	1,610	1,610	4,830	19,320	14,490	75%
310.3410.00.501.000	Davis MC Management Fees	3,968	3,968	3,968	11,904	45,838	33,934	74%
310.3410.00.502.000	Madison MC Management Fees	4,829	9,313	4,829	18,971	59,635	40,664	68%
310.3410.00.503.000	Rehrman (Dixon) MC Management Fees	3,606	3,606	3,606	10,818	44,347	33,529	76%
310.3410.00.600.000	Davis Solar Management Fee	434	434	434	1,302	5,208	3,906	75%
310.3410.00.700.000	Pacifico Management Fees	3,500	3,500	3,500	10,500	42,000	31,500	75%
310.3690.02.101.000	Solar Power Revenue - Woodland	-	-	-	-	5,000	5,000	100%
310.3690.02.102.000	Solar Power Revenue - Winters	-	-	-	-	10,000	10,000	100%
310.3690.02.103.000	Solar Power Revenue - West Sac	-	-	-	-	10,000	10,000	100%
310.3435.00.000.000	IT Billed	6,609	15,775	9,188	31,572	112,125	80,553	72%
310.3436.00.000.000	Maintenance Charges to Programs	54,306	79,595	50,845	184,746	683,519	498,773	73%
310.3500.00.311.000	Development Fee - Eleanor	-	-	-	-	-	-	0%
310.3610.00.000.000	Interest Income	515	494	275	1,283	750	(533)	-71%
310.3610.01.413.000	Interest Income from NHCA LP	2,080	2,080	2,013	6,173	24,490	18,317	75%
310.3620.00.000.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	-	-	0%
310.3690.00.000.000	Other Income	946	841	1,304	3,091	18,000	14,909	83%
310.3690.00.413.000	Other Income - Crosswood	552	601	583	1,736	4,056	2,320	57%
310.3690.20.000.000	Discounts Taken	94	116	131	341	750	409	55%
310.3690.31.000.000	Income-Copier Usage Charges to Programs	-	3,677	2,521	6,198	41,175	34,977	85%
310.3690.32.000.000	Income-Copier Usage Charges to 4th & Hope	-	-	-	-	-	-	0%
	<b>Total Operating Revenue</b>	<b>153,417</b>	<b>191,598</b>	<b>150,857</b>	<b>495,873</b>	<b>2,063,786</b>	<b>1,567,913</b>	<b>76%</b>
310.4110.00.000.000	Administrative Salaries	61,536	90,180	65,553	217,269	753,031	535,762	71%
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	4,241	6,327	4,506	15,074	64,364	49,290	77%
310.4125.02.000.000	Admin. P/R Taxes- -SUI	21	33	21	75	4,027	3,952	98%
310.4125.04.000.000	Admin. Retirement	8,991	11,036	9,408	29,435	57,529	28,093	49%
310.4125.05.000.000	Admin. Workers Comp	-	-	2,351	2,351	11,980	9,629	80%
310.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
310.4130.00.000.000	Legal Fees	-	-	-	-	30,000	30,000	100%
310.4140.00.000.000	Training	1,815	125	460	2,400	5,000	2,600	52%
310.4150.00.000.000	Travel	344	1,943	494	2,782	7,000	4,218	60%
310.4170.00.000.000	Accounting Services	-	-	-	-	-	-	0%
310.4170.04.000.000	Contract Service - Plan Updates	-	-	-	-	-	-	0%
310.4170.05.000.000	Contract Services/Consulting	-	204	256	460	60,000	59,540	99%
310.4170.06.000.000	Contract Service - Clerk of the Board	-	-	-	-	5,000	5,000	100%
310.4170.10.000.000	Professional Services	(55)	461	221	627	856	229	27%
310.4171.00.000.000	Auditing	-	-	-	-	5,226	5,226	100%
310.4180.00.000.000	147 Rent	5,435	5,435	5,435	16,305	65,220	48,915	75%
310.4190.00.000.000	Postage	359	190	69	617	1,800	1,183	66%
310.4190.01.000.000	Office Supplies	521	39	850	1,410	5,000	3,590	72%
310.4190.02.000.000	Printing & Copier Usage Charges	988	1,008	544	2,539	7,000	4,461	64%
310.4190.03.000.000	Telephone	1,651	2,375	2,083	6,109	24,000	17,891	75%
310.4190.04.000.000	Board Stipends	300	250	-	550	3,850	3,300	86%
310.4190.05.000.000	Dues & Subscriptions	1,366	-	60	1,426	6,000	4,574	76%
310.4190.07.000.000	Computer Support & License Fees	4,261	-	-	4,261	7,000	2,739	39%
310.4190.08.000.000	Computer Services	725	254	480	1,459	15,000	13,541	90%
310.4190.11.000.000	Office Equipment	-	-	-	-	-	-	0%
310.4190.12.000.000	Office Machines/Leases	2,194	2,206	2,135	6,536	29,000	22,464	77%
310.4190.13.000.000	Meeting Expense	(687)	30	555	(102)	3,750	3,852	103%
310.4190.16.000.000	P/R Processing Fee	548	795	509	1,852	7,000	5,148	74%
310.4190.18.000.000	Taxes, Fees and Assessments	40	-	-	40	50	10	20%
310.4190.20.000.000	Advertising	-	-	-	-	1,500	1,500	100%
310.4190.23.000.000	Computer Equipment	-	772	-	772	-	(772)	0%
310.4310.00.000.000	Water - Davis Lot Fee	2	2	2	7	25	18	73%
310.4410.00.000.000	Maintenance Salaries	38,136	43,660	28,351	110,147	415,130	304,982	73%
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	2,683	3,083	1,982	7,748	31,090	23,342	75%
310.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	3,250	3,250	100%
310.4415.04.000.000	Maintenance Retirement	4,476	4,727	4,051	13,254	28,071	14,817	53%
310.4415.05.000.000	Maintenance Workers Comp	-	-	6,854	6,854	25,930	19,076	74%
310.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	0%
310.4420.00.000.000	Maintenance Supplies	-	-	60	60	-	(60)	0%
310.4420.07.000.000	Fleet Vehicle Lease, Maint. & Fuel	3,267	4,960	1,744	9,971	66,925	56,954	85%
310.4430.06.000.000	Trash Truck Lease, Maint. & Fuel	605	678	368	1,651	14,230	12,579	88%
310.4430.08.000.000	Automotive Repairs	225	268	284	777	-	(777)	0%
310.4430.10.000.000	Uniform and Mat Service	65	-	1,001	1,065	4,000	2,935	73%
310.4430.14.000.000	Project and Program Expenses	-	-	-	-	-	-	0%
310.4510.01.000.000	General Liability Insurance	-	-	-	-	300	300	100%
310.4510.02.000.000	Auto Insurance	5,843	-	-	5,843	8,347	2,504	30%
310.4510.03.000.000	Property Insurance	-	-	-	-	488	488	100%
310.4540.00.000.000	Admin Benefits	5,768	5,477	6,642	17,887	95,101	77,214	81%
310.4540.01.000.000	Retired Admin Benefits	1,728	3,456	-	5,184	21,000	15,816	75%

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
310.4540.04.000.000	OPEB Expense	-	-	-	-	65,000	65,000	100%
310.4540.10.000.000	Maintenance Benefits	6,046	4,758	4,738	15,542	99,035	83,493	84%
310.4550.00.000.000	Bank Fees & Finance Chgs	-	-	-	-	-	-	0%
310.4600.01.000.000	OES Support Agreement	-	-	-	-	-	-	0%
<b>Total Expenses</b>		<b>163,439</b>	<b>194,732</b>	<b>152,067</b>	<b>510,238</b>	<b>2,058,105</b>	<b>1,547,867</b>	<b>75%</b>
<b>Net Increase/(Decrease) in Fund Bal</b>		<b>(10,022)</b>	<b>(3,134)</b>	<b>(1,210)</b>	<b>(14,365)</b>	<b>5,681</b>		

### COCC (Grants Management)

310.8015.00.000.000	Yolo County Other Grants	-	-	-	-	72,166	72,166	100%
310.8015.04.000.000	Yolo County Drought Relocation Grant	-	-	-	-	-	-	0%
310.8015.05.000.000	Yolo County Westucky Grant	-	-	-	-	10,500	10,500	100%
310.8015.11.000.000	YC DESS/THP+ (non-pacifico)- Grant Income	8,776	8,410	7,800	24,985	93,432	68,447	73%
310.8020.00.000.000	Yolo County Other - Staffing Costs	(12,221)	(11,478)	(8,511)	(32,209)	(71,529)	(39,320)	55%
310.8020.04.000.000	Yolo County Drought Relocation - Staffing Costs	-	-	-	-	-	-	0%
310.8020.05.000.000	Yolo County Westucky - Staffing Costs	-	-	-	-	(10,500)	(10,500)	100%
310.8020.11.000.000	YC DESS/THP+ (non-pacifico)- Staffing Costs	(508)	(593)	(639)	(1,740)	(3,432)	(1,692)	49%
310.8030.00.000.000	Yolo County Other - Operating Costs	(230)	(465)	(103)	(799)	(3,000)	(2,201)	73%
310.8030.04.000.000	Yolo County Drought Relocation - Operating Costs	-	-	-	-	-	-	0%
310.8030.05.000.000	Yolo County Westucky - Operating Costs	-	-	-	-	-	-	0%
310.8030.11.000.000	YC DESS/THP+ (non-pacifico)- Operating Costs	(8,220)	(8,369)	(7,213)	(23,803)	(90,000)	(66,197)	74%
310.8090.00.000.000	Yolo County Other- Transfer Out	-	-	-	-	-	-	0%
310.8090.04.000.000	Yolo County Drought Relocation- Transfer Out	-	-	-	-	-	-	0%
310.8090.05.000.000	Yolo County Westucky- Transfer Out	-	-	-	-	-	-	0%
310.8090.11.000.000	YC DESS/THP+ (non-pacifico) - Transfer Out	-	-	-	-	-	-	0%
	Grant Mgmt, Net - Yolo County	<b>(12,403)</b>	<b>(12,496)</b>	<b>(8,667)</b>	<b>(33,566)</b>	<b>(2,363)</b>	<b>31,203</b>	<b>-1321%</b>
310.8215.00.000.000	Winters Other Grants	-	-	-	-	15,954	15,954	100%
310.8219.00.000.000	Winters Other Grants- Transfer In	-	-	-	-	-	-	0%
310.8220.00.000.000	Winters Other Grants - Staffing Costs	(595)	(1,599)	(1,350)	(3,544)	(15,621)	(12,077)	77%
310.8220.01.000.000	Winters Affordable Housing - Staffing Costs	-	-	-	-	-	-	0%
310.8220.02.000.000	Winters CDBG - Staffing Costs	-	-	-	-	-	-	0%
310.8220.03.000.000	Winters HOME - Staffing Costs	-	-	-	-	-	-	0%
310.8230.00.000.000	Winters Other Grants - Operating Costs	(4)	(1)	(21)	(25)	(500)	(475)	95%
	Grant Mgmt, Net - City of Winters	<b>(599)</b>	<b>(1,600)</b>	<b>(1,371)</b>	<b>(3,569)</b>	<b>(167)</b>	<b>3,403</b>	<b>-2042%</b>
310.8415.00.000.000	Davis Other Grants	-	-	-	-	142,718	142,718	100%
310.8419.00.000.000	Davis Other Grants- Transfer In	-	-	-	-	-	-	0%
310.8420.00.000.000	Davis Other Grants - Staffing Costs	(8,256)	(10,796)	(7,296)	(26,348)	(138,266)	(111,918)	81%
310.8430.00.000.000	Davis Other Grants - Operating Costs	(166)	(363)	(243)	(772)	(4,000)	(3,228)	81%
310.8490.00.000.000	Davis Other Grants- Transfer Out	-	-	-	-	-	-	0%
	Grant Mgmt, Net - City of Davis	<b>(8,422)</b>	<b>(11,160)</b>	<b>(7,539)</b>	<b>(27,120)</b>	<b>453</b>	<b>27,573</b>	<b>6093%</b>
<b>Total Grant Management, Net</b>		<b>(21,424)</b>	<b>(25,255)</b>	<b>(17,576)</b>	<b>(64,255)</b>	<b>(2,077)</b>	<b>62,178</b>	
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>(31,445)</b>	<b>(28,389)</b>	<b>(18,786)</b>	<b>(78,620)</b>	<b>3,604</b>	<b>62,178</b>	

Program reserves used	-
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**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>ADMH/Helen Thomson Homes</b>								
320.3690.00.000.000	Other government revenues	-	-	-	-	51,731	51,731	100%
<b>Total Operating Revenue</b>		-	-	-	-	<b>51,731</b>	<b>51,731</b>	100%
320.4190.02.000.000	Printing & Copier Usage Charges	-	0	3	3	25	22	88%
320.4190.14.010.000	Background Check - Meadowlark	-	-	115	115	150	35	23%
320.4190.14.020.000	Background Check - Trinity	-	-	-	-	50	50	100%
320.4190.18.010.000	Property Taxes, Assessments and Fees - Meadowlark	1,221	-	-	1,221	1,750	529	30%
320.4190.18.020.000	Property Taxes, Assessments and Fees - Trinity	-	-	-	-	-	-	0%
320.4310.01.010.000	Water - Meadowlark	43	43	43	128	533	406	76%
320.4310.01.020.000	Water - Trinity	150	80	100	331	1,950	1,620	83%
320.4320.00.010.000	Electric Service - Meadowlark	485	478	400	1,363	3,863	2,500	65%
320.4320.00.020.000	Electric Expense - Trinity	330	307	249	887	4,172	3,286	79%
320.4330.00.010.000	Gas - Meadowlark	61	38	33	133	1,339	1,206	90%
320.4330.00.020.000	Gas - Trinity	15	6	10	32	771	739	96%
320.4390.00.010.000	Sewer - Meadowlark	47	47	47	141	514	373	73%
320.4390.00.020.000	Sewer - Trinity	62	62	62	186	733	546	75%
320.4400.01.010.000	Management Fee Expense - Meadowlark	375	375	375	1,125	4,500	3,375	75%
320.4400.01.020.000	Management Fee Expense - Trinity	375	375	375	1,125	4,500	3,375	75%
320.4420.00.010.000	Materials - Meadowlark	-	-	-	-	500	500	100%
320.4420.00.020.000	Materials - Trinity	-	-	-	-	500	500	100%
320.4421.00.010.000	Maintenance Repairs - Meadowlark	-	4	-	4	400	396	99%
320.4421.00.020.000	Maintenance Repairs - Trinity	-	-	65	65	700	635	91%
320.4430.04.010.000	Garbage and Trash Removal - Meadowlark	26	26	26	78	250	172	69%
320.4430.04.020.000	Garbage and Trash Removal - Trinity	63	-	63	127	400	273	68%
320.4430.05.010.000	Chemical Treatment - Meadowlark	65	115	-	180	150	(30)	-20%
320.4430.05.020.000	Chemical Treatment - Trinity	-	-	-	-	150	150	100%
320.4431.00.010.000	Grounds Maintenance - Meadowlark	72	-	-	72	-	(72)	0%
320.4431.00.020.000	Grounds Maintenance - Trinity	170	122	122	415	1,500	1,085	72%
320.4436.00.010.000	Maintenance Charges from Others - Meadowlark	146	53	-	199	2,158	1,959	91%
320.4436.00.020.000	Maintenance Charges from Others - Trinity	146	53	-	199	2,158	1,959	91%
320.4510.00.010.000	Flood Insurance - Meadowlark	-	-	-	-	2,500	2,500	100%
320.4510.01.010.000	General Liability Insurance - Trinity	37	-	-	37	-	(37)	0%
320.4510.01.020.000	General Liability Insurance - Meadowlark	37	-	-	37	-	(37)	0%
320.4510.03.010.000	Property Insurance - Meadowlark	259	-	-	259	282	24	8%
320.4510.03.020.000	Property Insurance - Trinity	192	-	-	192	209	17	8%
320.4610.00.010.000	Extraordinary Maint-Meadowlark (Cap Impr not Capi	-	-	-	-	11,250	11,250	100%
320.4610.00.020.000	Extraordinary Maintenance - Trinity	2,550	-	-	2,550	3,775	1,225	32%
<b>Total Expenses</b>		<b>6,929</b>	<b>2,184</b>	<b>2,089</b>	<b>11,203</b>	<b>51,731</b>	<b>40,529</b>	78%
<b>Net Increase/(Decrease) in Fund Bal</b>		<b>(6,929)</b>	<b>(2,184)</b>	<b>(2,089)</b>	<b>(11,203)</b>	-		
<b>Program reserves used</b>						-		

# Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
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# Yolo Housing

## Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>NHCDC Corporate</b>								
400.3410.00.411.000	Asset Mgmt Fee - Cesar	-	-	-	-	-	-	0%
400.3410.00.412.000	Asset Mgmt Fee - Rochdale	-	-	-	-	-	-	0%
400.3410.00.413.000	Asset Mgmt Fee - Crosswood	872	872	872	2,617	10,624	8,007	75%
400.3410.00.414.000	Asset Mgmt Fee - West Beamer Place	-	-	-	-	-	-	0%
400.3500.00.411.000	Development Fee - Cesar	-	-	-	-	-	-	0%
400.3500.00.412.000	Development Fee - Rochdale	-	-	-	-	-	-	0%
400.3500.00.413.000	Development Fee - Crosswood	-	-	-	-	-	-	0%
400.3500.00.414.000	Development Fee - West Beamer Place	-	-	-	-	-	-	0%
400.3610.00.000.000	Interest Income	3	3	3	9	50	41	81%
400.3690.00.000.000	Other Income	-	-	-	-	-	-	0%
	<b>Total Operating Revenue</b>	<b>876</b>	<b>875</b>	<b>875</b>	<b>2,626</b>	<b>10,674</b>	<b>8,048</b>	<b>75%</b>
400.4110.00.000.000	Administration Salaries	81	330	34	445	13,597	13,152	97%
400.4125.01.000.000	Admin. P/R Taxes - Social Security/Medicare	5	23	2	31	1,163	1,132	97%
400.4125.02.000.000	Admin. P/R Taxes - SUI	4	1	-	5	53	48	91%
400.4125.04.000.000	Admin. Retirement	171	186	169	526	897	372	41%
400.4125.05.000.000	Admin. Workers Comp	-	-	1	1	-	(1)	0%
400.4125.06.000.000	Admin Comp. Abs	-	-	-	-	-	-	0%
400.4140.00.000.000	Training	-	-	-	-	-	-	0%
400.4150.00.000.000	Travel	-	-	-	-	-	-	0%
400.4170.10.000.000	Professional Services	-	-	-	-	-	-	0%
400.4171.00.000.000	Auditing & REAC Submittal Fees	-	-	-	-	1,161	1,161	100%
400.4171.01.000.000	Tax Return Prep (incl. 990)	1,575	-	-	1,575	-	(1,575)	0%
400.4190.00.000.000	Postage	2	-	-	2	-	(2)	0%
400.4190.01.000.000	Office Supplies	-	-	-	-	-	-	0%
400.4190.02.000.000	Printing & Copier Usage Charges	15	7	2	24	-	(24)	0%
400.4190.07.000.000	Computer Support & License Fees	182	-	-	182	-	(182)	0%
400.4190.11.000.000	Office Equipment	-	-	-	-	-	-	0%
400.4190.12.000.000	Office Machines/Leases	-	-	-	-	-	-	0%
400.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	-	-	0%
400.4190.20.000.000	Advertising	-	-	-	-	-	-	0%
400.4190.22.000.000	Meeting Supplies/Expense	-	-	-	-	-	-	0%
400.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	0%
400.4401.00.000.000	IT Services	-	-	-	-	1,950	1,950	100%
400.4510.01.000.000	General Liability Insurance	-	-	-	-	-	-	0%
400.4510.05.000.000	Director's Risk Insurance	1,596	-	-	1,596	2,234	638	29%
400.4540.00.000.000	Admin Benefits	-	9	11	21	2,294	2,273	99%
	<b>Total Expenses</b>	<b>3,631</b>	<b>556</b>	<b>219</b>	<b>4,405</b>	<b>23,350</b>	<b>18,944</b>	<b>81%</b>
	<b>Net Operating Income/(Loss)</b>	<b>(2,755)</b>	<b>320</b>	<b>657</b>	<b>(1,779)</b>	<b>(12,676)</b>		
400.8111.00.000.000	Big DOG Donations	-	-	-	-	-	-	0%
400.8119.00.000.000	Big DOG Transfer In	-	-	-	-	-	-	0%
400.8120.00.000.000	Big DOG Staffing Costs	-	-	-	-	-	-	0%
400.8130.00.000.000	Big DOG Operating Costs	-	(677)	-	(677)	-	677	0%
400.8190.00.000.000	Big DOG Transfer Out	-	-	-	-	-	-	0%
400.8211.00.000.000	CLC Donations Rec'd (EE)	-	-	-	-	-	-	0%
400.8212.00.000.000	CLC Donations Rec'd (non-EE)	-	-	-	-	-	-	0%
400.8213.00.000.000	CLC Fees Collected	-	-	-	-	-	-	0%
400.8219.00.000.000	CLC Transfer In	-	-	-	-	-	-	0%
400.8220.00.101.000	CLC staffing Costs AMP1	-	-	-	-	-	-	0%
400.8220.00.102.000	CLC staffing Costs AMP2	-	-	-	-	-	-	0%
400.8220.00.103.000	CLC staffing Costs AMP3	-	-	-	-	-	-	0%
400.8220.00.501.000	CLC staffing Costs DMC	-	-	-	-	-	-	0%
400.8220.00.502.000	CLC staffing Costs MMC	-	-	-	-	-	-	0%
400.8220.00.503.000	CLC staffing Costs RMC	(833)	(1,332)	(1,017)	(3,183)	-	3,183	0%
400.8230.00.000.000	CLC Operating Costs	-	-	-	-	-	-	0%
400.8230.00.101.000	CLC Operating Costs - AMP1	-	-	-	-	-	-	0%
400.8230.00.102.000	CLC Operating Costs - AMP2	-	-	-	-	-	-	0%
400.8230.00.103.000	CLC Operating Costs - AMP3	-	-	-	-	-	-	0%
400.8230.00.501.000	CLC Operating Costs - DMC	-	-	-	-	-	-	0%
400.8230.00.502.000	CLC Operating Costs - MMC	-	-	-	-	-	-	0%
400.8230.00.503.000	CLC Operating Costs - RMC	-	-	-	-	-	-	0%
400.8311.00.000.000	Soccer Donations Rec'd (EE)	-	-	-	-	-	-	0%
400.8312.00.000.000	Soccer Donations Rec'd (non-EE)	-	-	-	-	-	-	0%
400.8313.00.000.000	Soccer Fees Collected	-	-	-	-	-	-	0%
400.8319.00.000.000	Soccer Transfer In	-	-	-	-	-	-	0%
400.8320.00.000.000	Soccer Staffing Costs	-	-	-	-	-	-	0%
400.8330.00.000.000	Soccer Operating Costs	-	-	-	-	-	-	0%
400.8411.00.000.000	Homeless Donations Rec'd (EE)	-	-	-	-	-	-	0%
400.8412.00.000.000	Homeless Donations Rec'd (non-EE)	-	-	-	-	-	-	0%
400.8413.00.000.000	Homeless Fees Collected	-	-	-	-	-	-	0%
400.8419.00.000.000	Homeless Transfer In	-	-	-	-	-	-	0%
400.8420.00.000.000	Homeless Staffing Costs	-	-	-	-	-	-	0%
400.8430.00.000.000	Homeless Operating Costs	-	-	-	-	-	-	0%

## Yolo Housing

### Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
400.8511.00.000.000	Summer Donations Rec'd (EE)	-	-	-	-		-	0%
400.8512.00.000.000	Summer Donations Rec'd (non-EE)	-	-	-	-		-	0%
400.8513.00.000.000	Summer Fees Collected	-	-	-	-		-	0%
400.8519.00.000.000	Summer Transfer In	-	-	-	-		-	0%
400.8520.00.000.000	Summer Staffing Costs	-	-	-	-		-	0%
400.8530.00.000.000	Summer Operating Costs	-	-	-	-		-	0%
400.8911.00.000.000	Other Donations Rec'd (EE)	384	576	384	1,344		(1,344)	0%
400.8912.00.000.000	Other Donations Rec'd (non-EE)	-	-	-	-		-	0%
400.8913.00.000.000	Other Fees Collected	-	-	-	-		-	0%
400.8919.00.000.000	Other Transfer In	-	-	-	-		-	0%
400.8920.00.000.000	Other Staffing Costs	-	-	-	-		-	0%
400.8930.00.000.000	Other Operating Costs	-	-	-	-		-	0%
400.8990.00.000.000	Other Transfer Out	-	-	-	-		-	0%
<b>Net Program Income/(Expense)</b>		<b>(449)</b>	<b>(1,433)</b>	<b>(633)</b>	<b>(2,516)</b>	<b>-</b>	<b>2,516</b>	<b>0%</b>
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>(3,204)</b>	<b>(1,113)</b>	<b>23</b>	<b>(4,295)</b>	<b>(12,676)</b>		
<b>Program reserves used</b>							<b>12,676</b>	

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Cottonwood Meadows Senior Apartments</b>								
401.3110.00.000.000	Dwelling Rent-Market Rate Units	26,895	27,536	27,618	82,049	310,000	227,951	74%
401.3110.01.000.000	Dwelling Rent-RHCP Units	2,551	2,370	2,370	7,291	39,000	31,709	81%
401.3110.20.000.000	Dwelling Rent-HAP Payments Rec'd	-	-	-	-	-	-	0%
401.3369.01.000.000	RHCP - State Annuity Receipts	-	-	-	-	-	-	0%
401.3610.00.000.000	Interest Income	61	62	57	181	200	19	10%
401.3610.01.000.000	Interest on Replacement Reserve	-	-	-	-	300	300	100%
401.3690.00.000.000	Other Income	70	-	-	70	50	(20)	-40%
401.3690.03.000.000	Other Income Tenant Cottonwood	125	117	98	340	3,000	2,660	89%
401.3690.04.000.000	Other Program Charges-RHCP Units	-	-	-	-	150	150	100%
401.3690.05.000.000	Vending Income	-	272	-	272	3,500	3,228	92%
	<b>Total Operating Revenue</b>	<b>29,702</b>	<b>30,357</b>	<b>30,143</b>	<b>90,203</b>	<b>356,200</b>	<b>265,997</b>	<b>75%</b>
401.4110.00.000.000	Administration Salaries	3,551	4,057	3,509	11,117	29,082	17,965	62%
401.4125.01.000.000	Admin. P/R Taxes - Social Security/Medicare	252	277	240	769	2,493	1,724	69%
401.4125.02.000.000	Admin. P/R Taxes - SUI	-	2	-	2	282	280	99%
401.4125.04.000.000	Admin. Retirement	319	435	388	1,142	1,919	777	40%
401.4125.05.000.000	Admin. Workers Comp	-	-	180	180	174	(6)	-3%
401.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
401.4130.00.000.000	Legal Fees	-	-	-	-	1,600	1,600	100%
401.4140.00.000.000	Training	-	-	-	-	2,000	2,000	100%
401.4150.00.000.000	Travel	-	-	-	-	1,000	1,000	100%
401.4170.05.000.000	Contract Services	-	-	-	-	-	-	0%
401.4170.10.000.000	Professional Services	-	11	-	11	856	845	99%
401.4171.00.000.000	Audit Fees	-	-	-	-	5,226	5,226	100%
401.4190.00.000.000	Postage	-	-	-	-	100	100	100%
401.4190.01.000.000	Office Supplies	41	-	193	234	300	66	22%
401.4190.02.000.000	Printing & Copier Usage Charges	0	12	6	18	250	232	93%
401.4190.03.000.000	Telephone	229	285	263	776	3,000	2,224	74%
401.4190.05.000.000	Membership Dues and Subscriptions	-	-	60	60	500	440	88%
401.4190.07.000.000	Computer Support & License Fees	1,139	-	-	1,139	2,000	861	43%
401.4190.11.000.000	Office Equipment	-	-	-	-	500	500	100%
401.4190.12.000.000	Office Machines/Leases	63	63	63	189	777	588	76%
401.4190.14.000.000	Criminal Background Checks	-	-	-	-	150	150	100%
401.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	17,000	17,000	100%
401.4190.20.000.000	Advertising	-	-	-	-	600	600	100%
401.4190.22.000.000	Meeting Supplies/Expense	-	-	-	-	500	500	100%
401.4190.23.000.000	Computer Equipment	-	-	-	-	1,000	1,000	100%
401.4221.00.000.000	Tenant Liaison	-	-	-	-	-	-	0%
401.4310.00.000.000	Water	1,075	1,073	1,098	3,246	18,536	15,290	82%
401.4320.00.000.000	Electricity	475	521	506	1,502	5,977	4,475	75%
401.4330.00.000.000	Gas	61	49	66	175	680	505	74%
401.4390.00.000.000	Sewerage	1,906	1,906	1,906	5,718	22,471	16,753	75%
401.4400.01.000.000	Cottonwood Mgmt Fee to YCH	1,610	1,610	1,610	4,830	19,320	14,490	75%
401.4401.00.000.000	IT Services	100	988	281	1,369	7,800	6,431	82%
401.4420.09.000.000	Maintenance Equipment/Supplies	117	-	-	117	2,500	2,383	95%
401.4423.08.000.000	Fire Protection/Testing/Monitoring	162	-	-	162	750	588	78%
401.4430.00.000.000	Grounds Maintenance Projects	-	-	-	-	3,500	3,500	100%
401.4430.02.000.000	Maintenance Contracts	268	268	268	804	20,000	19,196	96%
401.4430.03.000.000	Painting and Decorating Contracts	87	-	-	87	4,000	3,913	98%
401.4430.04.000.000	Garbage and Trash Removal	746	589	685	2,020	7,500	5,480	73%
401.4430.05.000.000	Chemical Treatment Contract	-	-	-	-	1,500	1,500	100%
401.4430.11.000.000	Building Repairs	2,350	1,570	4,504	8,425	15,000	6,575	44%
401.4430.12.000.000	Janitorial Services	-	588	85	673	1,000	327	33%
401.4431.00.000.000	Landscape Maintenance Contract Work	279	492	279	1,050	3,000	1,950	65%
401.4436.00.000.000	Maintenance Charges from Others	1,735	3,724	2,748	8,206	48,620	40,414	83%
401.4480.00.000.000	Protective Services	-	216	-	216	750	534	71%
401.4510.01.000.000	General Liability Insurance	2,998	-	-	2,998	4,373	1,375	31%
401.4510.03.000.000	Property Insurance	4,748	-	-	4,748	7,623	2,875	38%
401.4540.00.000.000	Admin Benefits	573	509	812	1,894	5,911	4,017	68%
401.4540.04.000.000	OPEB Expense	-	-	-	-	10,000	10,000	100%
401.4550.00.000.000	Bank Fees & Charges	-	-	-	-	-	-	0%
401.4550.01.000.000	Loan Fees (Amortization)	-	-	-	-	1,267	1,267	100%
401.4570.00.000.000	Collection Loss	-	-	-	-	2,500	2,500	100%
401.5615.00.000.000	Interest on Note Payable FNB	4,669	4,814	4,802	14,285	56,000	41,715	74%
	<b>Total Expenses</b>	<b>29,553</b>	<b>24,058</b>	<b>24,551</b>	<b>78,163</b>	<b>341,888</b>	<b>263,726</b>	<b>77%</b>
	<b>Net Operating Income/(Loss)</b>	<b>149</b>	<b>6,299</b>	<b>5,592</b>	<b>12,040</b>	<b>14,312</b>		
401.3690.00.000.000	Other Government Income	70	-	-	70	179,018	178,948	100%
	<b>Other Income/(Expenses)</b>	<b>70</b>	<b>-</b>	<b>-</b>	<b>70</b>	<b>179,018</b>	<b>178,948</b>	
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>219</b>	<b>6,299</b>	<b>5,592</b>	<b>12,110</b>	<b>193,330</b>	<b>178,948</b>	

Program reserves used	-
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## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Davis Migrant Center</b>								
501.3690.02.000.000	Operating Contract Revenue	105,838	34,240	24,692	164,771	430,784	266,013	62%
	<b>Total Operating Revenue</b>	<b>105,838</b>	<b>34,240</b>	<b>24,692</b>	<b>164,771</b>	<b>430,784</b>	<b>266,013</b>	<b>62%</b>
501.4110.00.000.000	Administrative Salaries	1,406	1,907	1,654	4,966	28,152	23,186	82%
501.4110.01.000.000	Seasonal Salaries	-	-	-	-	964	964	100%
501.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	85	116	102	302	2,407	2,105	87%
501.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	234	234	100%
501.4125.04.000.000	Admin. Retirement	275	311	292	877	2,213	1,335	60%
501.4125.05.000.000	Admin. Workers Comp	-	-	44	44	169	124	74%
501.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
501.4140.00.000.000	Training	-	-	-	-	450	450	100%
501.4150.00.000.000	Travel - Ops	92	-	111	202	2,000	1,798	90%
501.4150.01.000.000	Travel - Admin	-	-	-	-	1,000	1,000	100%
501.4170.00.000.000	Legal	-	-	-	-	-	-	0%
501.4170.10.000.000	Professional Services	-	32	-	32	856	824	96%
501.4171.00.000.000	Auditing	-	-	-	-	1,250	1,250	100%
501.4190.00.000.000	YCH Contract Mgmt Fee	3,968	3,968	3,968	11,904	45,838	33,934	74%
501.4190.01.000.000	Office Supplies	26	44	2	73	600	527	88%
501.4190.03.000.000	Telephone	67	68	67	201	805	604	75%
501.4190.04.000.000	Other Misc. Costs	-	-	229	229	-	(229)	0%
501.4190.05.000.000	Membership & Dues	-	-	-	-	-	-	0%
501.4190.06.000.000	Auto Maintenance / Repairs	-	-	-	-	2,500	2,500	100%
501.4190.07.000.000	Gas / Oil	82	280	216	578	3,000	2,422	81%
501.4190.08.000.000	Minor Equip Repair / Maint	-	-	-	-	-	-	0%
501.4190.09.000.000	Major Equip Repair / Maint	-	-	-	-	-	-	0%
501.4190.10.000.000	Computer Software Chgs.	1,945	-	-	1,945	1,500	(445)	-30%
501.4190.11.000.000	Office Equipment/Copier Charges	13	30	22	66	200	134	67%
501.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	150	150	100%
501.4310.00.000.000	Water	1,979	1,575	1,417	4,972	40,000	35,028	88%
501.4320.00.000.000	Electricity	3,173	4,342	3,239	10,755	32,675	21,920	67%
501.4330.00.000.000	Gas	3,046	1,905	529	5,481	8,029	2,548	32%
501.4390.00.000.000	Sewerage	2,750	3,700	1,380	7,830	40,358	32,528	81%
501.4401.00.000.000	IT Services	-	313	125	438	975	538	55%
501.4410.00.000.000	Maintenance Salaries	4,060	6,091	3,973	14,124	52,823	38,699	73%
501.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	268	403	262	932	4,293	3,361	78%
501.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	441	441	100%
501.4415.04.000.000	Maintenance Retirement	673	811	668	2,152	4,203	2,051	49%
501.4415.05.000.000	Maintenance Workers Comp	-	-	979	979	3,705	2,726	74%
501.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	0%
501.4420.00.000.000	Maintenance Supplies	1,132	507	106	1,745	3,000	1,255	42%
501.4420.05.000.000	Lumber and Hardware	-	126	130	255	700	445	64%
501.4423.08.000.000	Fire Testing/Monitoring	-	1,437	-	1,437	1,500	63	4%
501.4430.00.000.000	Maintenance Contracts	-	-	-	-	500	500	100%
501.4430.01.000.000	Water Well Maintenance	-	-	-	-	-	-	0%
501.4430.02.000.000	Grounds Maintenance	49	51	618	718	2,000	1,282	64%
501.4430.04.000.000	Rubbish & Trash Removal	2,032	(177)	1,107	2,962	10,000	7,038	70%
501.4430.05.000.000	Elec/Plumb/Paint Supplies	280	(0)	988	1,268	6,300	5,032	80%
501.4430.06.000.000	Vehicle Repairs & Maintenance	-	-	-	-	-	-	0%
501.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	0%
501.4430.10.000.000	Uniforms	-	-	-	-	-	-	0%
501.4430.11.000.000	Building Repairs	-	-	-	-	-	-	0%
501.4436.00.000.000	Maintenance Charges from Others	-	-	-	-	1,768	1,768	100%
501.4480.00.000.000	Protective Services	-	-	82	82	500	419	84%
501.4510.00.000.000	Insurance - Flood	-	-	-	-	-	-	0%
501.4510.01.000.000	General Liability Insurance	3,903	-	-	3,903	4,055	152	4%
501.4510.02.000.000	Auto Insurance	739	-	-	739	800	61	8%
501.4510.03.000.000	Property Insurance	12,070	-	-	12,070	13,167	1,097	8%
501.4540.00.000.000	Admin Benefits	429	603	765	1,797	8,300	6,503	78%
501.4540.01.000.000	Retired Benefits	1,383	2,765	-	4,148	17,510	13,362	76%
501.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
501.4540.10.000.000	Maintenance Benefits	1,597	1,597	1,593	4,786	19,116	14,330	75%
501.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	0%
501.4550.00.000.000	Bank Fees & Charges	-	-	-	-	-	-	0%
501.4570.00.000.000	Collection Loss	-	-	-	-	-	-	0%
501.4610.00.000.000	Extraordinary Maintenance/Rehab	-	-	-	-	-	-	0%
501.5610.01.000.000	Loan Payment (Prn & Int)	-	-	-	-	59,779	59,779	100%
	<b>Total Expenses</b>	<b>47,524</b>	<b>32,801</b>	<b>24,666</b>	<b>104,992</b>	<b>430,784</b>	<b>325,792</b>	<b>76%</b>
	<b>Net Operating Income/(Loss)</b>	<b>58,314</b>	<b>1,439</b>	<b>26</b>	<b>59,779</b>	<b>-</b>		

**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Rehab Grants for DMC</b>								
501.8010.01.000.000	Rehab Grant Revenue - OMS	-	-	-	-	-	-	0%
501.8010.11.000.000	Excess Op Funds - OMS	(3,182)	-	-	(3,182)	41,630	44,812	108%
501.8010.21.000.000	Replacement Reserve Revenue	48,000	-	-	48,000	48,000	-	0%
501.8610.01.000.000	Rehab Work - OMS	922	-	-	922	-	(922)	0%
501.8610.11.000.000	Op Res Exp - OMS	(5,196)	-	(19,712)	(24,907)	(41,630)	(16,723)	40%
501.8610.21.000.000	Repl Res Exp - OMS	(1,049)	-	-	(1,049)	-	1,049	0%
501.8611.01.000.000	Rehab Admin Fee - OMS	-	-	-	-	-	-	0%
501.8611.11.000.000	Op Res Admin Fee - OMS	-	-	-	-	-	-	0%
501.8611.21.000.000	Repl Res Admin Fee - OMS	-	-	-	-	-	-	0%
	<b>Net Rehab Grants</b>	<b>39,496</b>	<b>-</b>	<b>(19,712)</b>	<b>19,785</b>	<b>48,000</b>	<b>28,215</b>	<b>59%</b>
	<b>Net Increase/(Decrease) In Fund Bal</b>	<b>97,810</b>	<b>1,439</b>	<b>(19,686)</b>	<b>79,564</b>	<b>48,000</b>		
<b>Program reserves used</b>							<b>-</b>	

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Madison Migrant Center</b>								
502.3690.02.000.000	Operating Contract Revenue	144,586	51,233	29,440	225,259	610,985	385,726	63%
	<b>Total Operating Revenue</b>	<b>144,586</b>	<b>51,233</b>	<b>29,440</b>	<b>225,259</b>	<b>610,985</b>	<b>385,726</b>	63%
502.4110.00.000.000	Administrative Salaries	1,365	2,437	1,810	5,612	28,152	22,541	80%
502.4110.01.000.000	Seasonal Salaries	-	-	-	-	-	-	0%
502.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	82	150	111	342	2,407	2,065	86%
502.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	234	234	100%
502.4125.04.000.000	Admin. Retirement	272	349	303	924	2,213	1,289	58%
502.4125.05.000.000	Admin. Wokers Comp	-	-	67	67	169	102	60%
502.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
502.4140.00.000.000	Training	-	-	-	-	500	500	100%
502.4150.00.000.000	Travel - Ops	62	-	60	122	1,200	1,078	90%
502.4150.01.000.000	Travel - Admin	-	-	-	-	800	800	100%
502.4170.00.000.000	Legal	-	-	-	-	-	-	0%
502.4170.10.000.000	Professional Services	-	32	-	32	856	824	96%
502.4171.00.000.000	Auditing	-	-	-	-	1,250	1,250	100%
502.4190.00.000.000	YCH Contract Mgmt Fee	4,829	4,829	4,829	14,487	59,635	45,148	76%
502.4190.01.000.000	Office Supplies	9	1	27	37	500	463	93%
502.4190.03.000.000	Telephone	172	133	138	443	2,250	1,807	80%
502.4190.04.000.000	Other Misc. Costs	-	-	229	229	555	326	59%
502.4190.05.000.000	Membership & Dues	-	-	-	-	-	-	0%
502.4190.06.000.000	Auto Maintenance / Repairs	-	-	-	-	2,000	2,000	100%
502.4190.07.000.000	Gas / Oil	91	187	146	424	2,400	1,976	82%
502.4190.08.000.000	Minor Equip. Repair	-	-	-	-	1,000	1,000	100%
502.4190.09.000.000	Major Equip. Repair	-	-	-	-	-	-	0%
502.4190.10.000.000	Computer Software Chgs.	1,268	-	-	1,268	1,500	232	15%
502.4190.11.000.000	Office Equipment/Copier Charges	32	39	30	102	250	148	59%
502.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	-	-	0%
502.4310.00.000.000	Water	3,502	3,502	3,502	10,505	43,000	32,495	76%
502.4320.00.000.000	Electricity	5,044	14,846	636	20,527	46,219	25,692	56%
502.4330.00.000.000	Gas	4,091	2,764	-	6,856	20,000	13,144	66%
502.4390.00.000.000	Sewerage	4,445	4,445	4,445	13,335	57,000	43,665	77%
502.4401.00.000.000	IT Services	63	250	-	313	975	663	68%
502.4410.00.000.000	Maintenance Salaries	5,859	6,737	4,575	17,171	58,085	40,914	70%
502.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	344	442	246	1,032	4,743	3,711	78%
502.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	441	441	100%
502.4415.04.000.000	Maintenance Retirement	767	927	764	2,458	4,643	2,185	47%
502.4415.05.000.000	Maintenance Workers Comp	-	-	979	979	4,094	3,115	76%
502.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	0%
502.4420.00.000.000	Maintenance Supplies	-	-	-	-	2,000	2,000	100%
502.4420.05.000.000	Lumber and Hardware	-	-	-	-	4,500	4,500	100%
502.4423.08.000.000	Fire protection/testing/monitoring	195	-	-	195	1,000	805	81%
502.4430.00.000.000	Maintenance Contracts	-	-	-	-	-	-	0%
502.4430.02.000.000	Grounds Maintenance	-	-	30	30	-	(30)	0%
502.4430.04.000.000	Rubbish & Trash Removal	1,749	2,120	2,616	6,485	10,200	3,715	36%
502.4430.05.000.000	Elec/Plumb/Paint Supplies	2,480	1,396	597	4,474	11,000	6,526	59%
502.4430.06.000.000	Vehicle Repairs & Maintenance	-	-	-	-	-	-	0%
502.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	0%
502.4430.10.000.000	Uniforms	-	-	-	-	-	-	0%
502.4430.11.000.000	Building Repairs	-	-	-	-	-	-	0%
502.4436.00.000.000	Maintenance Charges from Others	1,560	2,340	1,560	5,460	11,128	5,668	51%
502.4480.00.000.000	Protective Services	-	-	-	-	2,000	2,000	100%
502.4510.00.000.000	Insurance - Flood	-	-	-	-	80,000	80,000	100%
502.4510.01.000.000	General Liability Expense	3,381	-	-	3,381	3,513	132	4%
502.4510.02.000.000	Auto Insurance	739	-	-	739	768	29	4%
502.4510.03.000.000	Property Insurance	11,233	-	-	11,233	12,255	1,021	8%
502.4540.00.000.000	Admin Benefits	631	605	745	1,981	8,300	6,319	76%
502.4540.01.000.000	Retired Benefits	551	1,103	-	1,654	10,000	8,346	83%
502.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
502.4540.10.000.000	Maintenance Benefits	1,600	1,600	1,593	4,792	19,116	14,324	75%
502.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	0%
502.4550.00.000.000	Bank Fees & Charges	-	-	-	-	-	-	0%
502.4570.00.000.000	Collection Losses	-	-	-	-	-	-	0%
502.4610.00.000.000	Extraordinary Maintenance/Rehab	-	-	-	-	-	-	0%
502.5610.01.000.000	Loan Payment (Prn & Int)	-	-	-	-	88,136	88,136	100%
	<b>Total Expenses</b>	<b>56,417</b>	<b>51,233</b>	<b>30,038</b>	<b>137,688</b>	<b>610,985</b>	<b>473,297</b>	77%
	<b>Net Operating Income/(Loss)</b>	<b>88,169</b>	<b>-</b>	<b>(597)</b>	<b>87,571</b>	<b>-</b>		

**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Rehab Grants for MMC</b>								
502.8010.01.000.000	Rehab Grant Revenue - OMS	(46,680)	148,849	-	102,169	-	(102,169)	0%
502.8010.11.000.000	Excess Op Funds - OMS	-	-	-	-	15,000	15,000	100%
502.8010.21.000.000	Replacement Reserve Revenue	11,500	-	-	11,500	11,500	-	0%
502.8010.22.000.000	Replacement Res Interest Income	1	1	1	2	-	(2)	0%
502.8610.01.000.000	Rehab Work - OMS	45,270	(143,772)	-	(98,502)	-	98,502	0%
502.8610.11.000.000	Op Res Exp - OMS	-	(16,931)	-	(16,931)	(15,000)	1,931	-13%
502.8610.21.000.000	Repl Res Exp - OMS	-	-	-	-	-	-	0%
502.8611.01.000.000	Rehab Admin Fee - OMS	-	4,484	-	4,484	-	(4,484)	0%
502.8611.11.000.000	Op Res Admin Fee - OMS	-	-	-	-	-	-	0%
502.8611.21.000.000	Repl Res Admin Fee - OMS	-	-	-	-	-	-	0%
	<b>Net Rehab Grants</b>	<b>10,091</b>	<b>(7,369)</b>	<b>1</b>	<b>2,723</b>	<b>11,500</b>	<b>8,777</b>	<b>76%</b>
	<b>Net Increase/(Decrease) In Fund Bal</b>	<b>98,260</b>	<b>(7,369)</b>	<b>(597)</b>	<b>90,294</b>	<b>11,500</b>		

<b>Program reserves used</b>	-
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## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Rehrman (Dixon) Migrant Center</b>								
503.3690.02.000.000	Operating Contract Revenue	58,519	50,451	32,123	141,093	417,731	276,637	66%
	<b>Total Operating Revenue</b>	<b>58,519</b>	<b>50,451</b>	<b>32,123</b>	<b>141,093</b>	<b>417,731</b>	<b>276,637</b>	<b>66%</b>
503.4110.00.000.000	Administrative Salaries	1,084	2,358	1,045	4,486	28,152	23,666	84%
503.4110.01.000.000	Seasonal Salaries	-	-	-	-	-	-	0%
503.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	65	144	63	272	2,407	2,135	89%
503.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	234	234	100%
503.4125.04.000.000	Admin. Retirement	250	343	247	840	2,213	1,372	62%
503.4125.05.000.000	Admin. Wokers Comp	-	-	65	65	169	104	62%
503.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
503.4140.00.000.000	Training	-	-	-	-	-	-	0%
503.4150.00.000.000	Travel - Ops	85	-	170	255	500	245	49%
503.4150.01.000.000	Travel - Admin	-	-	-	-	100	100	100%
503.4170.00.000.000	Legal	-	-	-	-	-	-	0%
503.4170.10.000.000	Professional Services	-	32	-	32	856	824	96%
503.4171.00.000.000	Auditing	-	-	-	-	1,500	1,500	100%
503.4190.00.000.000	YCH Contract Mgmt Fee	3,606	3,606	3,606	10,818	44,347	33,529	76%
503.4190.01.000.000	Office Supplies	2	1	2	5	350	345	99%
503.4190.03.000.000	Telephone	177	179	181	537	2,100	1,563	74%
503.4190.04.000.000	Other Misc. Costs	-	-	229	229	-	(229)	0%
503.4190.05.000.000	Membership & Dues	-	-	-	-	-	-	0%
503.4190.06.000.000	Auto Maintenance / Repairs	-	-	-	-	500	500	100%
503.4190.07.000.000	Gas / Oil	183	262	219	665	3,250	2,585	80%
503.4190.08.000.000	Minor Equipment Repairs	-	-	-	-	1,000	1,000	100%
503.4190.09.000.000	Major Equipment Repair / Maint	-	-	-	-	-	-	0%
503.4190.10.000.000	Computer Software Chgs.	1,239	-	-	1,239	1,500	261	17%
503.4190.11.000.000	Office Equipment/Copier Charges	32	26	47	104	750	646	86%
503.4190.18.000.000	Taxes, Assessments & Fees	-	-	-	-	300	300	100%
503.4310.00.000.000	Water	2,373	2,163	1,446	5,981	35,000	29,019	83%
503.4320.00.000.000	Electricity	9,752	10,326	8,186	28,263	60,000	31,737	53%
503.4330.00.000.000	Gas	1,029	1,136	1,147	3,312	11,892	8,579	72%
503.4390.00.000.000	Sewerage	3,078	3,710	1,480	8,268	30,000	21,733	72%
503.4401.00.000.000	IT Services	-	188	-	188	975	788	81%
503.4410.00.000.000	Maintenance Salaries	3,983	6,367	4,082	14,432	50,614	36,182	71%
503.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	237	386	245	868	4,104	3,236	79%
503.4415.02.000.000	Maintenance P/R Taxes- -SUI	-	-	-	-	441	441	100%
503.4415.04.000.000	Maintenance Retirement	661	797	657	2,115	4,018	1,902	47%
503.4415.05.000.000	Maintenance Workers Comp	-	-	979	979	3,542	2,563	72%
503.4415.06.000.000	Maintenance Comp. Abs.	-	-	-	-	-	-	0%
503.4420.00.000.000	Maintenance Supplies	826	376	646	1,849	3,500	1,651	47%
503.4420.05.000.000	Lumber and Hardware	809	-	497	1,306	3,000	1,694	56%
503.4423.08.000.000	Fire Testing/Monitoring	-	-	-	-	-	-	0%
503.4430.01.000.000	Water Well Maintenance	-	-	-	-	-	-	0%
503.4430.02.000.000	Grounds Maintenance	-	6,936	209	7,145	7,000	(145)	-2%
503.4430.04.000.000	Rubbish & Trash Removal	1,545	1,931	1,545	5,020	15,500	10,480	68%
503.4430.05.000.000	Elec/Plumb/Paint/Solar Supplies	2,401	2,949	1,724	7,074	13,000	5,926	46%
503.4430.06.000.000	Vehicle Repairs & Maintenance	-	-	-	-	1,200	1,200	100%
503.4430.09.000.000	Equipment Rental	-	-	-	-	-	-	0%
503.4430.10.000.000	Uniforms	-	-	27	27	750	723	96%
503.4430.11.000.000	Building Repairs	-	-	-	-	-	-	0%
503.4436.00.000.000	Maintenance Charges from Others	1,560	2,340	1,560	5,460	20,488	15,028	73%
503.4480.00.000.000	Protective Services	-	-	-	-	1,120	1,120	100%
503.4510.00.000.000	Insurance - Flood	-	-	-	-	-	-	0%
503.4510.01.000.000	General Liability Expense	5,106	-	-	5,106	4,032	(1,074)	-27%
503.4510.02.000.000	Auto Insurance	1,478	-	-	1,478	1,536	58	4%
503.4510.03.000.000	Property Insurance	15,955	-	-	15,955	15,876	(79)	0%
503.4540.00.000.000	Admin Benefits	629	404	228	1,260	8,300	7,040	85%
503.4540.01.000.000	Retired Benefits	221	441	-	662	2,500	1,838	74%
503.4540.04.000.000	OPEB Expense	-	-	-	-	10,000	10,000	100%
503.4540.10.000.000	Maintenance Benefits	1,602	1,602	1,593	4,798	19,116	14,318	75%
503.4540.90.000.000	Unfunded OMS Costs	-	-	-	-	-	-	0%
503.4550.00.000.000	Bank Fees	-	-	-	-	-	-	0%
503.4570.00.000.000	Collection Losses	-	-	-	-	-	-	0%
503.4610.00.000.000	Extraordinary Maintenance/Rehab	-	-	-	-	-	-	0%
	<b>Total Expenses</b>	<b>59,969</b>	<b>49,001</b>	<b>32,123</b>	<b>141,093</b>	<b>417,731</b>	<b>276,637</b>	<b>66%</b>
	<b>Net Operating Income/(Loss)</b>	<b>(1,450)</b>	<b>1,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Rehab Grants for RMC</b>								
503.8010.01.000.000	Rehab Grant Revenue - OMS	-	-	-	-	-	-	0%
503.8010.11.000.000	Excess Op Funds - OMS	-	-	-	-	-	-	0%
503.8610.01.000.000	Rehab Work - OMS	-	-	-	-	-	-	0%
503.8610.11.000.000	Op Res Exp - OMS	-	(2,462)	-	(2,462)	-	2,462	0%
503.8611.01.000.000	Rehab Admin Fee - OMS	-	-	-	-	-	-	0%
503.8611.11.000.000	Op Res Admin Fee - OMS	-	-	-	-	-	-	0%
	<b>Net Rehab Grants</b>	-	<b>(2,462)</b>	-	<b>(2,462)</b>	-	<b>2,462</b>	0%
	<b>Net Increase/(Decrease) In Fund Bal</b>	<b>(1,450)</b>	<b>(1,012)</b>	-	<b>(2,462)</b>	-		
	<b>Program reserves used</b>					-		

## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Davis Solar Homes</b>								
600.3110.00.000.000	Dwelling Rent	4,523	4,523	4,523	13,569	56,952	43,383	76%
600.3610.00.000.000	Interest Income	12	12	11	36	150	114	76%
600.3690.01.000.000	Other Income - tenants				-	500	500	100%
<b>Total Operating Revenue</b>		<b>4,535</b>	<b>4,535</b>	<b>4,534</b>	<b>13,605</b>	<b>57,602</b>	<b>43,997</b>	<b>76%</b>
600.4110.00.000.000	Administrative Salaries	-	135	129	264	3,904	3,640	93%
600.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	-	10	8	18	327	310	95%
600.4125.02.000.000	Admin. P/R Taxes- -SUI	-	-	-	-	31	31	100%
600.4125.04.000.000	Admin. Retirement	166	173	176	516	289	(227)	-79%
600.4125.05.000.000	Admin. Workers Comp	-	-	9	9	23	14	61%
600.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
600.4130.00.000.000	Legal Fees	-	-	-	-	-	-	0%
600.4140.00.000.000	Training	-	-	-	-	-	-	0%
600.4150.00.000.000	Travel	-	-	8	8	-	(8)	0%
600.4170.10.000.000	Professional Services	-	-	-	-	856	856	100%
600.4171.00.000.000	Audit Fees	-	-	-	-	581	581	100%
600.4190.00.000.000	Office Supplies	-	-	-	-	50	50	100%
600.4190.01.000.000	Postage	-	-	-	-	-	-	0%
600.4190.02.000.000	Telephone	73	107	87	268	800	532	67%
600.4190.03.000.000	Publications	-	-	-	-	-	-	0%
600.4190.04.000.000	Misc Charges	-	-	-	-	150	150	100%
600.4190.06.000.000	Dues & Subscriptions	-	-	-	-	-	-	0%
600.4190.07.000.000	Computer Support & License Fees	432	-	-	432	400	(32)	-8%
600.4190.12.000.000	Office Machines/Leases/Copy Costs	0	21	15	36	400	364	91%
600.4190.20.000.000	Advertisement	-	-	-	-	-	-	0%
600.4310.00.000.000	Water	545	640	714	1,899	7,437	5,538	74%
600.4320.00.000.000	Electricity	-	-	-	-	98	98	100%
600.4330.00.000.000	Gas	-	-	-	-	113	113	100%
600.4390.00.000.000	Sewerage	324	324	324	973	4,887	3,914	80%
600.4400.01.000.000	Management Fees to YCH	434	434	434	1,302	5,208	3,906	75%
600.4410.00.000.000	Maintenance Repairs and Contracts	-	-	-	-	150	150	100%
600.4420.00.000.000	Maintenance Supplies	-	-	-	-	50	50	100%
600.4420.08.000.000	Dwelling Equipment/Supplies	-	-	4,045	4,045	9,000	4,955	55%
600.4430.00.000.000	Grounds Maintenance Projects	-	-	-	-	-	-	0%
600.4430.01.000.000	Building Repairs	-	-	-	-	-	-	0%
600.4430.04.000.000	Garbage and Trash Removal	287	287	287	860	3,500	2,640	75%
600.4436.00.000.000	Maintenance Charges from Others	65	163	358	585	9,360	8,775	94%
600.4510.01.000.000	General Liability Insurance	262	-	-	262	272	11	4%
600.4510.03.000.000	Property Insurance	1,278	-	-	1,278	1,394	116	8%
600.4540.00.000.000	Admin Benefits	0	4	23	27	1,011	984	97%
600.4540.04.000.000	OPEB Expense	-	-	-	-	-	-	0%
600.4550.00.000.000	Special Assessment	330	-	-	330	1,320	990	75%
<b>Total Expenses</b>		<b>4,196</b>	<b>2,298</b>	<b>6,616</b>	<b>13,110</b>	<b>51,610</b>	<b>38,500</b>	<b>75%</b>
<b>Net Increase/(Decrease) in Fund Bal</b>		<b>339</b>	<b>2,237</b>	<b>(2,082)</b>	<b>495</b>	<b>5,992</b>		

Program reserves used	-
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## Yolo Housing Budget Analysis Detail FY2018-19 Q1 Update

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>Pacifico</b>								
700.3690.00.000.000	Other Income	-	-	65,083	65,083	234,289	169,206	72%
	<b>Total Operating Revenue</b>	-	-	<b>65,083</b>	<b>65,083</b>	<b>234,289</b>	<b>169,206</b>	72%
700.4110.00.000.000	Admin Salaries	-	-	-	-	21,411	21,411	100%
700.4125.01.000.000	Admin P/R Taxes - Social Security/Medicare	-	-	-	-	1,831	1,831	100%
700.4125.02.000.000	Admin P/R Taxes - SUI	-	-	-	-	498	498	100%
700.4125.04.000.000	Admin Retirement	-	-	-	-	374	374	100%
700.4125.05.000.000	Admin Workers Comp	-	-	-	-	128	128	100%
700.4130.00.000.000	Legal Fees	285	-	360	645	3,000	2,355	79%
700.4140.00.000.000	Training	-	-	-	-	2,000	2,000	100%
700.4150.00.000.000	Travel	245	-	-	245	1,000	755	75%
700.4170.10.000.000	Professional Services	2,908	5,467	2,902	11,277	750	(10,527)	-1404%
700.4190.01.000.000	Office Supplies	85	-	-	85	500	415	83%
700.4190.02.000.000	Printing & Copier Usage Charges	2	43	8	52	150	98	65%
700.4190.03.000.000	Telephone	1,883	1,920	1,902	5,705	21,000	15,295	73%
700.4190.07.000.000	Computer Support & License Fees	1,410	-	-	1,410	1,800	390	22%
700.4190.12.000.000	Office Machines Lease	63	63	63	189	850	661	78%
700.4190.14.000.000	Criminal Background Checks	29	260	-	289	500	211	42%
700.4190.18.000.000	Taxes, fees and permits	-	-	-	-	200	200	100%
700.4190.20.000.000	Advertising	-	-	-	-	500	500	100%
700.4190.23.000.000	Computer Equipment	-	-	355	355	750	395	53%
700.4310.00.000.000	Water	710	1,022	1,398	3,129	12,420	9,291	75%
700.4320.00.000.000	Electricity	4,056	3,710	3,187	10,953	28,194	17,241	61%
700.4330.00.000.000	Gas	-	-	-	-	127	127	100%
700.4390.00.000.000	Sewer	707	711	711	2,130	7,831	5,701	73%
700.4400.01.000.000	Management Fee to YCH	3,500	3,500	3,500	10,500	42,000	31,500	75%
700.4401.00.000.000	IT Services	369	625	1,472	2,466	9,750	7,284	75%
700.4420.00.000.000	Materials	-	-	-	-	1,500	1,500	100%
700.4420.01.000.000	Electrical Supplies	-	-	-	-	-	-	0%
700.4420.02.000.000	Plumbing Supplies	-	-	-	-	500	500	100%
700.4420.05.000.000	Lumber and Hardware	173	398	-	571	1,000	429	43%
700.4420.08.000.000	Dwelling Equipment/Supplies	1,283	-	(338)	945	1,700	755	44%
700.4420.09.000.000	Maintenance Equip/Supplies	805	399	1,413	2,617	6,000	3,383	56%
700.4423.08.000.000	Fire Sprinkler Contracts/Repairs	741	190	-	931	4,000	3,069	77%
700.4430.00.000.000	Grounds Maintenance Projects	-	-	-	-	-	-	0%
700.4430.01.000.000	Electrical Repair/Contract	-	-	-	-	200	200	100%
700.4430.02.000.000	Plumbing Repair/Contract	-	-	-	-	1,500	1,500	100%
700.4430.04.000.000	Trash Pickup	353	404	377	1,135	4,000	2,865	72%
700.4430.05.000.000	Chemical Treatment	510	320	270	1,100	2,500	1,400	56%
700.4430.12.000.000	Janitorial Services	1,350	250	-	1,600	3,500	1,900	54%
700.4431.00.000.000	Landscape Maintenance Contract Work	-	-	-	-	-	-	0%
700.4436.00.000.000	Maintenance Charges from Others	565	3,143	2,618	6,325	25,324	18,999	75%
700.4550.00.000.000	Bank Fees	-	-	-	-	-	-	0%
700.4570.00.000.000	Collection Losses	-	-	-	-	15,000	15,000	100%
700.4610.00.000.000	Extraordinary Maintenance/Repairs	-	-	-	-	10,000	10,000	100%
	<b>Total Expenses</b>	<b>22,144</b>	<b>22,743</b>	<b>20,196</b>	<b>65,083</b>	<b>234,289</b>	<b>144,964</b>	62%
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>(22,144)</b>	<b>(22,743)</b>	<b>44,887</b>	<b>-</b>	<b>-</b>		

Program reserves used	-
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**Yolo Housing****Budget Analysis Detail FY2018-19 Q1 Update**

ACCOUNT NO	ACCOUNT NAME	Jul-17	Aug-17	Sep-17	YTD through Sep-17	Approved Budget	Remaining Budget	% Remaining
<b>ROSS Grant (2017-2019)</b>								
991.3030.00.000.000	HUD Grant Income	-	-	26,726	26,726	98,202	71,476	73%
	<b>Total Operating Revenue</b>	-	-	<b>26,726</b>	<b>26,726</b>	<b>98,202</b>	<b>71,476</b>	73%
991.4110.00.000.000	Administration Salaries	-	57	58	115	51,330	51,214	100%
991.4125.01.000.000	Admin P/R Taxes - Social Security/Medicare	-	4	4	8	4,389	4,381	100%
991.4125.02.000.000	Admin P/R Taxes - SUI	-	-	-	-	454	454	100%
991.4125.04.000.000	Admin. Retirement	-	4	4	9	3,388	3,379	100%
991.4125.05.000.000	Admin. Workers Comp	-	-	2	2	308	306	99%
991.4125.06.000.000	Admin. Comp. Abs.	-	-	-	-	-	-	0%
991.4130.00.000.000	Legal Fees	-	-	-	-	-	-	0%
991.4140.00.000.000	Training	-	-	-	-	2,000	2,000	100%
991.4150.00.000.000	Travel	142	161	161	464	1,000	536	54%
991.4170.10.000.000	Professional Services	-	-	-	-	-	-	0%
991.4190.00.000.000	Postage	-	-	-	-	-	-	0%
991.4190.01.000.000	Office Supplies	39	-	-	39	100	61	61%
991.4190.02.000.000	Printing & Copier Usage Charges	24	128	50	202	400	198	50%
991.4190.03.000.000	Telephone	102	135	108	345	1,200	855	71%
991.4190.20.000.000	Advertising	-	-	-	-	-	-	0%
991.4190.23.000.000	Computer Equipment	-	-	-	-	-	-	0%
991.4210.00.000.000	Tenant Service Salaries	5,034	6,576	4,466	16,076	2,390	(13,686)	-573%
991.4215.01.000.000	Tenant Svc P/R Taxes - Social Security/Medicare	345	448	305	1,098	204	(894)	-437%
991.4215.02.000.000	Tenant Svc P/R Taxes- SUI	3	-	-	3	9	6	70%
991.4215.04.000.000	Tenant Svc Retirement	665	761	630	2,055	200	(1,855)	-927%
991.4215.05.000.000	Tenant Svc Workers Comp	-	-	106	106	14	(92)	-639%
991.4215.06.000.000	Tenant Svc Comp. Abs.	-	-	-	-	-	-	0%
991.4220.00.000.000	Project Coordinator Materials	-	-	-	-	-	-	0%
991.4401.00.000.000	IT Services	-	-	-	-	9,750	9,750	100%
991.4540.00.000.000	Admin Benefits	-	20	-	20	15,684	15,664	100%
991.4540.04.000.000	OPEB Expense	-	-	-	-	5,000	5,000	100%
991.4540.20.000.000	Tenant Service Benefits	1,470	1,428	1,427	4,325	382	(3,943)	-1031%
	<b>Total Expenses</b>	<b>7,824</b>	<b>9,722</b>	<b>7,321</b>	<b>24,867</b>	<b>98,202</b>	<b>73,335</b>	75%
	<b>Net Increase/(Decrease) in Fund Bal</b>	<b>(7,824)</b>	<b>(9,722)</b>	<b>19,405</b>	<b>1,859</b>	-		
	<b>Program reserves used</b>					-		

## **YOLO COUNTY HOUSING – AGENCY BUDGET GUIDANCE**

### **PREFACE**

This Budget Guidance is a summary of guidance that has been established by the Yolo County Housing Board of Commissioners to provide Yolo County Housing staff with a set of policies for managing the financial position of the various programs.

### **GOAL OF THE BUDGET POLICY**

Budgets are the basis of strategic decision making and operational management of the programs. As such, these budgets are a key part of overall program management.

This Budget Policy is established to provide a framework for creating and managing the budget process. This process is designed to manage both revenue and expense items to ensure the programs are being operated in an efficient and effective manner based on requirements in the program regulations and guidelines.

### **APPLICATION**

**The budget for each fiscal year must be approved by the Board prior to the beginning of that fiscal year (July 1). Such approval is documented on the PHA Board Resolution for Approving Operating Budget (HUD 52574) which is executed by the Board Chairperson and submitted to HUD prior to June 30 of each year for the following fiscal year.**

**As required by Asset Management Program (AMP) Regulations in the Public Housing Program, managers are active participants in the budget process.** Program managers are responsible for baseline budgeting, invoice coding and approval, ongoing budget to actual monitoring, and the mid-year budget update based on the first 6 months of activity for the fiscal year.

When the original budget is prepared, the best information available is used. However there are many unknowns when the budget is prepared prior to the fiscal year's July 1 start date. **HUD funding is appropriated on a calendar year basis and the level of funding for the 2<sup>nd</sup> half of the agency's fiscal year is typically unknown. Finance staff actively work with the program managers via email, telephone and individual meetings to develop the initial projection and subsequent mid-year updates based on the best available information and estimates of activity at the time.**

Each month program and finance staff review the year to date activity in each account to ensure accuracy and evaluate the need for potential line-item or budget adjustments. Part of this process involves identifying any coding or errors recorded in the books and records, which are corrected by finance staff to ensure the accuracy and integrity of the books and records for the year.

As part of YCH's commitment to prudent financial management, staff does a **formal mid-year review of the annual budget to evaluate if any changes to revenue and expenditure projections are necessary to accurately reflect the activities of the programs expected by the end of the fiscal year.** As part of the mid-year budget revision process, Real Estate Services, Housing Assistance and Central Office management and staff meet with Finance staff members to discuss any potential or necessary changes.

During the course of the year, **staff has line-item authority to transfer funds among various line items within each program as long as the program's budget in total is not altered.** The mid-year budget revision report, which includes line item amounts, transfer amounts, true up of revenue sources and any other adjustments to the overall budget that may be necessary based on current information, is presented to and approved by the Board typically in the third quarter of the fiscal year.

### **RELATIONSHIP TO AUDIT AND FUTURE BUDGET CYCLES**

The Management Discussion and Analysis (MD&A) incorporated into the Single Audit report for the end of the fiscal year provides a detailed discussion of the **final budget to actual** analysis for the portfolio as a whole with any significant items noted by program.

As part of standard operations practices and, as established by the Board of Commissioners, **the mid-year budget reallocation is used as the starting basis for staff to create the proposed budget for the next fiscal year.** And then the standardized process repeats.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

17.

Review Rental Assistance Demonstration (RAD) Status Update, Review and Approve RAD Consultant Selection and Consider the Creation of an Ad-Hoc Subcommittee to Work with CEO to Develop and Negotiate Feasible RAD Plan with the Department of Housing and Urban Development (HUD) (Baker, Gillette)

Minute Order No. 19-08: Approved recommended actions 1 and 2.

MOTION: Lansburgh. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.

Minute Order No. 19-09: Approved recommended action 3 with appointments of Commissioners Lansburgh and Sandy to the Ad-Hoc Subcommittee RAD Plan.

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## **Yolo County Housing**

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE:                      January 23, 2019

TO:                         YCH Housing Commission

FROM:                     Lisa A. Baker, Chief Executive Officer

PREPARED BY:         Jim Gillette, Finance Director

**SUBJECT: Review Rental Assistance Demonstration program (RAD) Status Update, Review and Approve Consultant Selection, and Consider Creation of an Ad-hoc Subcommittee to Work with CEO to Develop and Negotiate Feasible RAD Plan with HUD**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Review the Rental Assistance Demonstration (RAD) project status update;
2. Approve the selection of the combination of 2RW Consultants, Inc. and ACT as the providers of the RAD Physical Conditions Assessment (RPCA) and Phase I Environmental Site Assessment (Phase I) services that will be required to complete the RAD process; and
3. Consider appointment of an ad-hoc subcommittee to work with the CEO on the development and negotiation of a feasible RAD plan with the Department of Housing and Urban Development (HUD)

### **BACKGROUND/DISCUSSION:**

The Rental Assistance Demonstration (RAD) program is a federal housing program that was enacted as part of the Consolidated and Further Continuing Appropriations Act, 2012 administered by the Department of Housing and Urban Development (HUD). Broadly, the purpose of RAD is to provide a set of tools to address the unmet capital needs of deeply affordable, federally assisted public housing properties in order to maintain both the viability of the properties and their long-term affordability.

The 1.2 million units in the Public Housing program nationally have a documented repair backlog of nearly \$26 billion. Yolo County Housing (YCH) owns and operates 431 public housing units across its' portfolio located in City of Woodland, City of West Sacramento, and the unincorporated areas of the County in Knights Landing, Yolo, Esparto and outside

the City of Winters. YCH public housing properties were built between 1950 and 2001 and have received 80 or above in their REAC scores over the last 6 years (high performer). Staff maintain safe, decent affordable housing throughout their portfolio through innovative, effective management and maintenance techniques with funding through rents (calculated at 30% of the family's eligible income and family size), federal operating funds and capital funds for improvements. However, funding is often prorated at 82% or less of what YCH is contracted for. Despite this, YCH still needs to meet operational and capital improvement costs, deliver services and meet federal reporting requirements.

RAD was created to give public housing authorities (PHA's) a tool to preserve and improve public housing properties through assisting with meeting any deferred maintenance needs as well as providing an opportunity to create a long term, permanent solution to preserving affordable housing. In considering RAD, some of the potential advantages for YCH could be:

- Moving units to a project based rental assistance (Section 8) platform with a long-term contract that, by law, must be renewed. This ensures that units remain **permanently affordable to low-income households**. There would be two options, Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV) that the agency could consider when moving to RAD.
- Shift of units from a public housing program to a project based program may allow YCH to leverage additional private capital markets to make capital improvements without having to rely on HUD Capital Funds which have historically been grossly underfunded or to seek cumbersome federal Section 30 approvals due to federal liens on the property.
- Continues to maintain the public stewardship of the converted property through ongoing ownership and property use rules.
- Less burdensome regulatory reporting which could allow YCH to use resources more effectively **based on local and portfolio wide need**.

HUD has compiled a fact sheet on the opportunity including Frequently Asked Questions. One of the common questions is, "How will this affect current public housing residents?" For the extremely low to low income residents in public housing, there will be very little effect.

- Residents will still only pay 30% of their household's adjusted gross income, therefore, their rent contribution will remain the same.
- Properties will remain under the control of the housing authority, so the responsive service they are accustomed to will continue.
- More stable funding platform so their affordable housing/unit can be preserved.
- More flexibility with funding to do improvements and/or borrow funds for rehabilitation work.

**Yolo Housing Commission**  
**January 23, 2019**  
**RAD Status Update**  
**Page 3**

On August 23, 2017, HUD released a notice on the RAD cap increase from 185,000 units to 225,000 units for conversion and is setting rents for units accepted under the increase. The first step in the process to be considered for RAD was to submit a Letter of Interest (LOI) and be placed on the list. From those submissions, at some future date, HUD would invite PHA's to submit a full application for potential RAD conversion.

On October 16, 2017, staff held an initial meeting with the YCH Resident Advisory Board (RAB) to discuss the Annual Plan Update, Admissions and Continued Occupancy Plan (ACOP) updates, and the Administrative Plan updates. During this meeting, staff provided an overview of the RAD program and received positive comments and agreement with the concept from RAB members.

On October 25, 2017, the YCH Housing Commission authorized staff to issue the LOI and apply to the RAD waitlist.

On May 25, 2018, HUD announced in an email that all waitlisted agencies would be required to submit a complete application to the RAD program within 60 calendar days (which was subsequently changed to September 4, 2018) in order retain its position on the waiting list and begin working with HUD to evaluate various RAD options for long-term preservation of affordable housing in Yolo County.

On August 15, 2018, the RAD Application was submitted to HUD.

On October 22, 2018, an RFP seeking a provider of RAD Physical Conditions Assessment (RPCA) and Phase I Environmental Site Assessment (Phase I) services was distributed with the combined group of 2RW Consultants, Inc. and ATC were selected by the RFP review committee to provide this service at a cost of \$63,635 with a notice of award issued on December 20, 2018. A draft contract has been issued which we expect to be executed no later than January 31, 2019 and draft reports issued in early March 2019.

Staff is in the process of drafting another RFP for RAD Processing Services, which is expected to be issued no later than January 31, 2019 with a 30-day response time in order to have this consultant on board in time to help develop a feasible RAD plan based on the findings from the RPCA and Phase I work done by the first consultant. Based on discussions with HUD representatives on November 29, 2018, this initial RAD plan should be submitted to HUD by April 15, 2019. Based on the Federal government shutdown, this submission date may be deferred.

Because the RAD process presents a fundamental shift to local control and because it is a complex transaction, the CEO requests that the Board appoint an Ad-Hoc committee to work together as the process unfolds and to provide ongoing input in the process.

Currently, the formal RAD plan to be submitted to HUD in April or May 2019 and the work of an Ad-Hoc Committee would continue until a formal plan is adopted by the Board and approved by HUD, at which time the Board can evaluate whether or not the Ad-Hoc Committee should continue through the preliminary implementation steps.

**FISCAL IMPACT:**

The costs incurred related to developing and obtaining approval for the RAD plan will be funded with a combination of capital funds from HUD and cash reserves held by the Low Income Public Housing (LIPH) properties. Funding for any necessary rehabilitation or improvement work to the properties will be determined as part of the planning process which may require the outside financing of some sort.

**Conclusion:**

Staff recommends that the Housing Commission:

1. Review the RAD project status update;
2. Approve the selection of the combination of 2RW Consultants, Inc. and ACT as the providers of the RAD Physical Conditions Assessment (RPCA) and Phase I Environmental Site Assessment (Phase I) services that will be required to complete the RAD process; and
3. Appointment of an ad-hoc subcommittee to work with the CEO on the development and negotiation of a feasible RAD plan with HUD

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

18.

Review Current Status of IT Support Structure and Provide Guidance on Conceptual Direction for IT Services (Baker, Gillette)

Reviewed current status of IT Support Structure and provided guidance on conceptual direction for IT Services.



## ***Yolo County Housing***

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE:                      January 23, 2019

TO:                         YCH Housing Commission  
FROM:                     Lisa A. Baker, Chief Executive Officer  
PREPARED BY:         Jim Gillette, Finance Director

**SUBJECT:   Review Current Status of IT Support Structure and Provide Guidance  
on Conceptual Direction for IT Services**

### **RECOMMENDED ACTION:**

That the Board of Commissioners:

1. Review current status of IT support and infrastructure; and
2. Provide the CEO with guidance on the conceptual direction for IT services

### **BACKGROUND/DISCUSSION:**

In 2006, typical office automation and computer technology was primarily based on individual PC's networked together with central servers for file storage and backup. The iPhone would not be rolled out for another year, so nearly all computing was done from a PC and broadband connections to the internet would have now surpassed the dial-up. Managing this fairly simple infrastructure at YCH was done utilizing consultants with basic knowledge of networking and PC maintenance.

In 2008, a half-time IT manager was hired to better managing the evolving use of PCs, data storage, internet, email, and data backup systems, with the primary focus on maintaining hardware and local data connections.

In 2010, YCH transitioned to Google email system and the G-suite of office software applications (cloud-based) in order to reduce costs compared with using Microsoft Office suite and increase data security to meet federal guidelines, as well as reduce reliance on an ever increasing number of servers, all with fairly short lifespans and expensive replacement costs. Google was the first cloud based system to receive federal security certification.

**Yolo Housing Commission**  
**January 23, 2019**  
**IT Support Structure Direction**  
**Page 2**

In 2011, IT manager services were increased to 30 hours per week in order to properly maintain a larger and more complex infrastructure of computer hardware, as well as maintaining internet connectivity to accommodate the increasing use of cloud-based applications.

In 2013, the IT manager began working full-time for YCH in an effort to focus on projects to improve staff productivity and security with the intent to begin moving away from local servers and hardware into more efficient cloud-based solutions that do not require as much capital to maintain.

In 2014, MRI/Tenmast (program compliance and accounting system) was moved to the cloud as the local server had reached the end of its useful life.

In 2017 - 2018, a consultant was hired to evaluate portions our IT infrastructure and cyber-security, and provide recommendations for improvements. The evaluation concluded that most of the YCH server and network hardware was at the end of its useful life and was not sufficient to support the current processing needs of staff.

At the end of 2018, the long-time IT manager retired from YCH and has been temporarily replaced with contract services from an IT consultant until YCH decides how to best address its long-term needs for both cybersecurity requirements in an increasingly complex computing environment, as well as for its day to day office needs and functions.

At this time, YCH staff is currently working with a consultant to design the IT infrastructure to address the shortcomings and challenges noted in the evaluation report. Staff anticipates bringing an IT infrastructure consultant recommendation to the Housing Commission in the next couple of months for a fairly large and comprehensive project which is expected to take 6-9 months to complete.

Once this infrastructure upgrade project is complete, it will need to be maintained into the future along with support provided to staff, which can be provided using contractors, in-house staff, or some combination of the two. As a consideration, the majority of this support can be provided remotely by support agreements with the software vendors or contractors, while some of this support requires at least a periodic physical presence on site. Because the data environment has changed and grown in complexity and threat since 2006, use of contractors who remain current and focused on the cloud based systems and security is a potentially cost effective solution to greater and deeper service than having in house staff for those functions - similar to how cloud based systems have begun to replace localized servers as primary systems. However, as in cloud based systems, where local server capacity is still needed for some functions and to ensure multiple redundancy in the case of an emergency, some on site presence to monitor ancillary daily use of systems and connections with YCH staff will still be necessary - but does not necessarily

require an IT/IS level of technical complexity. YCH staff are currently researching options to bring back to the Board for a comprehensive approach to our technical needs.

**FISCAL IMPACT:**

Basic support for copier/document processing and the cloud-based applications (MRI/Tenmast and Google/G-Suite) is already included in license or lease agreements with the vendors. Additional training or enhancements may be provided at an additional cost.

Prior to retirement, the in-house IT Manager provided 30 hours per week of support at a fully loaded cost of approximately \$137,000 per year. This support included a variety of tasks with varying degrees of complexity.

The current consulting firm is managing the server infrastructure with software updates, performance monitoring, and cyber-security for both the servers and PC's for a cost of \$22,788 per year, which may be reduced a bit once the infrastructure upgrade project is complete. Any issues with individual PC's or other IT needs are billed at an hourly basis with an expected cost of another \$20,000-\$30,000 per year.

Other, less technical, work previously done by the IT manager (issuance of security badges, cell phones, basic copier maintenance, project management, etc..) could be incorporated into the duties of a full-time office manager or similar position for a fully loaded cost of about \$70,000 per year. These tasks would likely only require 5-10 hours per week so this position could be leveraged into providing resources for human resources and other areas of the organization without increasing the overall cost to YCH compared to what was spent previously on IT support.

These are preliminary conclusions which will be further researched and incorporated into a comprehensive package for the Board.

**Conclusion:**

Staff recommends that the Housing Commission:

1. Review current status of IT support and infrastructure
2. Approve conceptual direction for IT services of looking at a multi-pronged approach that will prove to be 1) cost effective; 2) meet our cybersecurity requirements; 3) meet our overall IT needs; and 4) continue to be responsive on site to staff and internal YCH customers.

Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

19.

Review and Approve Proposed Development Agreement with Mercy Housing California for Development of Permanent Supportive Housing in the City of West Sacramento (Baker)

Minute Order No. 19-10: Approved recommended action.

MOTION: Neu. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## ***Yolo County Housing***

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE:                    January 23, 2019  
TO:                      YCH Board of Commissioners  
FROM:                   Lisa A. Baker, CEO

**SUBJECT:              Review, Approve Proposed Development Agreement between YCH and Mercy Housing California for the Development of Permanent Supportive Housing in the City of West Sacramento**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners

1. Review and Approve entering into a Memorandum of Understanding (MOU) with Mercy Housing California; and
2. Authorize the CEO, in consultation with Agency legal counsel, to finalize and execute the MOU.

### **BACKGROUND / DISCUSSION:**

Mercy Housing California, the County of Yolo, the City of West Sacramento and YCH have been meeting with the purpose to create 85 units of permanent supportive affordable rental housing with funding through the No Place Like Home program, to be located at that certain real property at 1721 - 1801 West Capitol Avenue, City of West Sacramento on approximately 2 acres. The over-arching goal is to reduce homelessness and the impacts of homelessness within the City of West Sacramento by providing high quality service-enriched housing.

This proposed MOU and process is similar in nature to the recently completed West Beamer Place in Woodland, which was co-developed by Mercy Housing California and YCH's non-profit entity, New Hope CDC on land owned by the Housing Authority. The main distinctions in this proposed MOU is that the land would be owned by the partnership, not the Housing Authority and the local County funding would be through

No Place Like Home, rather than Mental Health Services Act (MHSA) funds. This is a preliminary MOU setting the initial parameters of the partnership. At a future date, YCH could assign the development to New Hope CDC as a co-general partner in development.

**FISCAL IMPACT:**

None at this time. Different from the West Beamer development, YCH is agreeing to pay the first \$50,000 in penalty if the project fails to meet initial milestone in exchange for a larger share of the proposed developer fee. Since this is the second proposed development with Mercy Housing California, staff is comfortable with this small level of managed risk in return for a 20% share of developer fee.

**CONCLUSION:**

Staff recommends that the Board approve the MOU

**Attachment:** Draft MOU

**Yolo County Housing Agreement No. 19-01**

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is entered into as of October 31, 2018 by and between Mercy Housing California (“MHC”), a California nonprofit public benefit corporation, and Yolo County Housing and its subsidiary New Hope Community Development Corporation (jointly and severally, “YCH”) (together, the “Partners”) with reference to the following matters.

**RECITALS**

A. MHC and YCH intend to work together cooperatively to cause the development of up to 85 Rental Housing units, including up to 42 units funded through Yolo County No Place Like Home program, to be located on that certain real property located at 1721 - 1801 West Capitol Avenue, City of West Sacramento of approximately 2 acres and designated as APNs 067-270-006, 005, -007 and a portion of -004 (the “Property”). The special needs housing is to be affordable at or below very-low income (not to exceed sixty percent (60%) of Area Median Income) with an integration of resident support services provided by Yolo County, MHC and partnering agencies. The overarching goal of the development is to reduce homelessness and the impacts of homelessness within the City of West Sacramento by providing high quality service enriched Permanent Supportive Housing.

B. The Property is currently under contract by MHC with the two separate owners, Prasad and the City of West Sacramento.

C. It is the intent of the parties to subsequently enter into a Limited Partnership Agreement, with MHC or its subsidiary, and New Hope Community Development Corporation or its subsidiary, as co-general partners of the Limited Partnership.

D. MHC and YCH wish to enumerate the responsibilities, rights, and obligations that each party will undertake and assume in connection with the construction and operation of the Development.

NOW THEREFORE, in consideration of the recitals hereof and the mutual covenants and agreement contained in the MOU, the parties agree as follows:

**1. OWNERSHIP STRUCTURE**

A. **Partnership/Housing Development.** A limited partnership (the “Partnership”) will be formed to acquire a leasehold interest in the Property and construct and operate the Development as permanent, affordable housing. If “Low Income Housing Tax Credits” are utilized, a limited partnership will be formed with MHC or its affiliate as managing general partner, and another MHC affiliate as initial limited partner, for the purposes of acquiring the leasehold interest in the Property and initiating the development process. Pursuant to the terms of this MOU, YCH or its subsidiary may choose to serve as a co-general partner, or co-members in the case of an LLC serving as the general partner. The general partners/members will share a 99% general partnership interest and the initial limited partner will hold a 1%, or less, limited

partner interest. YCH or its affiliate will hold a minority of the general partner interest. On or about the start of construction, an Amended and Restated Agreement of Limited Partnership of the Partnership (the “**Amended Partnership Agreement**”) will be entered into with a tax credit investor as the limited partner (“**Limited Partner**”), replacing the MHC affiliate as the initial limited partner and holding a 99.99% limited partnership interest, with the general partner(s) holding a 0.01% general partner interest (“**General Partnership Interest**”). YCH or the YCH affiliate will hold a .0049 General Partner Interest, and the MHC affiliate will hold a .0051 General Partner Interest as the managing general partner. In addition to financing received in the form of capital contributions made by the Limited Partner, MHC and YCH will seek additional financing for the Development from third party lenders (the “**Lenders**”). MHC shall have lead responsibility for the management of the day-to-day operations of the Partnership. In the event of a conflict between the General Partners, the General Partners will commit to make every reasonable effort to resolve conflicts to their mutual satisfaction; however, the managing general partner will ultimately have final decision-making authority. The principal office of the Partnership shall be MHC’s address. If a single asset LLC corporation is required by the tax credit investor limited partner, then MHC and YCH will be the “members” with the same structure listed above for general partnership interest.

**B. Reserved Rights.** Except as otherwise expressly provided in Section 3.E. below, the Partnership and the actions of the Limited Partners shall be subject to the rights reserved to MHC and its affiliates, as outlined below (the “**Reserved Rights**”). The Reserved Rights identify actions of the Partnership over which the MHC–affiliate General Partner reserves both approval rights, as well as the right to act unilaterally, including but not limited to:

- Admission or change of members of the Partnership
- Pledge or mortgage the assets of the Partnership
- Selection of project design team, consultants and general contractor
- Make changes to corporate formation documents of the Partnership
- Establish or change the operating budget of the Property
- Establish or change the development budget for the Development, including final design, financing sources, and underwriting criteria
- Selection and approval of auditor and audits of the Partnership
- Selection of the property management firm
- Enter into all contracts on behalf of the Partnership
- Selection of legal counsel, for purposes of creating partnership related documents and serving as tax counsel

All the Reserved Rights, including the actions listed above, extend to the Partnership, the Property, and actions pertaining to the Development prior to the establishment of the Partnership, meaning that MHC may exercise the Reserved Rights, as applicable, prior to the formation of the Partnership. Notwithstanding anything to the contrary herein, the Reserved Rights shall not include any action which would increase the liability and/or obligations of YCH or the YCH affiliate or diminish the rights of YCH or its subsidiary or otherwise be contrary to the terms and conditions of this MOU.

**C. Sole Purpose.** The sole purpose of the Partnership shall be to acquire, construct, own, and operate the Development as affordable housing. Upon execution of the Amended Partnership Agreement, the parties shall assign over to the Partnership any contracts, loans, financing commitments, materials or other documents related to the Development that either party may have in its possession or control.

**D. Tax Credit Application.** It is acknowledged by both parties that if the Limited Partnership will not be established prior to the tax credit application deadline, MHC will be the applicant for Low Income Housing Tax Credits, with MHC and YCH or their respective affiliates listed as the future General Partners of the to be established Limited Partnership. If an award is received, MHC will transfer the award to the Limited Partnership.

## **2. THE DEVELOPMENT**

**A. Income, Rent Levels, and the Target Population.** The Development shall serve tenants with annual incomes at or below 60% of area median income for Yolo County, CA, as determined by the U.S. Department of Housing and Urban Development (“**HUD**”). Tenants will be referred by Yolo County Housing and other service providers, if any, as appropriate. Specific income and rent affordability levels shall be governed by the requirements of the Development funders as documented in recorded regulatory agreements.

**B. Financing Strategies.** The strategies used to finance the Development may include but are not limited to the following approaches:

- (i) seeking public funds for acquisition, predevelopment, construction, and operating costs;
- (ii) seeking foundation and grant monies to reduce the need for amortized debt and to benefit the Development and its operations;
- (iii) securing of private bank loans as needed for construction and permanent financing;
- (iv) forming a tax credit limited partnership to provide tax credit equity funding; and
- (v) seeking rental and operating subsidies including VASH, Section 8, and/or Shelter Plus Care for the purpose of enabling the Development to ensure competitiveness for all other funding and to commit to serving the intended homeless population.

**C. Development Services Agreement.** If a tax credit investor is admitted as the Limited Partner to the Partnership under the terms of an Amended Partnership Agreement, a development services agreement and a resident services agreement shall evidence the obligation of the Partnership to pay developer fees and/or fees for service to MHC and YCH, as applicable, in accordance with Section 5.A of this MOU.

### 3. ROLES AND RESPONSIBILITIES

The parties intend to work cooperatively to assemble the resources necessary to finance construction of the Development; to design the Development so that its elements complement one another in design and function; to expedite construction of the Development; to comply with regulatory and other funding requirements; and to meet the varied needs of the residential tenants.

**A. Division of Responsibilities.** The respective responsibilities of the parties are listed in Exhibit B, with an assignment of level of responsibility for each party. The parties may amend this exhibit in writing by mutual consent from time to time to reflect changes to the proposed responsibilities of the parties. Subject to the Reserved Rights, the exhibit shall control in the event of any inconsistency between the exhibit and the text of this MOU. As used in this MOU, the following definitions shall apply:

- “**Lead**” entails primary responsibility for schedule, production, construction, provision of services and meeting agreed deadlines, as applicable.
- “**Secondary**” responsibility means that the party is not required to take an active role but shall be provided with copies of all relevant information and documents, including iterative drafts, and participate in drafting and negotiation as needed, and will review draft documents before signature.

Issues will be raised in joint staff meetings or by memorandum. The Lead will allow sufficient time for consultation and resolution of issues in every case where the signature of both parties is required for finance-, development- or partnership-related matters, or other issues.

**B. Staffing.** MHC shall provide a project manager to oversee the predevelopment and construction of the Development and to coordinate and serve as a liaison between MHC and YCH. YCH’s CEO, Lisa Baker, or her designee, will be its primary contact for all matters relating to the Development.

**C. MHC Responsibilities.** Except as otherwise provided in this MOU, and subject to Sections 3.D. and 4.A. below, MHC shall have the Lead responsibility for all activities related to the predevelopment and construction of the Development. In this capacity, MHC shall take the lead role in obtaining predevelopment financing; selecting the architect and leading design process in consultation with YCH; determining the scope of construction; creating a predevelopment budget; selecting the tax credit investor, management agent, the Lenders, contractor and consultants in consultation with YCH; managing relations with the Lenders and tax credit investors in consultation with YCH; managing construction; and providing financial management and reporting services for the Development. MHC and/or its affiliates shall be responsible for the long term property management for the Development starting with initial lease up at the completion of construction.

**D. YCH Responsibilities.** YCH shall co-lead in the acquisition negotiations and support MHC in 1) determining the amount of and securing MHSA funding; 2) all funding applications 3) attending and planning community meetings; 4) securing public support and discretionary approval for the County MHSA funding and with the City on the design concept. YCH shall give input on the space and programming needs of the Development, the final design of which shall be subject to YCH's approval.

**E. Limitations on Authority.** Notwithstanding anything herein to the contrary, without the prior written consent of the other party, neither party shall have the authority to:

- (i) Do any act in contravention of this MOU;
- (ii) Do any act which would make it impossible for the parties to carry out their businesses;
- (iii) Possess property related to the Development for its own purposes, or assign any of its rights in the Development to a third party, provided that either party may assign its rights in the Development to affiliates, subject to the other party's reasonable prior approval;
- (iv) Transfer or assign their rights in the MOU, provided that either party may assign its rights in the MOU to affiliates, subject to the other party's reasonable prior approval;
- (v) Terminate this MOU other than pursuant to Section 11 below;
- (vi) Sell, lease or dispose of substantially all of the assets of the Partnership; or
- (vii) Incur debts or liabilities on behalf of the other party.

#### **4. FINANCIAL OBLIGATIONS**

**A. Development Funding.** The parties shall use all reasonable efforts to raise any funding necessary for the construction of the Development. Except as the parties may otherwise mutually agree, MHC will be responsible for preparing and submitting all required funding applications. The parties will cooperate to assemble required documentation for funding applications. YCH will also assist MHC in securing the appropriate letters of support from elected officials and community representatives. Subject to the Reserved Rights, the parties shall each have an opportunity to review, comment upon, and approve prior to submittal all funding applications submitted on behalf of the Development, including but not limited to construction funding and services funding. The party responsible for preparation and submission of the application shall make all reasonable efforts to provide drafts of such applications with sufficient time for the other to review. Understanding that funding applications must be submitted to meet strict deadlines, and a decision to apply may sometimes leave little time for discussion and revision, both parties will endeavor to review funding applications promptly.

**B. Loan Guarantees.** MHC will secure and guarantee all at-risk predevelopment financing required prior closing on the construction financing. MHC and YCH or their respective affiliates shall be jointly responsible for providing construction completion or other guarantees that may be required by the Limited Partner and any Lenders to the Development

prior to 100% qualified occupancy. YCH or its affiliate will be obligated, along with MHC or its affiliate, to execute the construction, operating deficit and the tax credit compliance guarantees with the Limited Partner and/or construction lender, provided however the split of liability under such guarantees will be 80% MHC and 20% YCH.

## **5. FEES AND COMPENSATION**

### **A. Development Period.**

(i) **Developer Fees.** MHC will receive 80% of the total developer fee in connection with the Development, and YCH will receive 20%. Developer fees paid in connection with the Development under this Section shall only be paid to the extent funding is available and payment is permitted by the applicable funding sources and feasible under the Development budget. All scheduled developer fee payments from the partnership to the general partners shall be split 80/20. The budgeted amount and timing of these fees will be determined when all permanent funding is in place, or at the time the Amended Partnership Agreement is entered into with the Limited Partner, and pursuant to a separate Development Agreement with the Partnership. Should there be insufficient funds to pay the full developer fee in accordance with the Development Agreement, any deferred developer fee shall be paid out of available housing cash flow during the first twelve (12) years of operations as a priority distribution according to the fee split agreed to by both parties and the limited partner (each dollar paid shall be allocated 80% to MHC and 10% to YCH). In the event of development sources shortfalls due to changes to any sources or cost increases, the first \$50,000 contribution from developer fee either as deferred fee or general partner equity to cover such a gap shall be contributed solely from the YCH payable portion. After the first \$50,000, all remaining contributions shall be split 80% to MHC and 20% to YCH.

(ii) **Construction Management Fees.** Construction management fees shall be paid to a party hired by MHC to act as construction manager, which may be either an unrelated entity or, subject to Lender and YCH approval, an MHC affiliate. The Partnership and the construction manager shall enter into a separate Construction Management Agreement. The construction management fee shall be included in the development budget.

### **B. Operations.**

(i) **Property Management and Related Fees.** Mercy Housing Management (MHM) will provide property management services, and will enter into a Property Management Agreement with the Partnership for the Development. MHM will receive reasonable and customary property management and related fees as an operating expense of the Development. In the event YCH or a YCH affiliate eventually becomes the property manager for the Development, subject to the approval of the Limited Partner and the Lenders, YCH will be entitled to the fees customarily paid to a third party property management firm.

(ii) **Limited Partner Fee.** An annual reasonable Limited Partner Fee will be paid subject to the terms of the Amended Partnership Agreement.

**(iii) Partnership Management Fee.** To the extent of available cash flow and to the extent allowed by funding sources, the Partnership shall pay an total annual partnership administration fee to the General Partners or Members in the maximum amount of \$25,000 (in 2018 dollars, subject to annual adjustment). This fee relates to the management of the Partnership and will be paid after the annual audit is completed to the extent of available cash flow. Because Lenders, in particular CA HCD, will have a say over the maximum allowable and each years allowable amount, the actual amount can not be known at this time. The sharing of this fee between General Partners or Members shall be as follows: 100% of the fee shall be paid to MHC up to \$20,000 per year in 2018 dollars inflated by 3% each subsequent year. Anything above \$20,000 shall be paid to YCH up to \$5,000. Anything above \$25,000 will be paid to MHC.

**(iv) Cash Flow.** MHC and YCH shall share residual cashflow (after payment of operating expenses, property management fees, funding reserves, paying debt service, deferred developer fee, limited partner and partnership management fees, unfunded resident services, and any residual receipts loan obligations) 50%/50%.

## **6. SYNDICATION OF THE HOUSING DEVELOPMENT**

**A. Syndication of the Development.** The parties intend that a 99.9% limited partnership interest of the Partnership will be syndicated to a tax credit investor, at which point the MHC affiliate shall withdraw as initial limited partner.

**B. Tax Credit Investor Requirements.** MHC or its affiliate and YCH or its affiliate shall be responsible for providing Limited Partner guarantees. Subject to the provisions of Section 4.B above, including the limitations on the scope of YCH's guarantor liability, the obligations under the operating deficit guarantee will be shared by MHC or its affiliate and YCH.

**C. Right of First Refusal and Right to Purchase interests.** Subject to investor limited partner approval, MHC and YCH will have the Right of First Refusal to jointly purchase option from the Limited Partner in the Partnership. If at any time one of the Partners proposes to exit the Partnership or not exercise its option under the Right of First Refusal, the other party shall have the right to purchase the property and/or partnership interest. In any case of such transfer of interest solely to one of the Partners, the price shall be no more than the appropriate share of the amount of outstanding debt and accrued interest, which shall only be paid through an assignment and assumption.

## **7. ACCOUNTING RECORDS AND REPORTS**

**A. Books and Records.** At all times during the existence of the Partnership, MHC shall keep or cause to be kept books of account for the Development until such time as it withdraws from the Partnership, which shall be adequate, appropriate, and in conformance with generally accepted accounting principles. A copy of the Partnership's tax returns shall at all

times be maintained at the principal office of the Partnership, and shall be available for inspection by the parties. Upon reasonable notice to the other party, each party shall have the right to inspect all books and records in the possession or under the control of the other party. All costs of preparing tax returns and maintaining records of the Partnership shall be treated as costs of the Partnership.

**B. Disbursements.** During the predevelopment phase, MHC shall be responsible for payment of all invoices incurred in the process of developing the Development. For disbursements during the construction phase, the Amended Partnership Agreement and Lender agreements shall govern disbursement procedures. Following completion of construction, the Amended Partnership, Services and Property Management Agreements shall govern disbursement procedures.

**C. Status Reports.** Each party shall keep the other party informed of matters related to the purpose of this MOU and shall provide regular status reports of all activities undertaken in connection with this MOU.

**D. Status Meetings.** Both parties shall meet on a regular basis at times agreed to by the parties to review and discuss issues pertaining to the development and operation of the Development.

## **8. INDEMNIFICATION**

**A. Indemnification.** Each party agrees to indemnify, defend, and hold harmless the other from and against any and all claims, demands, losses, liabilities, actions, lawsuits and other proceedings, judgments and awards, and costs and expenses (including reasonable attorney's fees) (collectively, "**Claims**"), arising directly or indirectly, in whole or in part, out of the gross acts, omissions, negligence or willful misconduct of the indemnifying party in connection with this MOU and services or work provided hereunder, provided, however, neither party shall be obligated to indemnify the other to the extent such Claim arises out of the comparative or contributory negligence or willful misconduct of the indemnified party. The provisions of this Section shall survive termination of this MOU.

**B. Notice of Claim and Demand.** A party with notice of any claim or demand made of MHC or YCH with respect to any matter covered by this MOU shall promptly communicate details of the claim or demand to the other party by email or facsimile, with hard copy to follow by U.S. mail.

## **9. AUTHORIZED REPRESENTATIVES**

**A. No Employees.** The Partnership shall not have any employees of its own. MHC and YCH shall each supply the services of their respective staffs to the Partnership as needed for the Partnership to be able to carry on its activities and as described in this MOU.

**B. Signatures.** Subject to the provisions of the Reserved Rights and any other provision of the Amended Partnership Agreement to the contrary, the signatures of both General Partners shall be required to bind the Partnership.

## **10. TERM**

**A. Termination.** This MOU shall be effective as of the date set forth above, and shall continue thereafter until the earliest of the following events:

- (i) by either party, with 30 days notice, in the event that final notification is received from the Tax Credit Allocation Committee of a failure to obtain a tax credit allocation after applying a minimum of two rounds and after expiration of any appeal period and rejection of appeals;
- (ii) upon execution of the Amended Partnership Agreement, a Contributions Agreement (an agreement between YCH and MHC or its affiliate specifying the split of liability between the General Partners in the event of a call on the operating deficit guarantee, and codifying other obligations surviving this MOU not outlined in the Amended Partnership Agreement), if necessary, and a Resident Services Agreement or Development Services Agreement between the parties, codifying all terms that survive this MOU;
- (iii) upon notice of either party, if the other party shall fail to perform its obligations under this MOU and such failure shall continue for a period of at least thirty (30) days after written notice thereof from the party claiming such default, or such longer period as reasonably necessary to cure such default, provided that the defaulting party commences to cure the default within 30 days and thereafter proceeds diligently with such cure;
- (iv) the failure of the parties to receive all financing necessary to begin construction of the Development by December 31, 2016, or such later date as the parties may mutually agree; or

## **11. MISCELLANEOUS**

**A. Notices.** All notices under this MOU shall be in writing, shall be effective upon delivery by an express delivery service which shall show the location and the delivery date and shall be addressed as follows:

**YCH:**

Lisa A. Baker  
Chief Executive Officer  
Yolo County Housing  
147 W. Main Street, Woodland, CA 95695  
Phone: 530-662-5428 (general line)

**MHC:**

Mercy Housing California  
2512 River Plaza Drive, Ste 200

Sacramento, CA 95835  
Attn: Stephan Daues  
Tel: (916) 414-4440

All notices shall be deemed effective on the earliest of (i) actual receipt; (ii) rejection of delivery.

**B. Binding Effect.** This MOU shall inure to and bind the parties, their respective representatives, successors and permitted assigns.

**C. Counterparts.** This MOU may be executed in counterparts, all of which taken together shall be deemed one original agreement.

**D. Captions.** Section, titles, or captions in no way define, limit, extend or describe the scope of this MOU or the intent of any of its provisions, and are for convenience of reference only.

**E. Governing Law.** This MOU shall be construed in accordance with and be governed by the provisions of the laws of the State of California.

**F. Waiver.** No waiver of any right under this MOU shall be deemed effective unless contained in writing signed by the party charged with the waiver. No waiver of any breach or any failure to perform shall be deemed to be a waiver of any future breach or failure to perform or of any other right arising under this MOU.

**G. Entire Agreement.** This MOU between the Parties sets forth the entire agreement of the parties and this MOU may not be modified except in writing signed by authorized signatories of MHC and YCH.

**H. Mediation/Arbitration.** In the event of any dispute between the parties regarding this MOU, the parties shall first attempt in good faith to resolve such dispute through non-binding mediation for a period of at least sixty (60) days. The parties shall equally share the costs of mediation. If the parties are unable to resolve the dispute through mediation, then

arbitration shall constitute the sole remedy for the resolution of such dispute. Any of the parties may submit such disputes for binding resolution to the American Arbitration Association, under its commercial arbitration rules. The arbitration shall be held in Los Angeles, California before a single arbitrator. If the parties cannot agree on a single arbitrator within ten (10) days after the request of either party, such arbitrator shall be appointed by the American Arbitration Association in accordance with its rules. The non-prevailing party or parties in such arbitration, as determined by the arbitrator, shall pay all costs associated with such arbitration, including the prevailing party's or parties' attorneys' fees. The arbitrator's decision shall be final and binding upon the parties and judgment thereon may be entered in any court of competent jurisdiction.

**I. Other Activities.** Neither MHC nor YCH shall be bound to devote all of its business time to the development of the Development and the parties acknowledge that MHC and YCH are and will continue to be engaged in other activities, some of which may be connected with business investments and other enterprises which may be in competition with the Development, including but not limited to other multi-family residential developments which may be located in the same geographic area as the Development.

**J. Supersedes Other Agreements.** All other agreements, either verbal or in writing, are superseded by this Memorandum of Understanding.

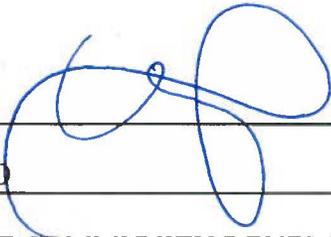
IN WITNESS WHEREOF, the parties hereto have executed this MOU on the date first written above.

**YCH:**

YOLO COUNTY HOUSING

By: \_\_\_\_\_





Its: CEO

NEW HOPE COMMUNITY DEVELOPMENT CORPORATION

By: \_\_\_\_\_

Its: Executive Director

**MHC:**

MERCY HOUSING CALIFORNIA, a California nonprofit public benefit corporation

By: \_\_\_\_\_

Its: Vice President

EXHIBIT A  
PROPERTY SITE

EXHIBIT B

**DIVISION OF RESPONSIBILITIES**

Mercy Housing California and Yolo County Housing

	<b>Lead</b>	<b>Secondary</b>
<b>Site Control</b>		
Negotiate terms of site transfer	MHC	
Site control documentation (ENA, DDA, or P&S)	MHC	YCH
<b>Financing – Residential</b>		
Secure Predevelopment Financing	MHC	YCH
Financial Analysis	MHC	YCH
local/state Financing	MHC	YCH
Tax Credit Financing	MHC	YCH
Affordable Housing Program Loan (if applicable)	MHC	YCH
MHSA Funding	MHC	YCH
Construction Loan	MHC	YCH
Permanent Take Out Loan	MHC	YCH
Section 8 and other operating funds	MHC	YCH
Services Funding	MHC	YCH
<b>Design and Construction</b>		
Architectural and Engineering	MHC	YCH
Community Outreach	MHC	YCH
Zoning and Building Permits	MHC	YCH
Construction Bids	MHC	YCH
Construction/Rehab Contract	MHC	YCH
Construction Administration	MHC	YCH
City Contract Compliance	MHC	YCH
<b>Property Management</b>		
Accounting and Audit	MHC	YCH
Maintenance, Janitorial and Ground	MHC	YCH
Tenant Screening – Special Needs	MHC	YCH
Marketing and Lease Up	MHC	YCH
Tax Credit Compliance and Certification	MHC	YCH
<b>Partnership Management</b>	MHC	YCH
<b>Development Accounting</b>		
Accounting and Audit	MHC	YCH
Lenders’ Cost Certifications	MHC	YCH

Tax Credit Cost Certifications	MHC	YCH
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Yolo County Housing  
Yolo County, California

Meeting Date: January 23, 2019

To: County Counsel ✓  
Yolo County Housing ✓

20.

Review, Approve and Authorize the Opening of the Housing Choice Voucher Wait List by Direct Referral Only for Family Unification Program (FUP) and Mainstream Voucher Program

Minute Order No. 19-11: Approved recommended action.

MOTION: Sandeen. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford.



## ***Yolo County Housing***

147 W. Main Street      Woodland: (530) 662-5428  
WOODLAND, CA 95695      Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** January 23, 2019  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Chief Executive Officer  
**PREPARED BY:** Janis Holt, General Director,  
Irma Jiménez-Pérez, Housing Assistance Supervisor  
**SUBJECT:** **REVIEW, APPROVE AND AUTHORIZE OPENING OF THE HOUSING CHOICE VOUCHER WAIT LIST BY DIRECT REFERRAL ONLY FOR FAMILY UNIFICATION PROGRAM (FUP) AND MAINSTREAM VOUCHER PROGRAM**

### **RECOMMENDED ACTIONS:**

That the Housing Commission:

1. Review the proposed methodology for opening the Housing Choice Voucher wait list by direct referral only for special purpose vouchers allotted through the Family Unification Program (FUP) and Mainstream Voucher Program;
2. Approve Wait List opening; and
3. Authorize the CEO to open the List by direct referral only.

### **BACKGROUND / DISCUSSION**

#### ***Overview***

YCH must have policies regarding various aspects of organizing and managing the wait list for applicant families. This includes:

- Opening the list to new applicants,
- Closing the list to new applicants,
- Notifying the public of wait list openings and closings,
- Conducting outreach to ensure that a sufficient number of applicants are received.

In addition, HUD imposes additional statutory and regulatory requirements on how YCH may structure its wait list and how families must be treated if they apply for assistance from YCH in more than one assisted housing program. Both the federal and YCH adopted specific requirements are included in the YCH Administrative Plan.

Under the law, if the wait list has been closed, it cannot be reopened until YCH publishes a notice in local media, including newspapers of general circulation. As part of Fair Housing requirements, YCH must also use other media, including minority media, to reach populations that are underserved or difficult to reach.

### ***Background/Discussion***

On June 10, 2013, the U.S. Department of Housing and Urban Development (HUD) published guidance on housing individuals and families experiencing homelessness through the Public Housing and/or Housing Choice Voucher (HCV) programs in notice PIH 2013-15 (HA). The purpose of the notice is to provide strategies that Public Housing Agencies can pursue to expand housing opportunities for those individuals and families. This guidance is provided focusing on the goals of the U.S. Interagency Council of Homelessness (USICH) to end chronic homelessness; prevent and end homelessness among Veterans; prevent and end homelessness for families, youth and children by 2020; and, set a path to ending all types of homelessness.

On April 14, 2011, the YCH Board of Commissioners approved the opening of the HCV wait list and adopted a change to the Administrative Plan adding the language of “involuntarily displaced” to the list of preferences. Currently there are four preferences: Residency, Working/Elderly/Disabled, U.S. Veteran Discharged with Honors, and Involuntarily Displaced.

On October 23, 2014, the Housing Commission approved the opening of the HCV wait list by direct referral by local governments in support of Bridge to Housing. Approving the direct referral method for the project based vouchers at West Beamer Place will build upon YCH’s already existing and successful practice.

On March 14, 2018, the Housing Commission approved opening the wait list by direct referral for special needs project based vouchers at the West Beamer Place.

Opening the list for direct referral for Mainstream Vouchers and Family Unification Program Vouchers requires the publication of notices as outlined above.

The notices must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received. Upon approval from the Commission for the opening of this wait list, the notice will be published prior to the date applications will first be accepted.

### ***Family Unification Program Vouchers - 26 Special Funded Vouchers***

Family Unification Program (FUP) Vouchers are designated to assist the following eligible families and youth:

- A. FUP-Eligible Family is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family’s child, or children, in/out of home care, or in the delay of discharge of a child, or

children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).

- B. FUP-Eligible Youth is defined as a youth that the Public Child Welfare Agency has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

As a requirement for receiving FUP Vouchers, YCH entered into a Memorandum of Understanding with the Yolo County Health and Human Services Agency (HHSA) and the Yolo County Homeless and Poverty Action Coalition (HPAC) addressing each agency's responsibilities. In the MOU it states that YCH will accept families and youth certified by HHSA as eligible for FUP vouchers. The executed MOU is a requirement of receiving FUP funding. Any family currently on the HCV waiting list that matches the referral will be assisted with the issuance of an FUP voucher in order of their position on the wait list.

If the wait list is closed, YCH will open the list for any family or youth certified by HHSA as FUP eligible who are not currently on the wait list. YCH must adhere to its' Administrative Plan to be in compliance with opening the HCV Wait List to FUP families that are certified and directly referred to the PHA.

### ***Mainstream Voucher Program - 22 Target Funded Vouchers***

Mainstream Vouchers are targeted specially funded vouchers designated to assist non-elderly persons with disabilities ages 18-61. Additionally, they are targeted to serve persons who 1) have transitioned out of an institutional or other segregated setting; 2) are at risk of institutionalization, 3) are homeless; or 4) are at risk of becoming homeless.

Mainstream vouchers are targeted funded vouchers that require written certification from Yolo County Health and Human Services Agency (HHSA) or other identified partner that the family meets the mainstream limited preference definition. It is a requirement of the funding application to coordinate referrals with the PHA's local health and welfare agency as well as Continuum of Care. Any family currently on the HCV wait list that meets the limited preference definition will be identified prior to opening the wait list by direct referral.

Staff anticipates that there may not be an adequate pool of eligible families on the current wait list. To ensure that we establish an adequate wait list for these targeted funded vouchers of families that require case management and support services, staff recommends opening the wait list by direct referral for mainstream eligible families.

### ***Opening the Wait List***

Staff recommends that the Housing Commission authorize the Chief Executive Officer to open the Housing Voucher waitlist, by direct referral only, for non-elderly disabled families who meet the established eligibility criteria for Mainstream vouchers and families and youth that meet the eligibility criteria for the FUP voucher and are directly referred by the Yolo County Department of Health and Human Services Agency (HHSA).

### **FISCAL IMPACT**

There are costs that are unknown at this time for media outreach and publication, as well as staff time that will accrue to this project. Funds are currently budgeted to meet these needs.

### **CONCLUSION**

Staff recommends opening its HCV wait list by direct referral only for Family Unification Program Vouchers and Mainstream Vouchers in conformance with program requirements and in fulfillment of its agreements with the County Health and Human Services Agency and the Homeless Poverty Action Coalition.