

Yolo County Housing  
Yolo County, California

December 8, 2011

MINUTES

Yolo County Housing met on the 8th day of December, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Provenza, Chamberlain, McGowan, Saylor, Toney and Garnes. Absent was Commissioner Rexroad. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01  
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 11-38: Approved the agenda for this meeting as submitted.

MOTION: McGowan. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney. ABSENT: Rexroad, Garnes.

Agenda Item No. 1.03  
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 2.01  
Presentations

2.01 Resource Administrator Janis Holt presented the Uniform Physical Conditions Standards (UPCS) Fundamentals Certifications to: Jorge Almeida, Jaime Choi, Robert LiVecchi, Randy Perry, Yuriy Sheyko and Brenda Lomeli.

2.02 Resource Administrator Janis Holt presented Certificate of Appreciation to Mickey Fausett for donation of a piano to the Riverbend Manor Community Room.

Commissioner Garnes arrived at the dais at 2:13 p.m.

Agenda Item No. 3.01  
Consent Agenda

Minute Order No. 11-39: Acted on the Consent Agenda as follows:

3.01 Approved minutes from the meeting of October 13, 2011.

3.02 Moved to Regular.

3.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-09** authorizing approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.04 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-10** authorizing approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.05 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as a Housing Choice Voucher High Performer for 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.

Agenda Item No. 3.02  
Financial Report

Minute Order No. 11-40: Received and filed financial report for the quarter ending September 30, 2011.

MOTION: McGowan. SECOND: Garnes. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.

Agenda Item No. 4.01  
Payment Standards

Minute Order No. 11-41: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-11** amending the Payment Standard for the Housing Choice Voucher Program.
- B. Authorized the Executive Director to implement new Payment Standards effective January 1, 2012.

MOTION: McGowan. SECOND: Garnes. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.

Agenda Item No. 4.02  
Crosswoods Apartments

Minute Order No. 11-42: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-12** authorizing (1) the formation of a limited partnership whose managing partner will be New Hope Community Development Corporation and whose initial limited partner will be the Housing Authority, (2) Acquisition and rehabilitation of Crosswoods Apartments by the partnership and (3) financing of acquisition and rehabilitation of Crosswoods Apartments;
- B. Authorized the collateralization of the single family lot located as 1212 "L" Street, if necessary;
- C. Authorized the Executive Director to negotiate and execute any and all necessary documents and to furnish all materials necessary to accomplish the activities of the resolution.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.

Agenda Item No. 4.03  
Updates on Playgrounds, ADA  
Improvements, Davis Water Well

Fred Ichertz provided an oral update report on playgrounds, ADA Improvements and the Davis Water Well.

Agenda Item No. 4.04  
Changeover in Governance Status

Executive Director Lisa Baker provided an oral report update on the status of changeover in governance, indicating they were planning on doing the appointments of the new members at the January 10, 2012 Board of Supervisors meeting.

Agenda Item No. 4.05  
Next meeting

Commissioners approved the next meeting date for Monday, January 23, 2012 at 2:00 p.m..

Agenda Item No. 4.06  
Executive Director Comments

Executive Director Lisa Baker presented remarks on Agency accomplishments.

Agenda Item No. 5.04  
Board of Commissioners Comments

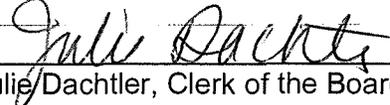
Commissioner Chamberlain requested more information as to the water and sewer systems at the Madison Migrant Center, and Commissioner Saylor followed up by requesting staff to provide on a future agenda the costs of water and sewer at the Madison Migrant Center.

Adjournment

The Housing Commissioners recessed to Closed Session at 2:52 p.m. on the following matter:

Conference with Legal Counsel - Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code  
Section 54956.9(b) 1 case(s)

  
\_\_\_\_\_  
Jim Provenza, Chair  
Yolo County Housing

  
\_\_\_\_\_  
Julie Dachtler, Clerk of the Board

# YOLO COUNTY HOUSING

## AGENDA

### REGULAR MEETING

**DECEMBER 8, 2011**

#### YOLO COUNTY HOUSING

MICHAEL H. MCGOWAN, DISTRICT 1

DON SAYLOR, DISTRICT 2

MATT REXROAD, DISTRICT 3

JIM PROVENZA, DISTRICT 4

DUANE CHAMBERLAIN, DISTRICT 5

MARLENE GARNES, TENANT COMMISSIONER

BERNITA TONEY, TENANT COMMISSIONER

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

625 COURT STREET, ROOM 206

WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
EXECUTIVE DIRECTOR

SONIA CORTES  
AGENCY COUNSEL

**Reminder: Please turn off cell phones.****2:00 P.M. CALL TO ORDER (ITEMS 1.01 - 1.03)**

- 1.01 Pledge of Allegiance
- 1.02 Consider approval of agenda
- 1.03 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.

**PRESENTATIONS (ITEMS 2.01– 2.02)**

- 2.01 Presentation of Uniform Physical Conditions Standards (UPCS) Fundamentals Certifications to: Jorge Almeida, Jamie Choi, Robert LiVecchi, Randy Perry, Yuriy Sheyko, Brenda Lomeli
- 2.02 Presentation of Certificate of Appreciation to Mickey Fausett for donation of a piano to the Riverbend Manor Community Room

**CONSENT AGENDA (ITEMS 3.01 – 3.05)**

- 3.01 Approval of Minutes from the meeting of October 13, 2011 (Baker)
- 3.02 Receive and File Financial Report for the Period Ending September 30, 2011 (Stern)
- 3.03 Review, Approve and Adopt Resolution Authorizing Approval of OMS Standard Agreement 11-OMS-955 (RD) for Madison Migrant Center and Authorize Executive Director to Execute (Stern and Baker)
- 3.04 Review, Approve and Adopt Resolution Authorizing Approval of OMS Standard Agreement 11-OMS-954 (RD) for Davis Migrant Center and Authorize Executive Director to Execute (Stern and Baker)
- 3.05 Receive And File Correspondence From The U.S. Department Of Housing And Urban Development (HUD) Confirming YCH As A Housing Choice Voucher High Performer For 2011 (Kragar)

**REGULAR AGENDA (ITEMS 4.01 – 4.07)**

- 4.01 Review and Approve Resolution to Amend the Payment Standards used for the YCH Housing Choice Voucher Program in Conformance with HUD regulations (Perez and Kragar)
- 4.02 Review, Approve and Adopt Resolution Authorizing (1) The Formation Of A Limited Partnership Whose Managing Partner Will Be New Hope Community Development Corporation And Whose Initial Limited Partner Will Be The Housing Authority, (2) Acquisition And Rehabilitation Of Crosswoods Apartments By The Partnership, And (3) Financing Of Acquisition And Rehabilitation Of Crosswoods Apartments (Baker)
- 4.03 Receive Oral Report Update on Playgrounds, ADA Improvements, Davis Water Well (Ichertz)
- 4.04 Receive Oral Report Update on Status of Changeover in Governance (Baker)
- 4.05 Review and Approve Proposed YCH meeting date for January 2012 (Baker)
- 4.06 Receive Comments from Executive Director

4.07 Receive Comments from Commissioners

**CLOSED SESSION (ITEM 5.01)**

5.01 Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code  
Section 54956.9(b): 1 case

**ADJOURNMENT**

Next meeting is TBD

I declare under penalty of perjury that the foregoing agenda was posted December 2, 2011 by 5:00 p.m. at the following places:

1. On the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California; and
2. On the bulletin board on the kiosk outside the Board of Supervisors Chambers, Room 206, in the Erwin Meier Administration Center, 625 Court Street, Woodland, California.
3. On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than December 5, 2011 by 2:00 p.m. as follows:

4. 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 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

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

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 11-39, Item No. 3.01, of the Yolo County Housing meeting of December 8, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney. Garnes.  
ABSENT: Rexroad.

3.01 Approved minutes from the meeting of October 13, 2011.

3.02 Moved to Regular.

3.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-09** authorizing approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.04 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-10** authorizing approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.05 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as a Housing Choice Voucher High Performer for 2011.

Yolo County Housing  
Yolo County, California

October 13, 2011

MINUTES

Yolo County Housing met on the 13th day of October, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Provenza, Chamberlain, Saylor, and Toney. Absent were Commissioners McGowan, Rexroad and Garnes. Chair Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01  
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.03  
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 4.01  
Status of Budget

Received oral report on status of the budget for 2012.

Commissioner Saylor arrived at the dais at 2:07 p.m.

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 11-36: Approved the agenda for this meeting as submitted.

MOTION: Chamberlain. SECOND: Toney. AYES: Provenza, Chamberlain, Saylor, Toney.  
ABSENT: McGowan, Rexroad, Garnes.

Agenda Item No. 2.01  
Consent Agenda

Minute Order No. 11-37: Acted on the Consent Agenda as follows:

- 3.01 Approved minutes from the meeting of August 11, 2011.
- 3.02 Received and filed the unaudited financial report for year ending June 30, 2011.
- 3.03 Ratified contract with Sierra Valley Construction as the lowest responsive ~ responsible bidder for the City of Woodland CDBG Playground Project at Yolano Village, 2009 Capital Fund Playground Project at Donnelly Circle and ADA Site Improvements at Yolano Village and Donnelly Circle housing complexes, Woodland, California.

MOTION: Toney. SECOND: Saylor. AYES: Provenza, Chamberlain, Saylor, Toney. ABSENT: McGowan, Rexroad, Games.

Agenda Item No. 2.01  
Presentations

- 2.01 The Commissioners presented Certificates of Appreciation to those providing donations to the YCH Soccer League: Coinmatch, Kay O'Laughlin, District Manager; Deportes Celaya, Raul Perez, Owner; Yolo Interfaith Immigration Network, Alison Pease, Board Member; California Health Education Council, Oscar Velasco and Edith Gomez, Program Assistants. Commissioner Provenza thanked everyone for their funding and support.
- 2.02 Alicia Ruiz, Client Services Coordinator, presented Certificates of Appreciation to volunteer coaches of the YCH Soccer League: Alex Contreras, Woodland; Fernando Cervantes, Jenna Thal, Catherine O'Neil and Omar Tinaco of Winters; Tina Lopez, Davis Migrant Center, Uriel Cisneros, Dixon Migrant Center; Angel Montoya and Roberto Guevara, Madison Migrant Center.
- 2.03 Executive Director Lisa Baker made a presentation to Janis Holt, Resource Administrator, from California State University of Sacramento for her work with the High School Equivalency Program.
- 2.04 Executive Director Lisa Baker presented a "Thank You" to YCH staff from the City of Davis Community Services Department.
- 2.05 Resource Administrator Janis Holt made a presentation to YCH from the Housing Insurance Group (HAIG) as Honorable Mention in the Housing Authority Risk Retention Innovation Award program for Policy Year 2010-2011.
- 2.06 Executive Director Lisa Baker made a presentation to YCH from the California Association of Housing Authorities (CAHA) for its work with New Hope CDC and Neighborhood Partners on Rochdale Grange in recognition of Housing America Month 2011.
- 2.07 Resource Administrator Janis Holt presented new hires, promotions and transfers: Cristina Bramble, promoted to permanent full time Office Assistant I in Reception; Lauren Losada, Part-time Resident Manager for Cottonwood Meadows; José Alvarez, Part-time Resident Manager, Pacifica; Elizabeth Montoya, Promotion from Office Assistant I in Reception to Housing Specialist I in Eligibility; Celia Marquez, Transfer from Eligibility to Housing Specialist I in the Housing Assistance Division, and Alicia Ruiz, client services

coordinator.  
Agenda Item No. 4.02  
Changeover in Governance Status

Received oral report update on Status of Changeover in Governance, in which Executive Director Lisa Baker indicated they will begin appointing members between December and January.

Agenda Item No. 5.03  
Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following accomplishments:

Operations

- PIC scores for HCV are 99.46, 0 late recertifications and HQS inspections. PIC scores for LIPH are 99%. Occupancy is at 97%.
- YCH confirmed as Voucher High Performer, 2<sup>nd</sup> year in a row.
- We held our inaugural quarterly resident meeting scheduled for June 29, 2011 for Cottonwood Meadows. The meeting was well received and we were able to present information.
- The new part time property managers have started at both Cottonwood Meadows and at Pacifico.
- Agricultural housing staff received free training from Lowe's on re-keying and mater-keying locks. The next training will be on plumbing.
- The maintenance on Davis Solar units has transitioned to Agricultural Housing, who are also managing the units. They are 100% occupied.
- There are currently 8 vacancies at Davis, 5 in Dixon and 6 in Madison. The centers have had one season extension and our second extension request was approved. The new closing dates are: Davis: 10/31/11, Dixon: 11/14/11, Madison: 11/7/11.

Facilities

- Emergency Back-up generator for Davis Migrant Water Well project delivered 10/11/11. We are waiting on a new hydro-pneumatic tank and well pump to be delivered. Irrigation sprinklers are 95% complete – electrician has to make final power connections to the timers.

- Unfortunately, our CalEMA grant application for funding for the back-up generator was not selected.
- Woodland, Yolano and Donnelly playgrounds, the contractor is on-site and has laid out the locations for the new playgrounds and preparing for the concrete contractor to set forms for curbing around them. Contractor is also laying out new ADA approaches in preparation for demolition of existing concrete.
- 2009 ARRA grant – the 3<sup>rd</sup> quarter ARRA status report to HUD has been completed. Additional Energy Star refrigerators have been purchased and delivered. One year warranty inspections of all ARRA replacement windows will be in the next 2 weeks.

### Finance and Administration

- Article was published in the Journal of Housing and Community Development on our technology initiatives.
- The draft white paper on Sustainability has been completed and will be finalized next week in time for the NAHRO National Conference. Director Baker is chair of the national Working Group on Sustainable Legislation and Policy.
- Furniture and new computers were purchased for the computer learning centers and have been received. The learning centers are undergoing a cleanup and makeover before the new equipment is installed.
- We received 60 plug load sensors for use agency-wide (for free!). They have a sensor that turns off peripherals when the person leaves their desk and turns them back on when someone is at the station. We are installing them throughout our system and in our computer learning centers.
- We are in the process of establishing our first computer center for seniors at our West Sacramento River Bend Manor complex. This is accomplished through a generous donation of funding and computers from the City of West Sacramento.
- We will also be the site of the Broderick-Bryte neighborhood group and historic society at our West Sacramento offices. We are preparing office space for them and it is anticipated that they will move in around November 1<sup>st</sup>.

### Human Resources and Resident Services

#### *Services*

- As part of the “Welcome Home Initiative”, the poster, essay, photography and poem contest kicked off September 29 and is currently being offered at the different Computer

learning Centers. Children and Youth ages 7-18 years from the Public Housing sites, Migrant Centers and the Voucher program have been invited to participate. A series of workshops on the basics of art, essay and poem writing will be offered to assist participants with this project at each location beginning October 10<sup>th</sup>.

- The 2011 YCH Youth Soccer League Tournament was held August 28, 2011 at Playfields Park in Davis. Over 150 people attended including players, family members and staff from the partner agencies. Madison Migrant Center won the championship and the Woodland team took 2<sup>nd</sup> place. Thanks to generous donations and sponsorships, over \$1,000 was raised to support the soccer league this year.
- Three resident families received emergency food and donated furniture items; two resident families were referred to the RISE Safety Net Program for assistance with different family needs. The Rise Safety Net program serves families who have children ages 1-5 yrs. living in rural communities and their services include stipends, home visits and transportation.
- FSS participation increased with six one-on-one orientations resulting in three new enrollments. Staff continues to participate in the quarterly Bay Area Family Self-Sufficiency Coordinator's meetings.
- Staff participated in the Yolo County Earned Income Tax Credit (EITC) Convening meeting held on September 23, 2011. YCH will be working with VITA in volunteer recruitment and the provision of their services to residents and tenants.
- YCH participated in the Multi-Cultural Fair in West Sacramento on October 1<sup>st</sup> with a booth and information about our available services. YCH staff, Alicia Ruiz and Jose Alvarez, was available to answer participant questions.
- Resident meetings are scheduled at West Sacramento on October 20<sup>th</sup> at 5:00pm, Winters on October 26<sup>th</sup> and Woodland on October 27<sup>th</sup> at 5:30pm.

#### *Resources*

- Yolo Fliers Club was the location of the "no host" YCH Staff Recognition Dinner on August 19<sup>th</sup>. Over 40 attendees enjoyed the event, including the entertainment provided by Executive Director, Lisa Baker. Staff was recognized for their years of service in 5 year increments with Fred Ichtertz and Enrique Avila being recognized for over 30 years of service to the agency.
- Staff attended the California State University, Sacramento High School Equivalency Program (HEP) graduation in Sacramento on August 19<sup>th</sup>. Yolo County Housing was recognized for their contributions to the program during the ceremony where 74 graduates received their diplomas.
- Rochdale Grange held their Grand Opening on October 5<sup>th</sup>. YCH co-sponsored the event with Neighborhood Partners, LLC. Speakers included YCH Chair, Jim Provenza and Commissioner Matt Rexroad along with former Commissioner and current California Assembly Member, Mariko Yamada. Bill Fagan, Executive Director of Stanislaus

Housing Authority and representative of Housing America presented Lisa Baker a plaque recognizing Yolo County Housing. Over 75 people attended this event with perfect weather and great food.

- September 14<sup>th</sup> was the YCH All Hands Meeting where staff was informed of current projects and updates from each of the agency's departments, received safety training, and information on future budget concerns and issues.
- Staff participated in a regional risk management meeting with Northern California Housing Authorities in Sacramento on September 15<sup>th</sup>. The meeting was sponsored by Housing Authority Insurance Group (HAIG), our insurer.
- YCH has filled the open positions of Client Services Coordinator, Housing Specialist I, Office Assistant I and Resident Manager (2). We are currently recruiting to fill the internship position of Special Assistant to the Executive Director through UC Davis.

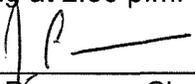
Agenda Item No. 5.04

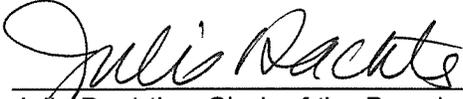
Board of Commissioners Comments

There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:50 p.m.

  
\_\_\_\_\_  
Jim Provenza, Chair  
Yolo County Housing

  
\_\_\_\_\_  
Julie Dachtler, Clerk of the Board

Yolo County Housing  
Yolo County, California

Meeting Date: December 8, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 3.02  
Financial Report

Minute Order No. 11-40: Received and filed financial report for the quarter ending September 30, 2011.

MOTION: McGowan. SECOND: Garnes. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

## BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene C. Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad.  
Don Saylor  
Bernita Toney

**DATE:** December 8, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Mark Stern, Finance Director  
**SUBJECT:** Receive and File Financial Report for the Period Ending September 30, 2011.

### RECOMMENDED ACTION:

Receive and file the financial report for quarter ending September 30, 2011.

### BACKGROUND/DISCUSSION:

This is the first quarter that we have used the new TenMast Financial Report Writer to prepare the quarterly reports. This new report writer allows more flexibility in financial statement preparation. The report includes the following:

- Attachment A – Balance Sheet
- Attachment B – Income Statement
- Attachment C– Accounts Receivable Summary
  - The aging report from our accounting system includes only tenant accounts receivable. Balances receivable as the result of repayment agreements have been removed from the active accounts.
- Attachment D – Units Leased Report

Following is an analysis on a program by program basis:

#### **Low Income Public Housing:**

- Units leased are at 98.69% of available units for the year.
- AMP gains are restricted to program use.
- The original Budget estimate did not include any Operating Subsidy for January - June 2012. Allocation of HUD Operating Subsidy Received exceeds budget in all three AMPS. October to December has increased allocations for Woodland and Winters and -0- allocation for West Sacramento.
- **West Sacramento +55,536**
  - Rent and Other Income are slightly above YTD budget.
  - Expenses are slightly below YTD budget.
  - Budgeted line items for Audit and OPEB have not yet had expenses charged to them.

Working together to provide quality affordable housing and community development services for all

- September Operating Subsidy is the final one for West Sacramento for this calendar year. Budget does not include any Operating Subsidy for January-June. HUD has not released calculations of Operating Fund that will be available.
- Program gain is restricted for use within the program.
  
- **Woodland +46,939**
  - Total revenue and expenses are on target for the quarter.
  - HUD Subsidy projects to slightly exceed budget for the year. HUD Operating Subsidy is slightly exceeding budget but October through December will exceed amount budgeted by \$184,176. The original budget estimate did not include any Operating Subsidy for January-June. HUD has not released calculations of Operating Fund that will be available.
  - Budgeted line items for Audit and OPEB have not yet had expenses charged to them.
  - Program Income is restricted for program use.
  
- **Winters -46,129**
  - Rent and Other Income are slightly behind YTD budget.
  - Operating Expenses are slightly over budget year to date, primarily due to increased maintenance time.
  - The YTD Loss is primarily the result of high unit turnover. This increases maintenance costs and until the economy improves this is a cost that will continue to be incurred.
  - HUD Operating Subsidy is slightly exceeding budget but October through December will exceed amount budgeted by \$64,190. The original Budget did not include any Operating Subsidy for January to June. HUD has not released calculations of Operating Fund that will be available.
  - Budgeted line items for Audit and OPEB have not yet had expenses charged to them.
  - Program gain is restricted for use within the program.

**HCV program:**

- **Admin +66,833**
  - HUD Administrative Funds are running ahead of budget because they include \$48,000 of one time funding for administrative costs required to bring Anderson Place online. January to June earned fees are unknown at this time as HUD has not released them.
  - Expenses are well under budget year to date.
  - Budgeted line items for Audit and OPEB have not yet had expenses charged to them.
  - Program gain is restricted for use within the program.
  
- **HAP Voucher Payments -41,347**
  - HUD contributions are lower than budget.
  - Funding for 2012 calendar year has not been appropriated at this point.
  - Vouchers issued have exceeded funding by \$41,347 requiring the use of Net Restricted Assets (NRA) to fill the funding shortfall.
  - With the Anderson Place vouchers coming online in October and November, the required use of NRA will accelerate.

**Central Office Cost Center +46,297 and Admin Building +60,141**

- The Admin Building expenses well under budget. The budget included the entire amount of the loan payments on the building but expenses include only interest. Principal Reduction payments are not an income statement item.
- A \$50,000 Principal Reduction Payment on loan 3 is due in January.
- COCC Revenue is on budget YTD.
- YTD Expenses are slightly under budget.
- Budgeted line items for Audit and OPEB have not yet had expenses charged to them.

**ADMH -0-**

- The funding provided for the Helen Thomson Homes exceeds the project's needs.
- Agreement includes enough funding to pay for repairs if something unforeseen should arise.
- This is a cost reimbursement agreement up to a maximum of the budget amount.

**New Hope +10,073**

- Revenue is under budget YTD due to vacancies.
- Expenses YTD are under budget primarily due to delay in hiring our on site manager.
- HCD has approved use of reserves for repairs to the bridge connecting the two buildings. Repair cost is expected to exceed \$100,000 and planning for the project has begun.

**Migrant Programs: +10,063** The Office of Migrant Services (OMS) reimburses the Agency for all allowable expenses up to the contract limits.

- OMS has authorized use of tenant rents to cover operating expenses before contracts were fully executed and reimbursements received.
- Davis Migrant Water Well project is grant funded cost reimbursement. Full grant amount of \$1,000,000 was received as deferred revenue in February, 2011.

**Davis Solar Housing: +3,801**

- Revenue is slightly under budget.
- Expenses are significantly under budget.

**Pacifico: -1**

- YCH and City of Davis are finalizing the Pacifico Operating Agreement. The draft agreement includes a management fee for YCH and funding to cover the project's expenses. Any excess rental income will be turned over to the City of Davis.

**FISCAL IMPACT:**

- YCH has a total Year to Date Income of \$210,957.
- YTD Gains from LIPH and HCV operations are restricted for use within the programs.
- HCV Vouchers has begun consuming NRA.
- Funding for LIPH and HCV for calendar year 2012 is unknown at this time.
- Although individual line items may show over expenditures, program staff has line item authority to modify their budgets within the total amount appropriated by the Board.

**CONCLUSION:**

Although the current year is exceeding expectations at this point, funding for the last half of the 2011-2012 year is unknown but will almost certainly be reduced from current levels.

- Staff recommends the Board receive and file the September 2011 Financials.
- Staff will be monitoring income and expenses and adjusting accordingly. In addition, staff will bring back the mid-year budget revision between January and March for any additional course corrections.

**Attachments:**

**Attachment A:** September 30, 2011 Balance Sheet

**Attachment B:** September 30, 2011 Income Statement

**Attachment C:** Accounts Receivable Summary

**Attachment D:** Units Available/Units Rented Report

Yolo County Housing  
Balance Sheet  
As of September 30, 2011

*Attachment A*

ASSETS		
Current Assets		
Cash		
000.1111.02.000.000	LAIF	\$76,658.62
000.1111.04.000.000	Cash - FNB Agency Reserves	\$142,786.04
000.1111.05.000.000	Cash - First Northern Bank Payables and Payroll	(\$633,468.05)
000.1111.75.000.000	Cash in Bank - Capital Fund - First Northern Bank	\$178,523.86
000.1117.00.000.000	Cash on Hand	\$316.41
110.1111.02.000.000	Tenant Rental Deposit	\$369,434.04
110.1114.01.000.000	Tenant Security Deposit	\$82,157.17
110.1117.00.000.000	Cash on Hand	\$47.49
120.1111.02.000.000	Tenant Rental Deposit	\$486,625.54
120.1114.01.000.000	Tenant Security Deposit	\$55,317.14
120.1117.00.000.000	Cash on Hand	(\$1,972.00)
130.1111.02.000.000	Tenant Rental Deposit	\$513,788.74
130.1114.01.000.000	Tenant Security Deposit	\$66,102.43
130.1117.00.000.000	Cash on Hand	\$0.04
200.1111.02.000.000	Cash-HAP Voucher Account (New FNB)	\$924,561.89
200.1111.05.000.000	Cash - HAP Reserve	\$2,053.49
200.1111.10.000.000	Cash - Administrative Fee Fund	\$961,022.02
200.1112.00.000.000	Cash in Bank - FSS Escrow Funds - FNB	\$27,806.18
200.1117.00.000.000	Cash on Hand	\$11,270.33
310.1111.00.000.000	Cash - ED's Challenge Fund #8021156	\$1,797.65
310.1118.00.000.000	Petty Cash Fund	\$100.00
400.1111.04.000.000	Cash - Cottonwood Rental Receipts - FNB	\$105,599.85
400.1111.06.000.000	Petty Cash	\$75.00
400.1111.10.000.000	Rental Security Deposit - Cottonwood - FNB	\$20,327.95
400.1111.12.000.000	Replacement Reserves for Cottonwood - FNB	\$177,492.70
501.1111.00.000.000	CARE Reserves Cash	\$52,330.81
501.1111.01.000.000	Cash - First Northern Bank	\$134,196.14
501.1111.02.000.000	Cash - Davis Migrant Reserve	\$992,905.74
501.1114.01.000.000	Tenant Security Deposit	\$8,688.41
502.1111.01.000.000	Cash - First Northern Bank	\$197,319.05
502.1111.02.000.000	Cash - Madison Migrant Reserve	\$437,728.02
502.1114.01.000.000	Tenant Security Deposit	\$11,291.26
502.1118.00.000.000	Petty Cash	\$10.00
503.1111.00.000.000	Cash	\$490.00
503.1111.01.000.000	Cash - First Northern Bank	\$219,154.49
503.1114.01.000.000	Tenant Security Deposit	\$10,795.58
503.1118.00.000.000	Petty Cash	\$50.00
600.1111.03.000.000	Davis Solar Housing Rental Receipts Cash - FNB	\$53,078.24
600.1112.00.000.000	Davis Solar Housing Reserve - First Northern Bank	\$55,128.55

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

600.1114.01.000.000	Tenant Security Deposit	\$1,932.20
600.1117.00.000.000	Cash on Hand	(\$440.00)
700.1111.00.000.000	Pacifico Rental Deposit	\$12,834.15
910.1460.00.000.000	Dwelling Structures	\$22,678.92
	Total Cash	\$5,778,596.09
	Accounts Receivable	
110.1122.00.150.000	Tenant A/R 44-15 RSM #1	\$61.59
110.1122.00.170.000	Tenant A/R 44-17 RSM #2	(\$198.64)
110.1122.00.280.000	Tenant A/R 44-28 Las Casitas	\$1,908.45
110.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
120.1122.00.010.000	Tenant A/R 44-01 Yolano	\$4,400.91
120.1122.00.050.000	Tenant A/R 44-05 Ridgecut	(\$695.77)
120.1122.00.060.000	Tenant A/R 44-06 Yolito	\$346.62
120.1122.00.070.000	Tenant A/R 44-07 Donnelly	\$2,975.53
120.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
120.1129.00.000.000	A/R Other	\$2,002.49
130.1122.00.020.000	Tenant A/R 44-02 El Rio #1	\$10,173.21
130.1122.00.040.000	Tenant A/R 44-04 Montecito	\$1,993.87
130.1122.00.080.000	Tenant A/R 44-08 El Rio #2	\$6,026.20
130.1122.00.180.000	Tenant A/R El Rio #3	\$4,802.95
130.1122.00.250.000	Tenant A/R El Rio #4	\$4,216.72
130.1123.00.000.000	Allowance for Doubtful Accounts	(\$5,000.00)
130.1129.00.000.000	A/R Other	\$1,484.94
200.1122.02.000.000	Accounts Recvievable - Port In Tenants	(\$14,904.65)
200.1129.00.000.000	A/R other	\$11,208.18
310.1129.00.000.000	A/R other	(\$10,957.16)
320.1129.00.000.000	A/R Other	\$11,397.46
400.1122.00.000.000	Tenant A/R Cottonwood	\$5,076.35
400.1122.01.000.000	Tenant A/R Assisted Units	\$1,679.34
501.1122.00.000.000	Tenant A/R Davis Migrant	\$70.28
501.1129.01.000.000	Accounts Receivable - other	\$0.01
501.1230.01.000.000	A/R OMS Davis	\$91,158.36
502.1122.00.000.000	Tenant A/R Madison	(\$160.21)
502.1230.01.000.000	A/R OMS Madison	\$159,552.01
503.1122.00.000.000	Tenant A/R Dixon	\$82.50
503.1230.01.000.000	A/R OMS Dixon	\$207,452.38
600.1122.00.000.000	Tenant A/R Davis Solar	\$576.18
700.1122.00.000.000	Tenant Receivables	\$35.00
700.1135.00.000.000	AR-City of Davis	\$58,007.09
908.1129.00.000.000	Capital fund Receivable	\$6,264.72
909.1129.00.000.000	Capital fund Receivable	\$84,675.28
910.1129.00.000.000	Capital fund Receivable	\$61,451.00
	Total Accounts Receivable	\$697,163.19

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

	Due To / From Other Funds	
000.1157.01.000.000	Interfund - LIPH	(\$456,685.69)
000.1157.07.000.000	Interfund - Section 8	\$6,693,777.27
000.1157.09.000.000	Interfund - Cotton Wood	(\$748,081.87)
000.1157.10.000.000	Interfund - Esparto	\$74,691.09
000.1157.11.000.000	Interfund - Kentucky Comm Bldg	\$1,004,167.22
000.1157.12.000.000	Interfund - Davis	\$972,398.39
000.1157.13.000.000	Interfund - Madison	(\$153,604.83)
000.1157.14.000.000	Interfund - Dixon	(\$189,752.70)
000.1157.16.000.000	Interfund - Madison Capital	\$13,850.00
000.1157.18.000.000	Interfund - Davis Solar, (600)	\$11,157.75
000.1157.23.000.000	Interfund - CFP 2006	\$456,685.69
000.1157.32.000.000	Interfund - HAP Vouchers	(\$6,379,451.70)
000.1157.36.110.000	Interfund - AMP 1 West Sac	(\$18,227.47)
000.1157.37.120.000	Interfund - AMP 2 Woodland	(\$37,387.66)
000.1157.38.130.000	Interfund - AMP 3 Winters	(\$316,632.00)
000.1157.40.310.000	Interfund - COCC	(\$1,904,850.45)
000.1157.42.907.000	Interfund - Capital Fund 907	(\$1,111.28)
000.1157.42.908.000	Interfund - CAP 908	\$6,264.71
000.1157.42.909.000	Capital Fund 909 Interfund	\$149,025.17
000.1157.43.580.000	Interfund-Davis Rehab Contract 880	(\$970,305.40)
000.1157.43.851.000	Interfund - OMS 851 Dixon Rehab Contract	(\$13,850.00)
000.1157.44.320.000	Interfund - ADMH	\$48,577.27
000.1157.45.900.000	Interfund - ARRA	\$20,465.94
000.1157.46.147.000	Interfund-147	\$2,045,753.47
000.1157.47.910.000	Capital Fund 910 interfund	\$85,167.25
000.1157.48.000.000	Interfund-Pacifico	\$69,944.86
110.1157.00.000.000	Interfund	\$18,227.47
110.1157.00.130.000	Interfund-Winters Amp 2	\$48,050.30
120.1157.00.000.000	Interfund	\$37,387.66
120.1157.00.110.000	Interfund-West Sac AMP 3	(\$32,762.66)
120.1157.00.130.000	Interfund-Winters AMP 2	\$84.15
120.1157.00.400.000	Interfund-Cottonwood	\$160.21
130.1157.00.000.000	Interfund	\$316,632.00
130.1157.00.110.000	Interfund-West Sac AMP 3	(\$15,287.64)
130.1157.00.120.000	Interfund-Woodland AMP 1	(\$84.15)
147.1157.00.000.000	Due To / Due From Other Funds	(\$2,045,753.47)
200.1157.00.000.000	Interfund - Section 8	(\$159,993.20)
201.1157.00.000.000	Interfund - Due to/From	(\$154,332.37)
310.1157.00.000.000	Interfund	\$1,888,192.99
320.1157.00.000.000	Interfund	(\$48,577.27)
400.1157.00.000.000	Interfund	\$748,081.87
400.1157.00.120.000	Interfund-AMP1	(\$160.21)

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

410.1157.00.000.000	Interfund	(\$74,691.09)
420.1157.00.000.000	Interfund	(\$1,004,167.22)
501.1157.00.000.000	Interfund	(\$533,538.39)
502.1157.00.000.000	Interfund	\$87,393.49
503.1157.00.000.000	Interfund	\$189,484.20
580.1157.00.000.000	Interfund	\$970,305.40
580.1157.10.501.000	Interfund-Davis Rehab Grant	(\$355,722.70)
600.1157.00.000.000	interfund	(\$11,157.75)
700.1157.00.000.000	Interfund-	(\$69,944.86)
900.1157.00.000.000	Interfund	(\$20,465.94)
907.1157.00.000.000	Interfund	\$1,111.28
908.1157.00.000.000	Interfund	(\$6,264.71)
909.1157.00.000.000	Interfund	(\$149,025.17)
910.1157.00.000.000	Interfund	(\$85,167.25)
	Net Due To / From Other Funds	(\$0.00)
	Other Current Assets	
110.1211.00.030.000	Prepaid Insurance	\$31,530.51
110.1260.00.000.000	Inventory Materials	\$58,274.30
110.1260.01.000.000	Inventory Allowance	(\$1,275.18)
120.1211.00.030.000	Prepaid Insurance	\$3,345.83
120.1260.00.000.000	Inventory Materials	\$87,949.76
120.1260.01.000.000	Inventory Allowance	(\$4,333.00)
130.1260.00.000.000	Inventory Materials	\$30,113.34
130.1260.01.000.000	Inventory Allowance	(\$1,341.00)
147.1211.19.000.000	Prepaid Loan Fees 3035919 (2240000)	\$17,525.86
310.1211.00.000.000	Prepaid Insurance HARRG	\$17,499.21
310.1211.01.000.000	Prepaid expenses	\$22,193.34
310.1211.00.030.000	Prepaid Insurance CHWCA	\$24,695.60
310.1212.00.000.000	Prepaid Postage	(\$4,170.20)
400.1211.00.000.000	Prepaid Insurance	\$9,749.00
400.1211.25.000.000	Prepaid Loan Fees FNB # 3035925	\$24,015.42
503.1211.00.000.000	Prepaid Insurance	\$10,546.25
	Total Other Current Assets	\$326,319.04
	Total Current Assets	\$6,802,078.32
	Property, Plant & Equipment	
110.1400.00.010.000	Land Project	\$1,919,532.00
110.1400.01.000.000	Construction in Progress	\$24,012.00
110.1401.00.010.000	Buildings - Project -	\$6,208,970.00

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

110.1401.10.010.000	Improvements	\$2,161,508.04
110.1402.00.010.000	Furniture & Fixtures-Non dwelling	\$133,585.00
110.1402.20.010.000	Vehicles	\$26,412.00
120.1400.00.010.000	Land Project - Yolano Dr.	\$63,308.00
120.1400.01.000.000	Construction in Progress	\$20,608.70
120.1401.00.010.000	Buildings - Project - Yolano	\$1,138,164.68
120.1401.10.010.000	Improvements	\$6,232,081.93
120.1402.20.010.000	Vehicles	\$34,524.67
120.1480.00.000.000	Construction in Progress	\$5,858.38
130.1400.00.000.000	Construction in Progress	\$24,011.28
130.1400.00.010.000	Land Project	\$1,202,816.00
130.1401.00.010.000	Buildings - Project -	\$3,939,295.00
130.1401.10.010.000	Improvements	\$5,549,564.56
130.1402.20.010.000	Vehicles	\$31,714.69
147.1400.00.000.000	Land	\$218,120.00
147.1401.00.000.000	Admin Building	\$3,215,598.00
147.1401.10.000.000	Improvements	\$1,216,643.27
147.1401.11.010.000	Accum. Depr. Improvements	(\$449,367.53)
147.1402.10.010.000	Equipment	\$21,730.12
200.1400.05.000.000	Accum. Depreciation	(\$21,437.95)
200.1400.09.000.000	Equipment	\$21,093.66
200.1402.20.000.000	Vehicles	\$31,416.82
310.1400.00.000.000	Land	\$60,000.00
310.1401.00.000.000	Admin Building	\$779,756.00
310.1402.00.010.000	Furniture & Fixtures	\$169,042.00
310.1402.20.010.000	Vehicles	\$161,929.43
310.1402.30.010.000	computers	\$7,187.97
320.1401.00.000.000	Buildings	\$703,500.45
400.1400.06.000.000	Land	\$239,463.00
400.1400.07.000.000	Building	\$1,372,522.00
400.1400.08.000.000	Furniture & Fixtures	\$77,110.00
410.1400.00.000.000	Construction in Progress	\$142,699.00
410.1400.06.000.000	Land	\$177,220.00
600.1400.07.000.000	Land	\$40,839.00
600.1400.08.000.000	Buildings & Improvements	\$369,175.32
900.1410.00.000.000	Administration	\$124,837.79
900.1430.00.000.000	Fees & Costs	\$94,617.41
900.1460.00.000.000	Dwelling Structures	\$927,717.33
900.1465.01.000.000	Dwelling Equipment Appliances	\$119,440.38
900.1499.00.000.000	Capital Fund Contra	(\$1,246,146.91)
906.1406.00.000.000	Operations	\$199,763.00
906.1408.00.000.000	RIC	\$112,103.00
906.1408.01.000.000	Computer Software Licenses	\$33,632.20
906.1408.02.000.000	Computer Lab Salaries	\$35,805.72

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

906.1408.03.000.000	Computer Lab Benefits	\$18,222.08
906.1410.00.000.000	Capital Projects Manager	\$98,254.00
906.1430.00.000.000	A & E Design Fees	\$14,623.88
906.1435.00.000.000	Capital Fund Update	\$13,390.00
906.1465.00.000.000	Dwelling Equipment	\$41,304.77
906.1470.00.000.000	Non Dwelling Structures	\$173,164.68
906.1475.00.000.000	Purchase / Renovation Central Office	\$1,168.17
906.1475.01.000.000	Non-Dwelling Equipment	\$51,115.15
906.1499.00.000.000	CFP Contra-Account	(\$792,546.65)
907.1406.00.000.000	Operations	\$97,015.00
907.1408.00.000.000	Management Improvements	\$155,718.59
907.1410.00.000.000	Administration	\$97,015.00
907.1430.00.000.000	Fees & Costs	\$52,644.33
907.1460.00.000.000	Dwelling Structures	\$316,084.74
907.1465.01.000.000	Dwelling Equipment	\$51,396.01
907.1475.00.000.000	Non-Dwelling Equipment	\$46,388.05
907.1499.00.000.000	CFP Contra-Account	(\$1,022,392.00)
907.1501.00.000.000	Debt Service	\$205,019.00
908.1406.00.000.000	Operations	\$100,964.00
908.1408.00.000.000	Management Improvements	\$123,792.01
908.1410.00.000.000	Administration	\$97,014.86
908.1430.00.000.000	Fees & Costs	\$95,727.16
908.1450.00.000.000	Site Improvements	\$38,615.00
908.1460.00.000.000	Dwelling Structures	\$228,198.68
908.1475.00.000.000	Non-Dwelling Equipment	\$159,901.29
908.1499.00.000.000	Capital Fund Contra	(\$1,000,964.00)
908.1501.00.000.000	Debt Service	\$156,751.00
909.1406.00.000.000	Operations	\$195,018.00
909.1408.00.000.000	Management Improvements	\$72,451.02
909.1410.00.000.000	Administration	\$63,467.34
909.1430.00.000.000	Fees & Costs	\$26,324.20
909.1450.00.000.000	Site Improvements	\$14,605.92
909.1460.00.000.000	Dwelling Structures	\$133,643.74
909.1465.01.000.000	Dwelling Equipment Appliances	\$38,762.87
909.1475.00.000.000	Non-Dwelling Equipment	\$40,581.26
909.1499.00.000.000	Capital Fund Contra	(\$623,307.11)
909.1501.00.000.000	Debt Service	\$100,000.00
910.1406.00.000.000	Operations	\$198,477.00
910.1408.00.000.000	Management Improvements	\$1,290.00
910.1430.00.000.000	Fees & Costs	\$21,582.33
910.1475.00.000.000	Non-Dwelling Equipment	\$1,857.53
910.1499.00.000.000	Capital Fund Contra	(\$358,018.72)
910.1501.00.000.000	Capital Fund Debt Service	\$135,849.19
110.1401.01.010.000	Accum. Depr. Building	(\$2,249,967.17)

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

110.1401.11.010.000	Accum. Depr. Improvments	(\$1,235,844.99)
110.1402.01.010.000	Accum. Depr. Furniture & Fixtures	(\$95,791.00)
110.1402.21.010.000	Accum. Depr. Vehicles	(\$35,317.67)
120.1401.01.010.000	Accum. Depr. Buildings	(\$985,187.13)
120.1401.11.010.000	Accum. Depr. Improvements	(\$5,383,816.55)
120.1402.21.010.000	Accum. Depr. Vehicles	(\$34,524.56)
130.1401.01.010.000	Accum. Depr. Building	(\$2,303,688.51)
130.1401.11.010.000	Accum. Depr. Improvements	(\$4,621,326.96)
130.1402.21.010.000	Acc Dep Vehicles	(\$13,467.34)
147.1401.00.010.000	Accum. Depr. Building	(\$537,808.26)
147.1402.11.010.000	Accum. Depreciation	(\$10,668.05)
310.1401.00.010.000	Accum. Depr. Building	(\$779,756.08)
310.1402.01.000.000	Accum. Depr. Furniture & Fixtures	(\$142,841.86)
310.1402.11.010.000	Accum. Depreciation	(\$1,634.35)
310.1402.21.010.000	Accum. Depr. Vehicles	(\$106,655.95)
320.1401.01.000.000	Accumulated Depreciation Buildings	(\$27,754.51)
400.1400.05.000.000	Accum. Depr. Building	(\$326,021.05)
400.1401.08.000.000	Accum. Depr. Furniture & Fixtures	(\$77,110.00)
600.1400.05.000.000	Accum. Depreciation	(\$246,454.52)
	Net Property, Plant & Equipment	\$18,136,510.27
	Total Assets	\$24,938,588.59
	Liabilities and Capital Equity	
	Liabilities	
	Accounts Payable	
000.2111.00.000.000	A/P Vendors	\$152,562.19
110.2117.00.000.000	Accrued Liabilities	\$100.00
310.2114.00.000.000	Security Deposits	\$2,520.00
400.2114.00.000.000	Security Deposit Cottonwood	\$12,271.00
400.2114.01.000.000	Security Deposit Assisted	\$4,851.00
400.2132.00.000.000	Interest Payable - Notes	\$2,387.15
400.2135.00.000.000	Accr. Comp. Absenses Current	\$162.65
501.2111.00.000.000	A/P Vendors	\$133,310.66
501.2114.01.000.000	Vendor Key Deposit/other deposits	\$25.00
501.2119.00.000.000	Due to OMS (Tenant Rents)	\$206,095.00
501.2119.01.000.000	Reserve Interest Earned/ Allocated	\$340.56
501.2119.02.000.000	Cleaning\Repairs Charged	\$981.00
501.2119.03.000.000	Interest Earned\Allocated	\$424.59
501.2119.04.000.000	Vending Income	\$13,230.50
501.2119.06.000.000	Care Discounts Payable OMS	\$3,270.85
501.2119.10.000.000	Due to OMS-Extension Rents	\$14,512.00

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

501.2135.00.000.000	Accr. Comp. Absenses Current	\$2,134.91
502.2114.01.000.000	Vendor Key Deposit	\$105.00
502.2119.00.000.000	Due to OMS (Tenant Rents)	\$281,074.65
502.2119.02.000.000	Cleaning\Repairs Charged	\$642.72
502.2119.03.000.000	Interest Earned\Allocated	\$617.13
502.2119.04.000.000	Vending Income	\$13,776.72
502.2119.06.000.000	CARE Discounts Payable OMS	\$8,509.11
502.2119.10.000.000	Due to OMS-Extension Rents	\$22,075.00
502.2135.00.000.000	Accr. Comp. Absenses Current	\$1,949.19
503.2114.01.000.000	Vendor Key Deposit/other deposits	(\$25.00)
503.2119.00.000.000	Due to OMS (Tenant Rents)	\$260,381.50
503.2119.02.000.000	Cleaning\Repairs Charged	\$200.00
503.2119.03.000.000	Interest Earned\Allocated	\$646.16
503.2119.04.000.000	Vending Income	\$13,876.47
503.2119.06.000.000	CARE Discounts Payable OMS	\$64,830.60
503.2119.10.000.000	Due to OMS-Extension Rents	\$15,940.50
503.2135.00.000.000	Accr. Comp. Absenses Current	\$2,814.59
600.2114.00.000.000	Security Deposit Davis Solar	\$1,461.47
	Total Accounts Payable	\$1,238,054.87
	Short Term Notes and Liabilities	
110.2140.00.000.000	Accrued PILOT, current portion	\$6,380.00
120.2140.00.000.000	Accrued PILOT, current portion	\$7,126.00
130.2140.00.000.000	Accrued PILOT, current portion	\$5,290.00
000.2117.00.000.000	Clearing	(\$245.76)
000.2117.05.000.000	Medical	\$3,971.54
000.2117.07.000.000	Garnishments	\$400.00
000.2117.08.000.000	Union Dues	(\$534.93)
000.2117.10.000.000	PERS	\$71,914.86
000.2117.15.000.000	American Fidelity	(\$2,988.93)
000.2120.00.000.000	Accrued Payroll	(\$0.05)
110.2117.05.000.000	Accrued OPEB Liability	\$66,244.30
110.2135.00.000.000	Accr. Comp. Absenses Current	\$2,590.76
110.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$7,771.28
120.2117.05.000.000	Accrued OPEB Liability	\$66,244.30
120.2135.00.000.000	Accr. Comp. Absenses Current	\$2,648.53
120.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$7,944.59
130.2117.05.000.000	Accrued OPEB Liability	\$186,162.97
130.2135.00.000.000	Accr. Comp. Absenses Current	\$3,166.79
130.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$9,500.37
147.2126.01.000.000	Note Payable 2,240,000 Current Portion	\$46,895.30
147.2126.02.000.000	Note Payable 480,000 Current Portion	\$50,000.00
147.2132.00.000.000	Interest Payable- Notes	\$1,706.05
200.2114.00.000.000	Tenant Escrow Accounts (FSS)	\$5,813.05

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

200.2117.00.000.000	Accrued Liabilities	\$4,322.00
200.2117.05.000.000	Accrued OPEB Liability	\$106,827.11
200.2135.00.000.000	Accr. Comp. Absenses Current	\$7,247.08
310.2113.00.000.000	Stale-dated Checks	\$15,790.00
310.2117.00.000.000	Accrued Liabilities	\$14,374.98
310.2117.05.000.000	Accrued OPEB Liability	\$233,442.51
310.2135.00.000.000	Accr. Comp. Absenses Current	\$17,003.11
310.2222.00.000.000	Due To Tenant Association	\$2,193.50
310.2415.00.000.000	Due to ED Challenge fund	\$1,151.49
400.2126.00.000.000	Notes Payable Current Portion - First Northern Bank	\$25,041.11
501.2114.00.000.000	Security Deposit Davis Migrant	\$7,272.50
501.2117.05.000.000	Accrued OPEB Liability	\$95,461.79
502.2114.00.000.000	Security Deposit Madison Migrant	\$10,650.00
502.2117.05.000.000	Accrued OPEB Liability	\$114,457.32
503.2114.00.000.000	Security Deposit Dixon Migrant	\$10,400.00
503.2117.05.000.000	Accrued OPEB Liability	\$20,521.69
600.2135.00.000.000	Accrued Comp. Abs Current portion	\$54.54
		\$1,234,211.75
	Deferred Revenue	
147.2240.00.000.000	Deferred Revenue- Prepaid Leases-	\$24,975.36
147.2240.01.000.000	Deferred Revenue-Prepaid Leases-	\$46,519.96
200.2210.00.000.000	Deferred Revenue	\$216,524.50
501.2250.01.000.000	Deferred Revenue OMS	\$11,500.00
580.2250.00.000.000	Deferred Revenue	\$641,173.50
	Total Deferred Revenue	\$940,693.32
	Total Short Term Liabilities	\$3,412,959.94
	Long Term Liabilities	
110.2114.00.150.000	Security Deposit 44-15 RSM #1	\$12,039.33
110.2114.00.170.000	Security Deposit 44-17 RSM #2	\$7,191.59
110.2114.00.280.000	Security Deposit 44-28 Las Casitas	\$27,477.13
120.2114.00.010.000	Security Deposit 44-01 Yolano	\$20,742.61
120.2114.00.050.000	Security Deposit 44-05 Ridgecut	\$4,107.00
120.2114.00.060.000	Security Deposit 44-06 Yolito	\$1,833.40
120.2114.00.070.000	Security Deposit 44-07 Donnelly	\$21,939.20
130.2114.00.020.000	Security Deposit 44-02 El Rio #1	\$9,336.51
130.2114.00.040.000	Security Deposit 44-04 Montecito	\$7,352.70
130.2114.00.080.000	Security Deposit 44-08 El Rio #2	\$9,418.37
130.2114.00.180.000	Security Deposit 44-18 El Rio #3	\$18,864.83
130.2114.00.250.000	Security Deposit 44-25 El Rio #4	\$6,450.42
130.2114.10.020.000	Pet Deposit	\$200.00

**Yolo County Housing  
Balance Sheet  
As of September 30, 2011**

130.2114.10.080.000	Pet Deposit	\$143.00
130.2114.10.180.000	Pet Deposit	\$450.00
147.2126.00.000.000	Note Payable 2,240,000 Long Term	\$1,308,996.98
147.2126.03.000.000	Note Payable 480,000 Long Term	\$60,000.00
200.2135.01.000.000	Accr. Comp. Absenses Current	\$21,742.26
310.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$51,010.32
400.2126.01.000.000	Notes Payable Long Term Portion - First Northern Bank	\$1,686,470.00
400.2130.03.000.000	HCD - Note Payable	\$368,800.00
400.2135.01.000.000	Accr. Comp. Absences Non-Current	\$487.94
410.2130.00.000.000	Note Payable - HCD - Long Term Portion	\$350,492.12
410.2130.10.000.000	Note Payable - HCD - Current Portion	\$2,617.50
501.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$6,405.71
502.2135.01.000.000	Accr. Comp. Absences Non-Current	\$5,847.58
503.2135.01.000.000	Accr. Comp. Absenses Non-Current	\$8,442.83
600.2126.10.000.000	Note Payable -USDA - Current Portion	\$606.83
600.2135.01.000.000	Accrued Compensated Ab. Long term portion	\$162.60
700.2114.00.000.000	Security Deposits	(\$2,201.50)
	Total Long Term Liabilities	\$4,017,427.26
	Total Liabilities	\$7,430,387.20
	Equity	
000.2806.00.000.000	Fund Balance	\$1,722.99
110.2806.00.000.000	Fund Balance	\$7,276,985.33
120.2806.00.000.000	Fund Balance	\$1,547,325.34
130.2802.00.000.000	Invested in Captial Assets,	\$31,714.69
130.2806.00.000.000	Fund Balance	\$4,500,618.31
147.2806.00.000.000	Fund Balance	\$46,784.94
200.2806.00.000.000	Fund Balance	\$1,364,788.10
201.2806.00.000.000	HAP Restricted Fund Balance	(\$112,984.88)
310.2802.00.000.000	Invested in Captial Assets,	\$12,900.61
310.2806.00.000.000	Fund Balance	\$1,689,239.12
310.2806.10.000.000	Director's Challenge Fund	\$456.00
320.2806.00.000.000	Fund Balance	\$637,816.13
400.2806.00.000.000	Fund Balance	\$267,980.66
410.2806.00.000.000	Fund Balance	(\$84,148.05)
420.2806.00.000.000	Fund Balance	(\$1,004,167.22)
501.2806.00.000.000	Fund Balance	\$245,592.66
501.2806.01.000.000	PG&E Care Discounts Fund Balance	\$2,785.08
502.2806.00.000.000	Fund Balance	(\$67,413.63)
502.2806.01.000.000	PG&E Care Discounts Fund Balance	\$26,798.67

Yolo County Housing  
Balance Sheet  
As of September 30, 2011

502.2806.02.000.000	Fund Balance-Replacement Reserves	\$470,741.93
503.2806.00.000.000	Fund Balance	\$166,315.67
503.2806.01.000.000	PG&E Care Discounts Fund Balance	\$69,417.66
580.2806.00.000.000	Equity	(\$26,590.80)
600.2806.00.000.000	Fund Balance	\$256,590.31
700.2806.00.000.000	Fund Balance	\$3,255.38
700.2806.00.701.000	Fund Balance Pacifico Rehab	(\$121.50)
900.2806.00.000.000	Fund Balance	\$0.06
908.2806.00.000.000	Fund Balance	\$0.01
909.2806.00.000.000	Fund Balance	(\$2,802.65)
410.2802.00.000.000	Invested in Capital Assets	(\$23,565.00)
400.2806.01.000.000	Replacement Reserves	(\$791.51)
	Net Profit (Loss)	\$210,956.98
	Total Equity	\$17,508,201.39
	Total Liability and Equity	\$24,938,588.59

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Attachment B

West Sacramento AMP

Account	Line Description	Current Mo	YTD	Annual Budget	YTD Budget Percent
110 3110 00 150 000	Dwelling Rent	(\$9,469.00)	(\$28,673.58)	(\$68,598.00)	41.80%
110 3110 00 170 000	Dwelling Rent	(\$5,446.99)	(\$16,368.63)	(\$119,150.00)	13.74%
110 3110 00 280 000	Dwelling Rent 44-28 Las Casitas	(\$25,556.00)	(\$77,379.31)	(\$282,686.00)	27.37%
110 3111 00 280 000	Retro Rent	(\$125.00)	(\$381.48)	(\$2,311.00)	16.51%
110 3436 00 000 000	Maintenance Charges to AMPs	(\$566.67)	(\$3,533.34)	(\$7,000.00)	50.48%
110 3610 00 000 000	Interest Income General Fund	\$0.00	(\$228.10)	(\$500.00)	45.62%
110 3690 00 000 000	Other Income	(\$538.17)	(\$981.19)	(\$3,053.00)	31.48%
110 3690 00 150 000	Other Income- 44-15 RSM #1	(\$219.11)	(\$657.86)	(\$915.00)	71.90%
110 3690 00 170 000	Other Income- 44-17 RSM #2	\$129.90	\$110.05	(\$606.00)	-18.16%
110 3690 00 280 000	Other Income- 44-28 Las Casitas	(\$236.51)	(\$916.40)	(\$2,950.00)	31.06%
	<b>Total Revenue</b>	<b>(\$42,027.55)</b>	<b>(\$128,989.84)</b>	<b>(\$487,769.00)</b>	<b>26.44%</b>
110 4110 10 000 000	Administrative Salaries	\$5,225.53	\$14,318.67	\$68,746.00	20.83%
110 4125 01 000 000	Admin. P/R Taxes- Social Security/Medicare	\$363.33	\$998.26	\$5,139.00	19.43%
110 4125 02 000 000	Admin. P/R Taxes--SUI	\$0.00	\$0.00	\$643.00	0.00%
110 4125 04 000 000	Admin. Retirement	(\$451.92)	\$2,320.64	\$9,429.00	24.61%
110 4125 05 000 000	Admin. Workers Comp	\$115.75	\$213.16	\$1,014.00	21.02%
110 4130 00 000 000	Legal Fees	\$0.00	\$0.00	\$1,000.00	0.00%
110 4140 00 000 000	Training	\$0.00	\$0.00	\$300.00	0.00%
110 4150 00 000 000	Travel	\$38.10	\$135.61	\$1,000.00	13.56%
110 4170 04 000 000	Contract Services Plan Updates	\$0.00	\$0.00	\$2,850.00	0.00%
110 4170 10 000 000	Professional Services	\$0.00	\$0.00	\$1,700.00	0.00%
110 4171 00 000 000	Auditing	\$0.00	\$0.00	\$6,750.00	0.00%
110 4180 00 000 000	147 Rent Allocation	\$336.80	\$1,010.40	\$4,042.00	25.00%
110 4190 00 000 000	Postage	\$0.00	\$0.00	\$2,400.00	0.00%
110 4190 01 000 000	Office Supplies	\$491.80	\$927.82	\$1,500.00	61.85%
110 4190 03 000 000	Telephone	\$754.09	\$2,242.24	\$8,600.00	26.07%
110 4190 04 000 000	Fair Housing Services	\$416.66	\$416.66	\$1,500.00	27.78%
110 4190 05 000 000	Dues and Subscriptions	\$0.00	\$255.00	\$500.00	51.00%
110 4190 07 000 000	Computer Services	\$1,244.64	\$1,244.64	\$8,000.00	15.56%
110 4190 12 000 000	Office Machines/Leases	\$608.73	\$2,446.22	\$8,000.00	30.58%
110 4190 14 000 000	Criminal Background Checks	\$173.10	\$396.95	\$1,000.00	39.70%
110 4190 20 000 000	Advertising	\$0.00	\$29.72	\$500.00	5.94%
110 4210 00 010 000	Tenant Service Salaries	\$1,472.52	\$4,035.39	\$19,111.00	21.12%
110 4215 01 000 000	Tenant Svc. P/R Taxes - Social Security/Medicare	\$108.52	\$299.32	\$1,442.00	20.76%
110 4215 02 000 000	Tenant Svc. P/R Taxes--SUI	\$0.00	\$81.91	\$521.00	15.72%
110 4215 04 000 000	Tenant Svc. Retirement	(\$60.78)	\$284.45	\$1,161.00	24.50%
110 4215 05 000 000	Tenant Svc. Workers Comp	\$26.17	\$59.21	\$266.00	22.26%
110 4220 00 000 000	Tenant Services Materials	\$62.78	\$207.71	\$1,000.00	20.77%
110 4221 00 000 000	Tenant Liaison	\$150.00	\$450.00	\$3,600.00	12.50%
110 4310 00 150 000	Water 44-15 RSM #1	\$1,831.67	\$4,115.92	\$8,000.00	51.45%
110 4310 00 280 000	Water - 44-28 Las Casitas	\$2,570.34	\$6,923.06	\$18,000.00	38.46%
110 4320 00 150 000	Electricity- 44-15 RSM #1	\$1,268.45	\$3,098.45	\$19,000.00	16.31%
110 4320 00 170 000	Electricity- 44-17 RSM #2	\$388.87	\$1,159.11	\$6,000.00	19.32%
110 4320 00 280 000	Electricity- 44-28 Las Casitas	\$1,249.67	\$3,559.28	\$17,000.00	20.94%
110 4330 00 280 000	Gas 44-28 Las Casitas	\$24.59	\$53.11	\$1,500.00	3.54%
110 4330 10 150 000	Gas- 44-15 RSM #1	\$445.04	\$1,278.49	\$6,100.00	20.96%
110 4330 11 170 000	Gas- 44-17 RSM #2	\$32.30	\$93.65	\$1,000.00	9.37%
110 4330 14 280 000	Gas - Vacant Units	\$0.00	\$0.00	\$200.00	0.00%
110 4390 10 150 000	Sewerage-44-15 RSM #1	\$732.81	\$2,191.41	\$9,000.00	24.35%
110 4390 11 170 000	Sewerage- 44-17 RSM #2	\$446.64	\$1,344.24	\$5,500.00	24.44%
110 4390 14 280 000	Sewerage-44-28 Las Casitas	\$1,428.04	\$4,270.44	\$18,000.00	23.72%
110 4400 01 000 000	AMP Management Fee	\$7,537.97	\$22,621.10	\$87,742.00	25.78%
110 4400 02 000 000	AMP Bookkeeping Fee	\$1,042.50	\$3,105.00	\$12,135.00	25.59%

110.4400.04.000.000	Asset Management Fee				
110.4401.00.000.000	IT Services	\$1,390.00	\$4,150.00	\$16,680.00	24.86%
110.4410.00.000.000	Maintenance Salaries	\$1,125.00	\$3,625.00	\$23,500.00	15.43%
110.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$6,099.04	\$15,635.36	\$73,438.00	21.29%
110.4415.02.000.000	Maintenance P/R Taxes--SUJ	\$444.72	\$1,140.20	\$5,486.00	20.78%
110.4415.04.000.000	Maintenance Retirement	\$0.00	\$0.00	\$582.00	0.00%
110.4415.05.000.000	Maintenance Workers Comp	(\$395.40)	\$2,160.85	\$9,059.00	23.85%
110.4420.01.000.000	Electrical Supplies	\$956.84	\$1,751.90	\$6,919.00	25.32%
110.4420.02.000.000	Plumbing Supplies	\$266.93	\$643.73	\$5,000.00	12.87%
110.4420.03.000.000	Painting Supplies	\$35.82	\$589.64	\$5,000.00	11.79%
110.4420.04.000.000	Chemical Supplies	\$0.00	\$89.12	\$1,500.00	5.94%
110.4420.05.000.000	Lumber and Hardware	\$222.54	\$387.08	\$1,600.00	24.19%
110.4420.06.000.000	Automotive Supplies	\$918.04	\$2,647.22	\$8,000.00	33.09%
110.4420.07.000.000	Gas / Oil	\$0.00	\$0.00	\$300.00	0.00%
110.4420.08.000.000	Dwelling Equipment/Supplies	\$867.89	\$1,897.88	\$4,500.00	42.18%
110.4420.09.000.000	Maintenance Equip/Supplies	(\$3,260.28)	\$1,187.98	\$10,000.00	11.88%
110.4421.08.000.000	Gloves/Parts	\$0.00	\$146.61	\$7,500.00	1.95%
110.4422.08.000.000	Refrigerators/Parts	\$0.00	\$47.45	\$250.00	18.98%
110.4423.08.000.000	Fire Protection/Testing/Monitor	\$0.00	\$46.85	\$250.00	18.74%
110.4430.01.000.000	Electrical Repair/Contract	\$745.00	\$1,058.95	\$8,000.00	13.24%
110.4430.02.000.000	Plumbing Repair/Contract	\$214.76	\$214.76	\$3,000.00	7.16%
110.4430.03.000.000	Painting/Decorating/Contract	\$1,710.00	\$1,710.00	\$2,000.00	85.50%
110.4430.04.000.000	Garbage Removal	\$9,160.89	\$14,922.35	\$14,000.00	106.59%
110.4430.05.000.000	Chemical Treatment/Contract	\$2,778.48	\$8,554.95	\$34,000.00	25.16%
110.4430.06.000.000	Automotive Repairs	\$140.00	\$2,670.00	\$10,000.00	26.70%
110.4430.07.000.000	Minor Equipment Repairs	\$51.84	\$51.84	\$3,500.00	1.48%
110.4430.08.000.000	Major Equip Repair / Maint	\$0.00	\$147.84	\$500.00	29.57%
110.4430.10.000.000	Uniform Service	\$0.00	\$307.27	\$2,500.00	12.29%
110.4430.10.010.000	Mat Service	\$70.64	\$209.74	\$600.00	34.96%
110.4430.11.000.000	Building Repairs	\$0.00	\$0.00	\$750.00	0.00%
110.4431.00.000.000	Landscape Maintenance Contract	\$346.44	\$2,043.28	\$16,000.00	12.77%
110.4431.05.000.000	Trash/Yolo County Landfill	\$1,919.41	\$5,758.23	\$25,000.00	23.03%
110.4432.00.000.000	Las Casitas Groundskeeping	\$0.00	\$95.80	\$1,750.00	5.47%
110.4434.00.000.000	Tree Trimming	\$0.00	\$120.76	\$100.00	120.76%
110.4436.00.000.000	Maintenance Charges from AMPS	\$0.00	\$70.00	\$4,000.00	1.75%
110.4480.00.000.000	Protective Services	\$420.00	\$2,495.00	\$74,300.00	3.36%
110.4510.00.000.000	Flood Insurance	\$195.00	\$484.50	\$2,300.00	21.07%
110.4510.01.000.000	General Liability Insurance	\$2,416.58	\$7,249.74	\$27,500.00	26.36%
110.4510.02.000.000	Auto Insurance	\$305.92	\$845.28	\$3,432.00	24.63%
110.4510.03.000.000	Property Insurance	\$84.39	\$253.17	\$1,068.00	23.71%
110.4520.00.000.000	PILOT	\$425.84	\$1,277.52	\$14,537.00	8.79%
110.4530.00.000.000	Flood Control Assessment	\$3,244.00	\$9,732.00	\$41,500.00	23.45%
110.4540.00.000.000	Admin Benefits	\$0.00	\$0.00	\$5,550.00	0.00%
110.4540.01.000.000	Retired Benefits	\$1,625.55	\$5,749.11	\$24,864.00	23.12%
110.4540.04.000.000	OPEB Expense	\$482.50	\$1,447.50	\$5,790.00	25.00%
110.4540.10.000.000	Maintenance Benefits	\$0.00	\$0.00	\$22,250.00	0.00%
110.4540.20.000.000	Tenant Service Benefits	\$840.71	\$3,023.49	\$13,224.00	22.86%
110.4570.00.000.000	Collection Losses	\$168.47	\$601.66	\$3,132.00	19.21%
110.4600.00.000.000	Garden Grant Expenses	\$0.00	\$0.00	\$3,000.00	0.00%
	Total Expenses	\$0.00	\$0.00	\$1,500.00	0.00%
	Operating (Income) Loss	\$65,992.27	\$193,428.85	\$920,102.00	21.02%
		\$23,964.72	\$64,439.01	\$432,333.00	
110.9020.00.000.000	HUD Operating Subsidy				
110.9110.00.000.000	Transfers In	(\$32,440.00)	(\$97,319.00)	(\$135,294.00)	71.93%
110.9110.01.000.000	Transfers In- CFP 1406	(\$7,000.00)	(\$7,000.00)	\$0.00	
110.9110.02.000.000	Transfers In-CFP 1408	(\$13,656.00)	(\$13,656.00)	\$0.00	
	Non Operating (Income) Expense	\$0.00	\$0.00	(\$112,364.00)	0.00%
		(\$53,096.00)	(\$117,976.00)	(\$247,658.00)	
	Net (Income) Loss	(\$29,131.28)	(\$53,535.99)	\$184,675.00	

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Woodland Amp

Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
120 3110.00.010.000	Dwelling Rent 44-01 Yoloano	(\$20,609.32)	(\$60,644.92)	(\$210,000.00)	28.88%
120 3110.00.050.000	Dwelling Rent 44-05 Knights Landing	(\$3,168.00)	(\$9,179.18)	(\$29,998.00)	30.60%
120 3110.00.060.000	Dwelling Rent 44-06 Yoloito	(\$2,973.00)	(\$8,870.00)	(\$33,034.00)	26.85%
120 3110.00.070.000	Dwelling Rent 44-07 Donnelly	(\$27,738.00)	(\$82,930.00)	(\$288,570.00)	28.74%
120 3111.00.060.000	Retro Rent-4406-Yolito	\$0.00	\$0.00	(\$1,800.00)	0.00%
120 3111.00.070.000	Retro Rent-4407-Donnelly	\$0.00	(\$200.00)	\$0.00	
120 3436.00.000.000	Maintenance Charges to AMPS	(\$1,416.67)	(\$2,633.34)	(\$16,000.00)	16.46%
120 3610.00.000.000	Interest Income General Fund	\$0.00	(\$123.14)	(\$500.00)	24.63%
120 3690.00.000.000	Other Income	(\$2,002.50)	(\$2,002.50)	(\$8,010.00)	25.00%
120 3690.00.010.000	Other Income - 44-01 Yoloano	(\$563.00)	(\$1,924.24)	(\$7,296.00)	26.37%
120 3690.00.050.000	Other Income - 44-05 Ridgcut	(\$38.27)	(\$1,037.64)	(\$1,482.00)	70.02%
120 3690.00.060.000	Other Income - 44-06 Yoloito	\$0.00	(\$36.75)	(\$598.00)	6.15%
120 3690.00.070.000	Other Income- 44-07 Donnelly	(\$469.89)	(\$869.89)	(\$5,977.00)	14.55%
120 3690.30.000.000	Other Government Revenue	\$0.00	\$0.00	(\$54,400.00)	0.00%
	<b>Total Revenue</b>	<b>(\$58,972.65)</b>	<b>(\$170,451.60)</b>	<b>(\$657,685.00)</b>	<b>25.92%</b>
120 4110.10.000.000	Administrative Salaries	\$5,801.01	\$15,879.29	\$72,579.00	21.88%
120 4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$418.34	\$1,146.21	\$5,424.00	21.13%
120 4125.02.000.000	Admin. P/R Taxes- SUI	\$26.52	\$100.20	\$812.00	12.34%
120 4125.04.000.000	Admin. Retirement	(\$497.76)	\$2,476.34	\$9,904.00	25.00%
120 4125.05.000.000	Admin. Workers Comp	\$127.42	\$248.45	\$1,079.00	23.03%
120 4130.00.000.000	Legal Fees	\$36.00	\$12,512.00	\$6,500.00	192.49%
120 4140.00.000.000	Training	\$0.00	\$0.00	\$1,200.00	0.00%
120 4150.00.000.000	Travel	\$0.00	\$0.00	\$1,800.00	0.00%
120 4170.04.000.000	Contract Services Plan Updates	\$0.00	\$0.00	\$2,850.00	0.00%
120 4170.10.000.000	Professional Services	\$0.00	\$0.00	\$2,000.00	0.00%
120 4171.00.000.000	Auditing	\$0.00	\$0.00	\$6,750.00	0.00%
120 4180.00.000.000	147 Rent Allocation	\$3,237.00	\$9,711.00	\$38,844.00	25.00%
120 4190.00.000.000	Postage	\$296.30	\$888.90	\$2,500.00	35.56%
120 4190.01.000.000	Office Supplies	\$434.56	\$929.29	\$1,500.00	61.95%
120 4190.03.000.000	Telephone	\$149.03	\$407.45	\$1,500.00	27.16%
120 4190.04.000.000	Fair Housing Services	\$416.67	\$416.67	\$1,667.00	25.00%
120 4190.05.000.000	Dues and Subscriptions	\$0.00	\$0.00	\$500.00	0.00%
120 4190.07.000.000	Computer Services	\$1,408.66	\$1,408.66	\$6,000.00	23.48%
120 4190.11.000.000	Office Equipment	\$0.00	\$0.00	\$1,700.00	0.00%
120 4190.12.000.000	Office Machines/Leases	\$285.53	\$1,147.42	\$7,000.00	16.39%
120 4190.14.000.000	Criminal Background Checks	\$115.40	\$712.30	\$1,500.00	47.49%
120 4196.00.000.000	Advertising	\$0.00	\$29.72	\$500.00	5.94%
120 4196.00.000.000	Management Fees-COCC	\$0.00	\$0.00	\$1,500.00	0.00%
120 4210.00.010.000	Tenant Service Salaries	\$1,464.92	\$3,981.21	\$19,111.00	20.83%
120 4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	\$107.93	\$295.14	\$1,442.00	20.47%
120 4215.02.000.000	Tenant Svc. P/R Taxes-SUI	\$0.25	\$87.60	\$521.00	16.85%
120 4215.04.000.000	Tenant Svc. Retirement	(\$80.78)	\$284.45	\$1,161.00	24.50%
120 4215.05.000.000	Tenant Svc. Workers Comp	(\$984.10)	\$59.21	\$266.00	22.26%
120 4220.00.000.000	Tenant Services Materials	\$674.92	\$2,128.25	\$4,000.00	53.21%
120 4221.00.000.000	Tenant Liaison	\$150.00	\$450.00	\$1,800.00	25.00%
120 4310.00.010.000	Water - 44-01 Yoloano	\$3,994.48	\$11,819.82	\$40,000.00	29.55%
120 4310.00.050.000	Water - 44-05 Ridgcut	\$415.00	\$800.00	\$5,000.00	16.00%
120 4310.00.060.000	Water - 44-06 Yoloito	\$1,100.00	\$2,100.00	\$7,500.00	28.00%
120 4310.07.000.000	WATER-Donnelly	\$2,602.24	\$5,071.84	\$40,000.00	12.68%
120 4320.00.010.000	Electricity- 44-01 Yoloano	\$1,022.96	\$3,233.38	\$12,750.00	25.36%
120 4320.00.050.000	Electricity- 44-05 Ridgcut	\$188.19	\$381.12	\$2,200.00	17.32%
120 4320.00.060.000	Electricity- 44-06 Yoloito	\$157.39	\$335.48	\$2,140.00	15.68%
120 4320.00.070.000	Electricity- 44-07 Donnelly	\$881.48	\$2,508.81	\$13,500.00	18.58%
120 4320.01.000.000	Electricity-Office	\$0.00	\$35.67	\$1,100.00	3.24%
120 4330.01.000.000	Gas at Office	\$3.32	\$14.88	\$500.00	2.98%

120 4330.01 010.000	Gas- 44-01 Yolano					
120 4330 07 070.000	Gas- 44-07 Donnelly	\$0.00	\$5.18	\$250.00		2.07%
120 4390.01 010.000	Sewerage - 44-01 Yolano	\$2.41	\$2.41	\$1,400.00		0.17%
120 4390.05 050.000	Sewerage - 44-05 Ridgcut	\$1,499.40	\$4,498.20	\$16,300.00		27.60%
120 4390.07 000.000	Sewer Donnelly Circle	\$415.00	\$800.00	\$2,600.00		30.77%
120 4400.01 000.000	AMP Management Fee	\$1,799.28	\$3,731.20	\$19,650.00		18.99%
120 4400.02 000.000	Bookkeeping Fee	\$8,242.96	\$24,917.35	\$95,948.04		25.97%
120 4400.04 000.000	Asset Management Fee	\$1,140.00	\$3,420.00	\$13,269.60		25.77%
120 4401.00 000.000	IT Services	\$1,520.00	\$4,560.00	\$18,240.00		25.00%
120 4410.00 000.000	Maintenance Salaries	\$2,750.00	\$7,750.00	\$14,125.00		54.87%
120 4415.01 000.000	Maintenance P/R Taxes- Social Security/Medicare	\$5,603.26	\$15,927.58	\$79,483.00		20.04%
120 4415.02 000.000	Maintenance P/R Taxes-SUI	\$410.21	\$1,170.72	\$5,945.00		19.69%
120 4415.04 000.000	Maintenance Retirement	\$0.00	\$0.00	\$577.00		0.00%
120 4415.05 000.000	Maintenance Workers Comp	(\$324.39)	\$2,215.27	\$9,193.00		24.10%
120 4420.01 000.000	Electrical Supplies	\$1,810.38	\$1,844.46	\$7,613.00		24.23%
120 4420.02 000.000	Plumbing Supplies	\$0.00	\$944.14	\$4,000.00		23.60%
120 4420.03 000.000	Painting Supplies	\$228.15	\$2,252.78	\$7,000.00		32.18%
120 4420.04 000.000	Chemical Supplies	\$0.00	\$137.48	\$800.00		17.19%
120 4420.05 000.000	Lumber and Hardware	\$279.97	\$1,013.15	\$2,500.00		40.53%
120 4420.07 000.000	Gas / Oil	\$1,303.60	\$4,116.42	\$16,500.00		24.85%
120 4420.08 000.000	Dwelling Equipment/Supplies	\$312.56	\$828.56	\$3,500.00		23.67%
120 4420.09 000.000	Maintenance Equip/Supplies	\$0.00	\$0.00	\$3,000.00		0.00%
120 4421.08 000.000	Stoves/Parts	\$0.00	\$0.00	\$300.00		0.00%
120 4422.08 000.000	Refrigerators/Parts	\$0.00	\$0.00	\$250.00		0.00%
120 4423.08 000.000	Fire Protection/Testing/Monitor	\$0.00	\$0.00	\$100.00		0.00%
120 4430.00 000.000	Grounds Maintenance	\$0.00	\$0.00	\$1,850.00		0.00%
120 4430.01 000.000	Electrical Repair/Contract	\$0.00	\$21.68	\$6,000.00		0.36%
120 4430.02 000.000	Plumbing Repair/Contract	\$1,288.74	\$1,563.74	\$1,500.00		104.25%
120 4430.03 000.000	Painting/Decorating/Contract	\$0.00	\$623.00	\$2,000.00		31.15%
120 4430.04 000.000	Garbage Removal	\$3,041.54	\$6,379.11	\$16,000.00		39.87%
120 4430.05 000.000	Chemical Treatment/Contract	\$8,271.30	\$16,543.32	\$49,500.00		33.42%
120 4430.06 000.000	Automotive Repairs	\$0.00	\$2,652.00	\$10,500.00		25.26%
120 4430.07 000.000	Minor Equipment Repairs	\$0.00	\$0.00	\$2,500.00		0.00%
120 4430.10 000.000	Uniform Service	\$0.00	\$0.00	\$700.00		0.00%
120 4430.11 000.000	Building Repairs	\$15.00	\$15.00	\$600.00		2.50%
120 4431.00 000.000	Landscaping Maintenance Contract	\$0.00	\$0.00	\$1,000.00		0.00%
120 4431.05 000.000	Trash/Yolg County Landfill	\$2,384.41	\$7,153.23	\$28,000.00		25.55%
120 4434.00 000.000	Tree Trimming	\$0.00	\$923.80	\$4,000.00		23.10%
120 4436.00 000.000	Maintenance Charges from AMPS	\$1,280.00	\$2,880.00	\$11,000.00		26.18%
120 4480.00 000.000	Protective Services	\$2,905.00	\$15,830.00	\$76,900.00		20.59%
120 4510.00 000.000	Flood Insurance	\$0.00	\$160.00	\$1,000.00		16.80%
120 4510.01 000.000	General Liability Insurance	\$304.17	\$912.51	\$3,550.00		25.70%
120 4510.02 000.000	Auto Insurance	\$340.26	\$948.30	\$3,870.00		24.50%
120 4510.03 000.000	Property Insurance	\$84.39	\$253.17	\$1,914.00		13.23%
120 4520.00 000.000	PILOT	\$2,189.66	\$6,568.98	\$16,361.00		40.15%
120 4540.00 000.000	Administrative Benefits	\$3,742.00	\$11,226.00	\$50,700.00		22.14%
120 4540.01 000.000	Retired Benefits	\$1,020.30	\$3,669.17	\$14,501.00		25.30%
120 4540.04 000.000	OPEB Expense	\$482.50	\$1,447.50	\$5,790.00		25.00%
120 4540.10 000.000	Maintenance Benefits	\$0.00	\$0.00	\$22,250.00		0.00%
120 4540.20 000.000	Tenant Service Benefits	\$485.51	\$1,644.00	\$9,144.00		17.98%
120 4570.00 000.000	Collection Losses	\$168.47	\$601.66	\$720.00		83.56%
	Total Expenses	\$0.00	\$0.00	\$7,500.00		0.00%
	Operating (Income) Loss	\$78,968.92	\$243,760.04	\$1,000,493.64		24.36%
120 8020.00 000 000	HUD Operating Subsidy	\$19,996.27	\$73,308.44	\$342,828.64		
120 9110.01 000.000	Transfer In- CFP 1406	(\$24,204.00)	(\$72,610.00)	(\$132,282.00)		54.89%
120 9110.02 000.000	Transfer In- CFP 1408	(\$20,656.00)	(\$20,656.00)	(\$112,364.00)		18.38%
	Non Operating (Income) Expense	(\$26,982.00)	(\$26,982.00)	(\$121,250.00)		22.25%
	Net (Income) Loss	(\$61,845.73)	(\$46,939.56)	(\$23,067.36)		

Staff changed coverage

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Winters AMP

Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
130.3110.00.020.000	Rent El Rio Villa 1	(\$8,644.69)	(\$27,545.26)	(\$110,400.00)	24.95%
130.3110.00.040.000	Rent Vista Montecito	(\$5,787.00)	(\$17,263.00)	(\$73,000.00)	23.65%
130.3110.00.090.000	Rent El Rio Villa 2	(\$9,946.00)	(\$30,790.29)	(\$144,000.00)	21.38%
130.3110.00.180.000	Rent El Rio Villa 3	(\$18,862.37)	(\$54,890.36)	(\$225,600.00)	24.33%
130.3110.00.250.000	Rent El Rio Villa 4	(\$7,833.84)	(\$21,874.57)	(\$92,400.00)	23.67%
130.3436.00.000.000	Retro Rent	\$0.00	\$0.00	(\$600.00)	0.00%
130.3610.00.000.000	Maintenance Charges to AMPS	(\$241.66)	(\$383.32)	(\$12,000.00)	3.19%
130.3690.00.000.000	Interest Income General Fund	\$0.00	(\$17.73)	(\$780.00)	2.27%
130.3690.00.020.000	Other Income	(\$1,484.94)	(\$1,484.94)	(\$5,940.00)	25.00%
130.3690.00.040.000	Other Income - 44-02 Villa #1	(\$415.67)	(\$1,496.62)	(\$3,100.00)	48.28%
130.3690.00.080.000	Other Income- 44-08 Villa #2	(\$20.00)	(\$289.75)	(\$840.00)	34.49%
130.3690.00.180.000	Other Income- 44-18 Villa #3	(\$60.00)	(\$912.21)	(\$2,400.00)	38.01%
130.3690.00.250.000	Other Income- 44-25 Villa #4	(\$222.38)	(\$2,157.56)	(\$2,500.00)	86.30%
	Total Revenue	(\$451.97)	(\$576.08)	(\$2,300.00)	25.05%
		(\$53,972.52)	(\$159,581.69)	(\$675,860.00)	23.63%
130.4110.10.000.000	Administrative Salaries	\$5,066.22	\$13,926.89	\$65,935.00	21.13%
130.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$348.93	\$961.34	\$4,934.00	19.48%
130.4125.02.000.000	Admin. P/R Taxes- -SUI	\$0.00	\$0.00	\$646.00	0.00%
130.4125.04.000.000	Admin. Retirement	(\$68.41)	\$2,608.07	\$8,977.00	29.05%
130.4125.05.000.000	Admin. Workers Comp	\$149.51	\$242.02	\$956.00	25.32%
130.4130.00.000.000	Legal Fees	\$0.00	\$945.00	\$7,000.00	13.50%
130.4140.00.000.000	Training	\$0.00	\$0.00	\$300.00	0.00%
130.4150.00.000.000	Travel	\$0.00	\$0.00	\$1,000.00	0.00%
130.4170.10.000.000	Professional Services	\$0.00	\$0.00	\$1,750.00	0.00%
130.4171.00.000.000	Auditing	\$0.00	\$0.00	\$6,750.00	0.00%
130.4180.00.000.000	147 Rent Allocation	\$336.80	\$1,010.40	\$4,042.00	25.00%
130.4190.00.000.000	Postage	\$0.00	\$60.88	\$1,300.00	4.68%
130.4190.01.000.000	Office Supplies	\$159.76	\$532.44	\$2,500.00	21.30%
130.4190.03.000.000	Telephone	\$744.18	\$1,915.74	\$7,500.00	25.54%
130.4190.04.000.000	Fair Housing Services	\$416.67	\$416.67	\$1,667.00	25.00%
130.4190.05.000.000	Dues and Subscriptions	\$0.00	\$0.00	\$500.00	0.00%
130.4190.07.000.000	Computer Services	\$1,037.63	\$1,037.63	\$8,000.00	12.97%
130.4190.12.000.000	Office Machines/Leases	\$623.73	\$2,506.52	\$500.00	501.30%
130.4190.14.000.000	Criminal Background Checks	\$129.30	\$411.90	\$1,850.00	22.26%
130.4196.00.000.000	Advertising	\$0.00	\$29.72	\$500.00	5.94%
130.4210.00.010.000	Management Fees-COCC	\$0.00	\$0.00	\$1,500.00	0.00%
130.4215.01.000.000	Tenant Svc. P/R Taxes- Social Security/Medicare	\$1,420.92	\$3,991.77	\$19,111.00	20.89%
130.4215.02.000.000	Tenant Svc. P/R Taxes - - SUI	\$104.56	\$295.96	\$1,442.00	20.52%
130.4215.04.000.000	Tenant Svc. Retirement	\$0.00	\$82.30	\$521.00	15.80%
130.4215.05.000.000	Tenant Svc. Workers Comp	(\$60.78)	\$284.45	\$1,161.00	24.50%
130.4220.00.000.000	Tenant Services Materials	\$25.31	\$60.33	\$266.00	22.68%
130.4221.00.000.000	Tenant Liaison	\$42.78	\$187.70	\$1,500.00	12.51%
130.4310.00.020.000	Water - 44-02 Villa #1	\$150.00	\$450.00	\$1,800.00	25.00%
130.4310.00.040.000	Water - 44-04 Montecito	\$1,375.06	\$5,270.77	\$12,800.00	41.18%
130.4310.00.180.000	Water - 44-18 Villa #3	\$642.92	\$1,928.76	\$2,500.00	77.15%
130.4320.00.020.000	Electricity- 44-02 Villa #1	\$1,288.21	\$5,183.93	\$11,500.00	45.08%
130.4320.00.040.000	Electricity- 44-04 Montecito	\$3,146.96	\$9,187.71	\$25,000.00	36.75%
130.4320.00.080.000	Electricity- 44-08 Villa #2	\$261.82	\$1,063.49	\$3,500.00	30.39%
130.4320.00.180.000	Electricity- 44-18 Villa #3	\$103.48	\$114.15	\$100.00	114.15%
130.4320.00.250.000	Electricity- 44-25 Villa #4	\$21.70	\$99.43	\$400.00	24.86%
130.4330.02.020.000	Gas- 44-02 Villa #1	\$0.00	\$0.00	\$100.00	0.00%
130.4330.04.040.000	Gas- 44-04 Montecito	\$21.39	\$77.89	\$400.00	19.47%
130.4330.08.080.000	Gas- 44-08 Villa #2	\$0.00	\$0.00	\$200.00	0.00%
130.4330.12.180.000	Gas- 44-18 Villa #3	\$30.80	\$43.16	\$50.00	86.32%
130.4330.25.000.000	Gas-Partel Winters	\$16.12	\$47.71	\$200.00	23.86%
		\$0.00	\$0.00	\$100.00	0.00%

130.4390.04.040.000	Sewerage - 44-04 Montecito					
130.4390.15.000.000	City of Winters Sewer Svc. and Main. MOU	\$453.60	\$1,360.80	\$5,500.00	24.74%	
130.4400.01.000.000	AMP Management Fee	\$11,469.66	\$34,408.98	\$130,584.00	26.35%	
130.4400.02.000.000	Bookkeeping Fee	\$7,483.74	\$22,183.54	\$88,373.00	25.10%	
130.4400.04.000.000	Asset Management Fee	\$1,035.00	\$3,045.00	\$12,222.00	24.91%	
130.4401.00.000.000	IT Services	\$1,380.00	\$4,120.00	\$16,800.00	24.52%	
130.4410.00.000.000	Maintenance Salaries	\$2,125.00	\$6,000.00	\$14,250.00	42.11%	
130.4415.01.000.000	Maintenance P/R Taxes-Social Security/Medicare	\$6,787.45	\$17,064.66	\$79,123.00	21.57%	
130.4415.02.000.000	Maintenance P/R Taxes--SUI	\$500.36	\$1,256.77	\$5,918.00	21.24%	
130.4415.04.000.000	Maintenance Retirement	\$0.00	\$0.00	\$577.00	0.00%	
130.4415.05.000.000	Maintenance Workers Comp	(\$399.83)	\$2,190.42	\$9,139.00	23.97%	
130.4420.01.000.000	Electrical Supplies	\$881.50	\$1,928.02	\$7,574.00	25.46%	
130.4420.02.000.000	Plumbing Supplies	\$788.79	\$2,227.09	\$5,000.00	44.54%	
130.4420.03.000.000	Painting Supplies	\$1,649.24	\$4,367.89	\$9,000.00	48.53%	
130.4420.04.000.000	Chemical Supplies	\$125.74	\$194.48	\$0.00		
130.4420.05.000.000	Lumber and Hardware	\$731.37	\$1,291.90	\$1,000.00	129.19%	
130.4420.06.000.000	Automotive Supplies	\$1,362.39	\$4,888.82	\$14,000.00	34.92%	
130.4420.07.000.000	Gas / Oil	\$0.00	\$0.00	\$300.00	0.00%	
130.4420.08.000.000	Dwelling Equipment/Supplies	\$699.20	\$2,066.10	\$6,000.00	34.44%	
130.4420.09.000.000	Maintenance Equip/Supplies	\$230.57	\$1,375.18	\$3,500.00	39.29%	
130.4421.08.000.000	Stoves/Parts	\$243.53	\$314.08	\$500.00	62.82%	
130.4423.08.000.000	Fire Protection/Testing/Monitor	\$0.00	\$0.00	\$100.00	0.00%	
130.4430.00.000.000	Grounds Maintenance	\$0.00	\$0.00	\$1,500.00	0.00%	
130.4430.01.000.000	Electrical Repair/Contract	\$128.01	\$140.49	\$1,200.00	11.71%	
130.4430.02.000.000	Plumbing Repair/Contract	\$5,120.00	\$6,077.00	\$1,000.00	607.70%	Air Conditioner Replaced
130.4430.03.000.000	Painting/Decorating/Contract	\$0.00	\$1,584.75	\$1,500.00	105.65%	
130.4430.04.000.000	Garbage Removal	\$3,464.64	\$14,300.86	\$20,000.00	71.50%	
130.4430.05.000.000	Chemical Treatment/Contract	\$2,330.86	\$6,174.52	\$22,500.00	27.44%	
130.4430.06.000.000	Automotive Repairs	\$0.00	\$2,324.38	\$9,500.00	24.47%	
130.4430.07.000.000	Mincr Equipment Repairs	\$0.00	\$0.00	\$1,000.00	0.00%	
130.4430.10.000.000	Uniform Service	\$876.75	\$876.75	\$500.00	175.35%	
130.4430.10.010.000	Mat Service	\$15.00	\$15.00	\$600.00	2.50%	
130.4431.00.000.000	Landscaping Maintenance Contract	\$53.50	\$214.00	\$750.00	28.53%	
130.4431.05.000.000	Trash/Yolo County Landfill	\$2,422.45	\$7,267.35	\$33,000.00	22.02%	
130.4434.00.000.000	Tree Trimming	\$0.00	\$822.11	\$3,000.00	27.40%	
130.4435.00.000.000	Resident Watering Contracts	\$0.00	\$2,780.00	\$7,000.00	39.71%	
130.4436.00.000.000	Maintenance Charges from AMPS	\$90.00	\$270.00	\$0.00		
130.4480.00.000.000	Protective Services	\$11,955.00	\$38,430.00	\$83,500.00	46.02%	
130.4510.01.000.000	General Liability Insurance	\$0.00	\$168.00	\$2,500.00	6.72%	
130.4510.02.000.000	Auto Insurance	\$309.22	\$867.18	\$3,550.00	24.43%	
130.4510.03.000.000	Property Insurance	\$84.39	\$253.17	\$1,914.00	13.23%	
130.4520.00.000.000	PILLOT	\$1,270.87	\$3,812.61	\$14,942.00	25.52%	
130.4540.00.000.000	Administrative Benefits	\$3,602.00	\$10,806.00	\$68,200.00	15.64%	
130.4540.01.000.000	Retired Benefits	\$2,898.53	\$7,106.15	\$25,032.00	28.39%	
130.4540.04.000.000	OPEB Expense	\$2,816.38	\$3,781.38	\$63,000.00	6.00%	
130.4540.10.000.000	Maintenance Benefits	\$0.00	\$0.00	\$15,120.00	0.00%	
130.4540.20.000.000	Tenant Services Benefits	\$1,176.80	\$3,870.46	\$9,144.00	42.33%	
130.4570.00.000.000	Collection Losses	\$168.47	\$601.66	\$720.00	83.56%	Staff changed coverage
	Total Expenses	\$0.00	\$0.00	\$1,000.00	0.00%	
		\$93,865.75	\$277,804.28	\$1,011,890.00	27.45%	
	Operating (Income) Loss	\$39,893.23	\$118,122.59	\$336,030.00		
130.8020.00.000.000	HUD Operating Subsidy					
130.9110.01.000.000	Transfer In-CFP 1406	(\$17,113.00)	(\$51,338.00)	(\$93,528.00)	54.89%	
130.9110.02.000.000	Transfer In-CFP 1408	(\$20,656.00)	(\$20,656.00)	(\$112,367.00)	18.38%	
	Non Operating (Income) Expense	\$0.00	\$0.00	(\$100,000.00)	0.00%	
		(\$37,769.00)	(\$71,994.00)	(\$305,895.00)		
	Net (Income) Loss	\$2,124.23	\$46,128.59	\$30,135.00		

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

HCV Program Administration

Account	Line Description	Current Mo	YTD	Annual Budget	YTD Budget Percent
200.3025 00 000 000	Admin Fees Earned	(\$86,842.00)	(\$297,919.00)	(\$1,100,859.00)	27.06%
200.3610 01 000 000	Interest Income-Admin Reserve	\$0.00	(\$273.24)	(\$1,000.00)	27.32%
200.3690 00 000 000	Fraud Income	(\$155.00)	(\$533.55)	(\$4,000.00)	13.34%
200.3690 01 000 000	Port In Admin Fees	(\$530.93)	(\$1,370.50)	(\$2,500.00)	54.82%
200.3690 02 000 000	Other Income	(\$45.00)	(\$1,837.53)	(\$14,250.00)	12.89%
	<b>Total Revenue</b>	<b>(\$87,572.93)</b>	<b>(\$301,933.82)</b>	<b>(\$1,122,609.00)</b>	<b>26.90%</b>
200.4110 00 000 000	Administrative Salaries Vouchers	\$20,667.23	\$58,514.62	\$298,129.00	19.63%
200.4110.10 000 000	FSS Coordinator	\$1,257.85	\$3,466.52	\$16,221.00	21.37%
200.4115 01 000 000	FSS P/R Taxes - Social Security/Medicare	\$87.99	\$246.42	\$1,200.00	20.54%
200.4115 02 000 000	FSS P/R Taxes - SUI	\$0.00	\$27.19	\$174.00	15.63%
200.4115 04 000 000	FSS Retirement	(\$121.57)	\$568.90	\$2,322.00	24.50%
200.4115 05 000 000	FSS Workers Comp	\$15.43	\$35.88	\$161.00	22.29%
200.4125 01 000 000	Admin. P/R Taxes- Social Security/Medicare	\$1,449.19	\$4,119.67	\$22,290.00	18.48%
200.4125 02 000 000	Admin P/R Taxes--SUI	\$33.15	\$98.06	\$2,975.00	3.30%
200.4125 04 000 000	Admin Retirement	(\$2,387.47)	\$8,581.30	\$40,686.00	21.09%
200.4125 05 000 000	Admin Workers Comp	\$278.81	\$889.63	\$4,561.00	19.51%
200.4140 00 000 000	Training	\$79.00	\$79.00	\$5,000.00	1.58%
200.4150 00 000 000	Travel	\$0.00	\$0.00	\$3,000.00	0.00%
200.4170 04 000 000	Contract Service Plan Updates	\$0.00	\$0.00	\$2,500.00	0.00%
200.4171 00 000 000	Auditing	\$0.00	\$0.00	\$16,817.00	0.00%
200.4180 00 000 000	147 Rent Allocation	\$2,803.30	\$8,409.90	\$33,640.00	25.00%
200.4190 00 000 000	Office Supplies	\$874.35	\$2,904.82	\$9,000.00	32.28%
200.4190 01 000 000	Postage	\$1,162.05	\$3,486.15	\$15,000.00	23.24%
200.4190 02 000 000	Printing	\$0.00	\$0.00	\$2,500.00	0.00%
200.4190 03 000 000	Telephone	\$87.53	\$263.50	\$1,200.00	21.96%
200.4190 04 000 000	Other Misc. Costs	\$0.00	\$0.00	\$20.00	0.00%
200.4190 05 000 000	Membership Dues and Subscriptions	\$0.00	\$0.00	\$3,000.00	0.00%
200.4190 06 000 000	Fair Housing Services	\$1,250.00	\$1,250.00	\$5,000.00	25.00%
200.4190 09 000 000	Admin Fees Port-Outs	\$1,497.60	\$3,842.61	\$17,200.00	22.34%
200.4190.10 000 000	Computer Software Chgs Vouchers	\$1,903.53	\$1,903.53	\$8,995.00	21.16%
200.4190 11 000 000	Inspections	\$2,634.00	\$8,742.00	\$25,000.00	34.97%
200.4190 12 000 000	Computer Equipment	(\$2,610.65)	\$0.00	\$8,800.00	0.00%
200.4190 14 000 000	Criminal Background Checks	\$197.10	\$867.05	\$10,000.00	8.67%
200.4190 15 000 000	Office Equipment Lease/Rental	\$3,634.37	\$3,953.08	\$11,000.00	35.94%
200.4190 16 000 000	Meeting Supplies/Expense	\$0.00	\$0.00	\$300.00	0.00%
200.4190 20 000 000	Advertising	\$0.00	\$89.17	\$2,500.00	3.57%
200.4230.10 000 000	Contract Services	\$256.50	\$287.75	\$4,000.00	6.41%
200.4400 06 000 000	HCV Management Fee	\$17,368.40	\$59,630.00	\$214,920.00	27.75%
200.4400 07 000 000	HCV Bookkeeping Fee	\$10,050.00	\$30,225.00	\$134,325.00	22.50%
200.4400 08 000 000	HCV Rent	\$0.00	\$0.00	\$38,500.00	0.00%
200.4401 00 000 000	IT Services	\$2,125.00	\$6,875.00	\$8,125.00	84.62%
200.4420 07 000 000	Gas / Oil	\$91.64	\$246.45	\$1,000.00	24.65%
200.4430 01 000 000	Vehicle Repair & Maintenance	\$30.58	\$30.58	\$500.00	6.12%
200.4430.10 000 000	Uniforms	\$52.43	\$115.92	\$0.00	
200.4436 00 000 000	Maintenance Charges from AMPS	\$0.00	\$150.00	\$1,000.00	15.00%
200.4510.01 000 000	General Liability Insurance	\$344.05	\$907.17	\$3,583.00	25.32%
200.4510.02 000 000	Auto Insurance	\$58.95	\$176.88	\$1,016.00	17.41%
200.4540.00 000 000	Health Benefits	\$4,737.38	\$20,474.33	\$106,346.00	19.25%
200.4540.01 000 000	Retired Benefits	\$817.42	\$2,452.26	\$9,800.00	25.02%
200.4540.02 000 000	FSS Coordinator Health Benefits	\$331.28	\$1,190.81	\$1,440.00	82.70%
	<b>Total Expenses</b>	<b>\$71,056.43</b>	<b>\$235,101.15</b>	<b>\$1,093,746.00</b>	<b>21.50%</b>
	<b>Operating (Income) Loss</b>	<b>(\$16,516.50)</b>	<b>(\$66,832.67)</b>	<b>(\$28,863.00)</b>	

Staff changed coverage

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

HCV Vouchers

Account	Line Description	Current Mo	YTD	Annual Budget	YTD Budget Percent
201.3810 00 000.000	HAP Reserve Interest Income	\$0.00	(\$244.49)	(\$2,500.00)	9.78%
201.3690 00 000.000	HAP Fraud Income (50%)	(\$155.00)	(\$533.55)	(\$4,000.00)	13.34%
201.4715 00 000.000	HAP Payments	\$804,193.62	\$2,427,999.97	\$10,872,000.00	22.33%
201.4715 01 000.000	HAP FSS Escrow Payments	\$739.00	\$1,808.00	\$0.00	
201.4715 02 000.000	HAP Payments Outgoing Ports	\$21,738.64	\$49,789.68	\$0.00	
201.4715 04 000.000	HAP Utilities	\$1,591.00	\$5,029.88	\$0.00	
201.8025 00 000.000	HAP Contributions Received from HUD	(\$923,398.00)	(\$2,442,502.00)	(\$10,865,500.00)	22.48%
	Change in Net Reserved Assets	(\$95,280.74)	\$41,347.49	\$0.00	

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Admin Building

Account	Line Description	Current Mn	YTD	Annual Budget	YTD Budget Percent
147.3200.00.000.000	Rent Income Commercial	(\$2,500.00)	(\$7,500.00)	(\$31,000.00)	24.19%
147.3400.00.000.000	Space Rental Income	(\$10,726.50)	(\$32,179.50)	(\$128,718.00)	25.00%
	<b>Total Revenue</b>	<b>(\$13,226.50)</b>	<b>(\$39,679.50)</b>	<b>(\$159,718.00)</b>	<b>24.84%</b>
147.4190.18.000.000	Taxes, Fees & Assessments	\$0.00	\$2,733.50	\$5,500.00	49.70%
147.4310.00.000.000	Water-West Main	\$220.51	\$657.54	\$1,300.00	50.58%
147.4320.00.000.000	Electricity- West Main	\$2,460.87	\$7,186.47	\$21,000.00	34.22%
147.4330.00.000.000	Gas- West Main	\$30.27	\$97.37	\$2,500.00	3.89%
147.4350.00.000.000	Sewerage- West Main	\$33.50	\$121.20	\$500.00	24.24%
147.4421.00.000.000	Building Maintenance	\$3,306.82	\$3,911.59	\$7,500.00	52.15%
147.4430.00.000.000	Mat Service	\$137.55	\$370.30	\$2,750.00	13.47%
147.4431.00.000.000	Landscape Maintenance	\$229.16	\$687.48	\$3,000.00	22.92%
147.4436.00.000.000	Maintenance Charges from AMPS	\$550.00	\$550.00	\$13,500.00	4.07%
147.4480.00.000.000	Protective Services	\$777.50	\$2,581.50	\$12,300.00	20.99%
147.4510.03.000.000	Property Insurance	\$200.31	\$600.93	\$2,178.00	27.59%
147.4580.01.000.000	Debt Service-Loan #1 \$2,240,000 Loan	\$0.00	\$2,677.44	\$167,896.00	1.59%
147.4580.03.000.000	Debt Service-Loan #3 \$480,000 Loan	\$0.00	\$320.83	\$50,000.00	0.64%
	<b>Total Expenses</b>	<b>\$7,946.49</b>	<b>\$22,496.15</b>	<b>\$289,924.00</b>	<b>7.76%</b>
	<b>Operating (Income) Loss</b>	<b>(\$5,280.01)</b>	<b>(\$17,183.35)</b>	<b>\$130,206.00</b>	
147.9110.00.000.000	Operating Transfers In	(\$42,958.00)	(\$42,958.00)	(\$217,898.00)	19.71%
	<b>Net (Income) Loss</b>	<b>(\$48,238.01)</b>	<b>(\$60,141.35)</b>	<b>(\$87,692.00)</b>	

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

COCC

Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
310.3400.01.000.000	LIPH Bookkeeping Fees	(\$3,217.50)	(\$9,570.00)	(\$37,626.00)	25.43%
310.3400.02.000.000	LIPH Management Fees	(\$23,264.67)	(\$69,722.00)	(\$272,803.00)	25.56%
310.3400.03.000.000	LIPH Asset Management Fees	(\$4,290.00)	(\$12,830.00)	(\$51,720.00)	24.81%
310.3400.05.000.000	Citwd Mgmt Fees & Salary Reimbursement	(\$1,625.00)	(\$4,875.00)	(\$19,320.00)	25.23%
310.3400.06.000.000	HCV Program Management Fees	(\$17,368.40)	(\$59,630.00)	(\$214,920.00)	27.75%
310.3400.07.000.000	HCV Program Bookkeeping Fees	(\$10,050.00)	(\$30,225.00)	(\$134,325.00)	22.50%
310.3400.11.000.000	Davis RD-880 Mgmt Fund	(\$15,000.00)	(\$15,000.00)	(\$30,000.00)	50.00%
310.3400.70.000.000	ADMH Management Fees	(\$2,025.00)	(\$2,025.00)	(\$8,100.00)	25.00%
310.3400.80.000.000	Pacifico Management Fees	(\$8,355.00)	(\$8,355.00)	(\$17,778.00)	47.00%
310.3436.00.000.000	IT Billed	(\$8,750.00)	(\$25,875.00)	(\$65,000.00)	39.81%
310.3436.00.000.000	Maintenance Charges to AMPS	(\$20,330.00)	(\$63,680.00)	(\$293,500.00)	21.70%
310.3500.01.000.000	Davis Migrant Center Management Fees	(\$3,444.00)	(\$10,332.00)	(\$41,332.00)	25.00%
310.3500.02.000.000	Madison Migrant Center Management Fees	(\$4,892.00)	(\$14,676.00)	(\$58,702.00)	25.00%
310.3500.03.000.000	Dixon Migrant Center Management Fees	(\$3,944.00)	(\$11,832.00)	(\$49,775.00)	23.77%
310.3500.07.000.000	Davis Solar Management Fee	\$0.00	\$0.00	(\$4,700.00)	0.00%
310.3610.00.000.000	Interest Income	\$0.00	(\$205.62)	(\$3,000.00)	6.85%
310.3690.00.000.000	Other Income	(\$811.97)	(\$1,581.76)	(\$2,500.00)	63.27%
310.3690.05.000.000	Donation Income	(\$1,200.00)	(\$1,200.00)	(\$4,800.00)	25.00%
310.3690.10.000.000	Soccer League Receipts	(\$885.00)	(\$2,175.00)	\$0.00	
310.3690.20.000.000	Discounts Taken	\$0.00	(\$26.40)	\$0.00	
	<b>Total Revenue</b>	<b>(\$129,452.54)</b>	<b>(\$343,815.78)</b>	<b>(\$1,309,901.00)</b>	<b>26.25%</b>
310.4110.10.000.000	Administrative Salaries	\$54,025.67	\$152,760.41	\$703,997.00	21.70%
310.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$3,883.09	\$11,029.96	\$53,504.00	20.62%
310.4125.02.000.000	Admin. P/R Taxes- SUI	\$42.84	\$127.90	\$3,865.00	3.31%
310.4125.04.000.000	Admin. Retirement	(\$4,585.37)	\$23,721.47	\$94,667.00	25.06%
310.4125.05.000.000	Admin. Workers Comp	\$1,800.51	\$4,270.02	\$10,528.00	40.56%
310.4130.00.000.000	Legal Fees	\$4,166.66	\$12,499.98	\$50,000.00	25.00%
310.4140.00.000.000	Training	\$390.00	\$1,061.00	\$4,000.00	26.53%
310.4150.00.000.000	Travel	\$36.41	\$1,694.44	\$10,000.00	16.94%
310.4170.05.000.000	Contract Service	\$1,400.00	\$1,400.00	\$0.00	
310.4170.06.000.000	Contract Service - Clerk of the Board	\$625.00	\$1,875.00	\$10,000.00	18.75%
310.4170.10.000.000	Professional Services	\$259.40	\$341.30	\$250.00	136.52%
310.4171.00.000.000	Auditing	\$0.00	\$0.00	\$8,500.00	0.00%
310.4180.00.000.000	147 Rent Allocation	\$4,012.60	\$12,037.80	\$48,151.00	25.00%
310.4190.00.000.000	Postage	\$332.91	\$885.78	\$2,000.00	44.29%
310.4190.01.000.000	Office Supplies	\$418.12	\$2,061.62	\$5,000.00	41.23%
310.4190.02.000.000	Printing	\$0.00	\$0.00	\$2,500.00	0.00%
310.4190.03.000.000	Telephone	\$1,563.18	\$5,191.53	\$18,000.00	28.84%
310.4190.04.000.000	Board Stipends	\$0.00	\$400.00	\$3,300.00	12.12%
310.4190.05.000.000	Dues & Subscriptions	\$247.50	\$247.50	\$6,000.00	4.13%
310.4190.07.000.000	Computer Support-Tenmasl	\$2,129.48	\$2,129.48	\$7,500.00	28.39%
310.4190.08.000.000	Computer Services	\$0.00	\$0.00	\$500.00	0.00%
310.4190.11.000.000	Office Equipment	(\$1,135.15)	\$303.14	\$0.00	
310.4190.12.000.000	Office Machines/Leases	\$1,136.33	\$4,405.55	\$17,000.00	25.92%
310.4190.13.000.000	Meeting Expense	\$1,438.68	\$3,192.31	\$1,000.00	319.23%
310.4190.14.000.000	Advertising	\$0.00	\$20.26	\$500.00	4.05%
310.4190.16.000.000	P/R Processing Fee	\$0.00	\$278.00	\$3,750.00	7.41%
310.4190.18.000.000	Taxes, Fees and Assessments	\$0.00	\$0.00	\$1,000.00	0.00%
310.4190.20.000.000	Soccer League Expenses	\$120.94	\$1,064.13	\$0.00	
310.4410.00.000.000	Maintenance Salaries	\$9,843.60	\$24,187.92	\$114,594.00	21.11%
310.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$706.23	\$1,730.33	\$8,476.00	20.41%
310.4415.02.000.000	Maintenance P/R Taxes- SUI	\$0.00	\$0.00	\$1,302.00	0.00%
310.4415.04.000.000	Maintenance Retirement	(\$767.59)	\$3,923.17	\$16,369.00	23.97%
310.4415.05.000.000	Maintenance Workers Comp	\$1,282.87	\$2,747.50	\$12,536.00	21.92%
310.4420.07.000.000	Gas & Oil Vehicles/Repairs Fleet Vehicles	\$2,903.07	\$4,522.32	\$5,000.00	90.45%
310.4430.10.000.000	Uniforms	\$300.72	\$300.72	\$1,800.00	16.71%
310.4510.01.000.000	General Liability Insurance	\$63.00	\$63.00	\$0.00	
310.4510.02.000.000	Auto Insurance	\$480.91	\$1,442.73	\$2,864.00	50.37%
310.4540.00.000.000	Admin Benefits	\$6,785.10	\$23,916.82	\$98,759.00	24.22%
310.4540.01.000.000	Retired Admin Benefits	\$2,505.78	\$4,803.00	\$15,000.00	32.02%
310.4540.04.000.000	OPeB Expense	\$0.00	\$0.00	\$82,000.00	0.00%
310.4540.10.000.000	Maintenance Benefits	\$2,048.48	\$7,365.74	\$31,824.00	23.15%
	<b>Total Expenses</b>	<b>\$98,440.97</b>	<b>\$318,001.83</b>	<b>\$1,456,036.00</b>	<b>21.84%</b>
	<b>Operating (Income) Loss</b>	<b>(\$31,011.57)</b>	<b>(\$25,813.95)</b>	<b>\$146,135.00</b>	
310.9110.00.000.000	Operating Transfers In	(\$20,483.00)	(\$20,483.00)	(\$148,933.00)	13.75%
	<b>Net (Income) Loss</b>	<b>(\$51,494.57)</b>	<b>(\$46,296.95)</b>	<b>(\$2,798.00)</b>	

EPC contractor omitted from bud

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

ADMH					
Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
		(\$7,152.75)	(\$7,152.75)	(\$37,900.00)	16.87%
320.3690.00.000.000	Other government revenues				
320.4110.10.000.000	Administrative Salaries	\$1,012.50	\$1,012.50	\$4,050.00	25.00%
320.4110.10.010.000	Administrative Salaries Meadowlark	\$1,012.50	\$1,012.50	\$4,050.00	25.00%
320.4190.14.000.000	Background Check-Trinity	\$28.85	\$57.70	\$350.00	16.49%
320.4190.14.010.000	Background Check Meadowlark	\$0.00	\$0.00	\$350.00	0.00%
320.4190.18.010.000	Property Taxes, Assessments and Fees Meadowlark	\$1,130.02	\$1,130.02	\$1,100.00	102.73%
320.4310.01.000.000	Water/Sewer expense Trinity	\$35.59	\$122.53	\$800.00	15.32%
320.4310.01.010.000	Water & Sewer Meadowlark	\$35.70	\$107.10	\$800.00	13.39%
320.4320.00.010.000	Electric Service Meadowlark	\$303.91	\$842.69	\$2,500.00	33.71%
320.4320.01.000.000	Electric Expense-Trinity	\$161.67	\$493.83	\$2,500.00	19.75%
320.4330.00.010.000	Gas (Heating) Meadowlark	\$24.21	\$87.90	\$1,500.00	5.86%
320.4330.01.000.000	Gas Expense Trinity	\$8.45	\$28.42	\$1,500.00	1.89%
320.4390.00.010.000	Sewer - Meadowlark	\$25.31	\$78.93	\$0.00	
320.4390.01.000.000	Sewer - Trinity	\$38.30	\$114.90	\$0.00	
320.4420.00.000.000	Materials Trinity	\$0.00	\$0.00	\$1,200.00	0.00%
320.4420.00.010.000	Materials Meadowlark	\$105.55	\$420.96	\$1,200.00	35.08%
320.4430.00.000.000	Grounds Maintenance Trinity	\$122.08	\$366.24	\$250.00	146.50%
320.4430.00.010.000	Grounds Maintenance Meadowlark	\$0.00	\$0.00	\$1,500.00	0.00%
320.4430.04.000.000	Garbage and Trash Removal Trinity	\$52.48	\$104.96	\$250.00	41.98%
320.4430.04.010.000	Garbage and Trash Removal Meadowlark	\$18.91	\$56.73	\$500.00	11.35%
320.4430.05.000.000	Chemical Treatment	\$0.00	\$65.00	\$1,500.00	4.33%
320.4430.05.010.000	Chemical Treatment Meadowlark	\$0.00	\$0.00	\$500.00	0.00%
320.4436.00.000.000	Maintenance Charges From AMPs - Meadowlark	\$0.00	\$200.00	\$3,000.00	6.67%
320.4436.01.000.000	Maintenance Charges from AMPs - Trinity	\$0.00	\$0.00	\$3,000.00	0.00%
320.4540.03.000.000	Property Insurance Trinity	\$14.13	\$42.39	\$750.00	5.65%
320.4540.03.010.000	Property Insurance Meadowlark	\$19.15	\$57.45	\$750.00	7.66%
320.4610.00.000.000	Extraordinary Maintenance Trinity	\$0.00	\$0.00	\$2,000.00	0.00%
320.4610.00.010.000	Extraordinary Maintenance Meadowlark	\$0.00	\$0.00	\$2,000.00	0.00%
	<b>Total Expenses</b>	<b>\$4,150.31</b>	<b>\$6,402.75</b>	<b>\$37,900.00</b>	<b>16.89%</b>
	<b>Net (Income) Loss</b>	<b>(\$3,092.44)</b>	<b>(\$750.00)</b>	<b>\$0.00</b>	

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Cottonwood Meadows and Country West

Account	Line Description	Current Mn	YTD	Annual Budget	YTD Percent Budget
400 3110 00 000 000	Dwelling Rent-Market Rate Units				
400 3110 01 000 000	Dwelling Rent-RHCP Units	(\$17,343.05)	(\$53,268.05)	(\$215,376.00)	24.73%
400 3610 00 000 000	Interest Income	(\$3,485.00)	(\$11,276.00)	(\$59,400.00)	18.98%
400 3610 01 000 000	Interest on Replacement Reserve	\$0.00	(\$35.36)	(\$900.00)	3.93%
400 3690 03 000 000	Other Income Tenant Cottonwood	\$0.00	\$17.89	\$0.00	
400 3690 04 000 000	Other Program Charges-RHCP Units	\$0.00	\$0.00	(\$1,000.00)	-1.79%
400 3690 05 000 000	Vending Income	\$0.00	\$0.00	(\$550.00)	0.00%
	<b>Total Income</b>	<b>\$0.00</b>	<b>(\$425.23)</b>	<b>(\$2,500.00)</b>	<b>17.01%</b>
		<b>(\$20,828.05)</b>	<b>(\$85,032.15)</b>	<b>(\$279,726.00)</b>	<b>23.25%</b>
400 4110 00 000 000	Administration Salaries				
400 4125 01 000 000	Admin P/R Taxes- Social Security/Medicare	\$556.66	\$1,315.84	\$23,462.00	5.61%
400 4125 02 000 000	Admin P/R Taxes- -SUI	\$40.26	\$94.36	\$1,795.00	5.26%
400 4125 04 000 000	Admin Retirement	\$8.26	\$8.26	\$469.00	1.76%
400 4125 05 000 000	Admin Workers Comp	(\$31.28)	\$180.29	\$2,764.00	6.52%
400 4130 00 000 000	Legal Fees	\$8.70	\$17.52	\$355.00	4.94%
400 4140 00 000 000	Training	\$0.00	\$0.00	\$1,300.00	0.00%
400 4150 00 000 000	Travel	\$0.00	\$0.00	\$500.00	0.00%
400 4171 00 000 000	Auditing	\$0.00	\$0.00	\$200.00	0.00%
400 4172 00 000 000	Advertising	\$0.00	\$0.00	\$2,800.00	0.00%
400 4190 00 000 000	Office Supplies	\$56.75	\$145.92	\$1,000.00	14.59%
400 4190 02 000 000	Postage	\$129.19	\$135.31	\$1,000.00	13.53%
400 4190 03 000 000	Telephone	\$4.70	\$14.10	\$200.00	7.05%
400 4190 05 000 000	Membership Dues and Subscriptions	\$61.87	\$185.22	\$750.00	24.70%
400 4190 07 000 000	Computer Services	\$0.00	\$0.00	\$60.00	0.00%
400 4190 11 000 000	Office Equipment	\$296.21	\$296.21	\$1,500.00	19.75%
400 4190 15 000 000	Management Fee to YCHA	\$642.81	\$642.81	\$100.00	642.81%
400 4190 17 000 000	Background Checks	\$1,625.00	\$4,875.00	\$19,500.00	25.00%
400 4190 18 000 000	Taxes, Assessments & Fees	\$118.00	\$146.85	\$400.00	36.71%
400 4221 00 000 000	Tenant Liaison	\$7,721.75	\$7,946.75	\$16,050.00	49.51%
400 4310 00 000 000	Water Cottonwood	\$150.00	\$450.00	\$1,800.00	25.00%
400 4320 00 000 000	Electricity - Cottonwood	\$1,263.14	\$6,390.55	\$17,500.00	36.52%
400 4330 00 000 000	Gas Cottonwood	\$678.67	\$1,781.86	\$6,500.00	27.41%
400 4390 00 000 000	Sewerage - Cottonwood	\$88.88	\$171.47	\$1,500.00	11.43%
400 4420 00 000 000	Maintenance Supplies	\$1,174.53	\$5,322.87	\$14,500.00	36.71%
400 4430 00 000 000	Maintenance Contracts	\$1,899.82	\$2,269.60	\$4,500.00	50.44%
400 4430 02 000 000	Painting and Decorating Contracts	\$2,687.40	\$3,364.70	\$16,000.00	21.03%
400 4430 03 000 000	Garbage and Trash Removal	\$2,660.82	\$5,910.82	\$11,500.00	51.40%
400 4430 04 000 000	Grounds Contracts	\$591.64	\$1,781.45	\$7,200.00	24.74%
400 4436 00 000 000	Maintenance Charges from AMPS	\$229.16	\$687.48	\$5,000.00	13.75%
400 4480 00 000 000	Protective Services	\$1,575.00	\$4,450.00	\$8,000.00	55.63%
400 4510 00 000 000	Insurance-Flood	\$0.00	\$156.00	\$2,000.00	7.80%
400 4510 01 000 000	General Liability Insurance	\$198.00	\$594.00	\$2,250.00	26.40%
400 4510 03 000 000	Property Insurance	\$887.50	\$2,662.50	\$4,207.00	63.29%
400 4510 05 000 000	Director's Risk Insurance	\$0.00	\$0.00	\$5,000.00	0.00%
400 4540 00 000 000	Benefits	\$80.97	\$294.46	\$1,384.00	0.00%
400 4570 00 000 000	Collection Loss	\$0.00	\$0.00	\$4,314.00	6.83%
400 5615 00 000 000	Interest on Note Payable FNB	\$0.00	\$0.00	\$400.00	0.00%
410 4190 03 000 000	Interest Expense	\$0.00	\$2,498.73	\$83,695.00	2.99%
	<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$168.66</b>	<b>\$0.00</b>	
		<b>\$25,404.41</b>	<b>\$54,959.59</b>	<b>\$271,555.00</b>	<b>20.24%</b>
	<b>Net (Income) Loss</b>	<b>\$4,676.36</b>	<b>(\$10,072.56)</b>	<b>(\$8,171.00)</b>	

Computer purchased for new stair

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Davis Migrant Center

Account	Line Description	Current Mn	YTD	Annual Budget	YTD Budget Percent
501.3690.00.000.000	Other Income Tenant Davis Migrant				
501.3690.02.000.000	Operating Contract Revenue	(\$200.00)	(\$200.00)	\$0.00	
	<b>Total Income</b>	<b>(\$30,659.79)</b>	<b>(\$91,258.36)</b>	<b>\$0.00</b>	
501.4110.00.000.000	Administrative Salaries				
501.4125.01.000.000	Admin P/R Taxes- Social Security/Medicare	\$1,799.68	\$4,869.62	\$0.00	
501.4125.04.000.000	Admin Retirement	\$123.74	\$335.03	\$0.00	
501.4125.05.000.000	Admin Workers Comp	(\$152.61)	\$803.67	\$0.00	
501.4150.01.000.000	Travel	\$50.03	\$82.57	\$0.00	
501.4170.10.000.000	Professional Services	\$6.34	\$27.52	\$0.00	
501.4190.00.000.000	YCH Contract Mgmt Fee	\$2,853.04	\$10,210.88	\$0.00	
501.4190.01.000.000	Office Supplies	\$3,444.00	\$10,332.00	\$0.00	
501.4190.03.000.000	Telephone	\$8.58	\$1,031.20	\$0.00	
501.4190.07.000.000	Gas / Oil	\$174.49	\$531.85	\$0.00	
501.4310.00.000.000	Water Davis Migrant	\$422.38	\$834.38	\$0.00	
501.4320.00.000.000	Electricity - Davis Migrant	\$917.50	\$4,203.00	\$0.00	
501.4330.00.000.000	Gas Davis Migrant	\$2,926.76	\$8,658.27	\$0.00	
501.4410.00.000.000	Maintenance Salaries	\$2,028.12	\$7,818.34	\$0.00	
501.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$3,988.80	\$10,581.61	\$0.00	
501.4415.04.000.000	Maintenance Retirement	\$252.79	\$669.54	\$0.00	
501.4415.05.000.000	Maintenance Workers Comp	(\$268.20)	\$1,705.08	\$0.00	
501.4420.05.000.000	Lumber and Hardware	\$426.22	\$1,022.27	\$0.00	
501.4430.01.000.000	Water Well Maintenance	\$0.00	\$70.66	\$0.00	
501.4430.02.000.000	Grounds Maintenance	\$1,788.00	\$7,402.96	\$0.00	
501.4430.04.000.000	Rubbish & Trash Removal	\$607.54	\$656.87	\$0.00	
501.4430.05.000.000	Elec/Plumb/Paint Supplies	\$1,209.49	\$3,082.88	\$0.00	
501.4430.10.000.000	Uniforms	\$575.11	\$681.20	\$0.00	
501.4480.00.000.000	Protective Services	\$22.50	\$22.50	\$0.00	
501.4490.00.000.000	Operating Reserve Funds Expended	\$1,366.53	\$1,366.53	\$0.00	
501.4510.01.000.000	General Liability Insurance	\$0.00	\$291.77	\$0.00	
501.4510.02.000.000	Auto Insurance	\$82.41	\$247.23	\$0.00	
501.4510.03.000.000	Property Insurance	\$140.65	\$421.95	\$0.00	
501.4510.04.000.000	ERMA Insurance	\$739.33	\$2,217.99	\$0.00	
501.4540.00.000.000	Admin Benefits	\$12.08	\$36.24	\$0.00	
501.4540.01.000.000	Retired Benefits	\$616.79	\$2,227.19	\$0.00	
501.4540.10.000.000	Maintenance Benefits	\$702.63	\$2,107.89	\$0.00	
	<b>Total Expenses</b>	<b>\$1,234.75</b>	<b>\$4,439.12</b>	<b>\$0.00</b>	
	<b>Net (Income) Loss</b>	<b>(\$2,760.32)</b>	<b>(\$2,468.55)</b>		

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Davis Migrant RD Water Well Grant

Account	Line Description	Current Mn	YTD	Annual Budget	YTD Budget Percent
580.3020.00.000.000	Contract Receipts OMS 880	(\$316,115.35)	(\$358,826.50)	\$0.00	
580.4170.10.000.000	Professional Services	\$0.00	\$780.00	\$0.00	
580.4190.00.000.000	YCH admin fees	\$15,000.00	\$15,000.00	\$0.00	
580.4420.00.000.000	Materials	\$0.00	\$49.03	\$0.00	
580.4430.00.000.000	Contracts/Services	\$111,853.91	\$342,997.47	\$0.00	
	<b>Total Expenses</b>	<b>\$111,853.91</b>	<b>\$358,826.50</b>	<b>\$0.00</b>	
	<b>Net (Income) Loss</b>	<b>(\$189,261.44)</b>	<b>\$0.00</b>		

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Madison Migrant Center

Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
502.3610.10.000.000	Interest Income Madison Reserve	\$0.00	(\$121.69)	\$0.00	
502.3690.02.000.000	Operating Contract Revenue			\$0.00	
	<b>Total Revenue</b>	<b>(\$43,456.16)</b>	<b>(\$123,800.90)</b>	<b>\$0.00</b>	
		<b>(\$43,456.16)</b>	<b>(\$123,922.59)</b>		
502.4110.00.000.000	Administrative Salaries				
502.4110.01.000.000	Seasonal Salaries	\$456.36	\$1,260.14	\$0.00	
502.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$1,708.00	\$4,768.98	\$0.00	
502.4125.02.000.000	Admin. P/R Taxes- SUI	\$160.83	\$452.16	\$0.00	
502.4125.04.000.000	Admin. Retirement	\$0.00	\$52.70	\$0.00	
502.4125.05.000.000	Admin. Workers Comp	\$91.35	\$323.88	\$0.00	
502.4150.00.000.000	Travel	\$52.51	\$111.18	\$0.00	
502.4150.01.000.000	Travel-Admin	\$305.54	\$305.54	\$0.00	
502.4170.10.000.000	Professional Services	\$6.35	\$27.55	\$0.00	
502.4190.00.000.000	YCH Contract Mgmt Fee	\$0.00	\$60.00	\$0.00	
502.4190.01.000.000	Office Supplies	\$4,892.00	\$14,676.00	\$0.00	
502.4190.03.000.000	Telephone	\$8.58	\$1,031.20	\$0.00	
502.4190.04.000.000	Other Misc. Costs	\$210.66	\$644.21	\$0.00	
502.4190.06.000.000	Auto Maintenance / Repairs	(\$17.85)	(\$3,195.15)	\$0.00	
502.4190.07.000.000	Gas / Oil	\$0.00	\$274.69	\$0.00	
502.4310.00.000.000	Water Madison Migrant	\$250.91	\$935.13	\$0.00	
502.4320.00.000.000	Electricity - Madison Migrant	\$3,143.00	\$9,577.72	\$0.00	
502.4330.00.000.000	Gas Madison Migrant	\$4,998.46	\$14,824.20	\$0.00	
502.4390.00.000.000	Sewerage - Madison Migrant	\$3,893.16	\$11,706.78	\$0.00	
502.4410.00.000.000	Maintenance Salaries	\$4,256.00	\$12,768.00	\$0.00	
502.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$8,009.96	\$21,592.37	\$0.00	
502.4415.04.000.000	Maintenance Retirement	\$542.65	\$1,463.29	\$0.00	
502.4415.05.000.000	Maintenance Workers Comp	(\$644.34)	\$3,140.61	\$0.00	
502.4420.00.000.000	Maintenance Supplies	\$1,019.54	\$2,336.23	\$0.00	
502.4420.05.000.000	Lumber and Hardware	\$53.45	\$406.07	\$0.00	
502.4430.02.000.000	Grounds Maintenance	\$254.66	\$1,103.45	\$0.00	
502.4430.04.000.000	Rubbish & Trash Removal	\$289.44	\$803.47	\$0.00	
502.4430.05.000.000	Elec/Plump/Paint Supplies	\$1,230.80	\$3,612.11	\$0.00	
502.4430.10.000.000	Uniforms	\$615.98	\$672.74	\$0.00	
502.4430.11.000.000	Building Repairs	\$22.50	\$22.50	\$0.00	
502.4480.00.000.000	Protective Services	\$0.00	\$92.88	\$0.00	
502.4510.01.000.000	General Liability Expense	\$124.40	\$313.40	\$0.00	
502.4510.02.000.000	Auto Insurance	\$213.74	\$641.22	\$0.00	
502.4510.03.000.000	Property Insurance	\$140.65	\$421.95	\$0.00	
502.4510.04.000.000	ERMA Insurance	\$791.76	\$2,375.28	\$0.00	
502.4540.00.000.000	Admin Benefits	\$12.08	\$36.24	\$0.00	
502.4540.01.000.000	Retired Benefits	\$80.60	\$294.77	\$0.00	
502.4540.10.000.000	Maintenance Benefits	\$788.39	\$2,365.17	\$0.00	
	<b>Total Expenses</b>	<b>\$2,314.50</b>	<b>\$8,321.70</b>	<b>\$0.00</b>	
		<b>\$40,275.62</b>	<b>\$120,620.36</b>		
	<b>Net (Income) Loss</b>	<b>(\$3,180.54)</b>	<b>(\$3,302.23)</b>		

Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011

Dixon Migrant Center

Account	Line Description	Current Mo.	YTD	Annual Budget	YTD Budget Percent
503.3690.02.000.000	Operating Contract Revenue				
503.3690.03.000.000	Other Income	(\$45,497.48)	(\$129,204.30)	\$0.00	
	Total Revenue	(\$15.00)	(\$15.00)	\$0.00	
		(\$45,512.48)	(\$129,219.30)		
503.4110.00.000.000	Administrative Salaries				
503.4125.01.000.000	Admin. P/R Taxes- Social Security/Medicare	\$1,799.68	\$4,869.62	\$0.00	
503.4125.04.000.000	Admin. Retirement	\$123.74	\$335.03	\$0.00	
503.4125.05.000.000	Admin. Workers Comp	(\$152.61)	\$803.67	\$0.00	
503.4150.01.000.000	Travel	\$50.04	\$82.56	\$0.00	
503.4190.00.000.000	YCH Contract Mgmt Fee	\$6.34	\$27.51	\$0.00	
503.4190.01.000.000	Office Supplies	\$3,944.00	\$11,842.33	\$0.00	
503.4190.03.000.000	Telephone	\$8.74	\$1,031.87	\$0.00	
503.4190.04.000.000	Other Misc. Costs	\$187.38	\$574.77	\$0.00	
503.4190.06.000.000	Auto Maintenance / Repairs	\$0.00	\$21.90	\$0.00	
503.4190.07.000.000	Gas / Oil	\$121.83	\$234.90	\$0.00	
503.4190.08.000.000	Minor Equipment Repairs	\$547.60	\$1,294.67	\$0.00	
503.4190.09.000.000	Major Equipment Repair / Maint	\$0.00	\$74.19	\$0.00	
503.4220.00.000.000	Tenant Services	\$1,390.65	\$1,911.52	\$0.00	
503.4310.00.000.000	Water Dixon Migrant	\$0.00	\$148.72	\$0.00	
503.4320.00.000.000	Electricity - Davis Migrant	\$805.00	\$3,903.23	\$0.00	
503.4330.00.000.000	Gas Dixon Migrant	\$7,830.04	\$23,557.84	\$0.00	
503.4410.00.000.000	Maintenance Salaries	\$1,780.32	\$5,539.25	\$0.00	
503.4410.01.000.000	Maintenance Salaries Temp	\$8,882.28	\$23,990.57	\$0.00	
503.4415.01.000.000	Maintenance P/R Taxes- Social Security/Medicare	\$2,482.60	\$7,109.43	\$0.00	
503.4415.02.000.000	Maintenance P/R Taxes- -SUI	\$772.81	\$2,119.50	\$0.00	
503.4415.04.000.000	Maintenance Retirement	\$0.00	\$1.97	\$0.00	
503.4415.05.000.000	Maintenance Workers Comp	(\$743.94)	\$3,696.42	\$0.00	
503.4420.00.000.000	Maintenance Supplies	\$1,448.21	\$3,374.18	\$0.00	
503.4420.05.000.000	Lumber and Hardware	\$126.32	\$448.17	\$0.00	
503.4430.01.000.000	Water Well Maintenance	(\$224.07)	\$1,214.13	\$0.00	
503.4430.02.000.000	Grounds Maintenance	\$1,604.92	\$4,143.34	\$0.00	
503.4430.04.000.000	Rubbish & Trash Removal	\$433.62	\$433.62	\$0.00	
503.4430.05.000.000	Elec/Plumb/Paint/Solar Supplies	\$1,592.35	\$4,386.87	\$0.00	
503.4430.06.000.000	Vehicle Maintenance & Repairs	\$530.04	\$1,050.21	\$0.00	
503.4430.09.000.000	Equipment Rental	\$677.10	\$677.10	\$0.00	
503.4430.10.000.000	Uniforms	\$370.02	\$423.71	\$0.00	
503.4490.00.000.000	Operating Reserve Funds Expended	\$22.50	\$22.50	\$0.00	
503.4510.01.000.000	General Liability Expense	\$0.00	\$291.76	\$0.00	
503.4510.02.000.000	Auto Insurance	\$283.75	\$851.25	\$0.00	
503.4510.03.000.000	Property Insurance	\$140.65	\$421.95	\$0.00	
503.4510.04.000.000	ERMA Insurance	\$909.50	\$2,728.50	\$0.00	
503.4540.00.000.000	Admin Benefits	\$125.00	\$375.00	\$0.00	
503.4540.01.000.000	Retired Benefits	\$616.79	\$2,230.18	\$0.00	
503.4540.10.000.000	Maintenance Benefits	\$112.62	\$337.86	\$0.00	
	Total Expenses	\$2,322.17	\$8,344.75	\$0.00	
		\$40,927.99	\$124,926.57		
	Net (Income) Loss	(\$4,584.49)	(\$4,292.73)		

**Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011**

**Davis Solar**

Account	Line Description	Current Mo	YTD	Annual Budget	YTD Budget Percent
600.3110.00.000.000	Dwelling Rent				
600.3610.00.000.000	Interest Income	(\$3,135.00)	(\$8,525.00)	(\$36,868.00)	23.12%
600.3690.01.000.000	Other Income- tenants	\$0.00	(\$28.44)	(\$375.00)	7.58%
	<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$75.00)</b>	<b>0.00%</b>
600.4110.00.000.000	Administrative Salaries				
600.4125.01.000.000	Admin P/R Taxes- Social Security/Medicare	\$154.80	\$431.35	\$2,135.00	20.20%
600.4125.02.000.000	Admin P/R Taxes- SUI	\$10.50	\$29.37	\$158.00	18.59%
600.4125.04.000.000	Admin Retirement	\$0.00	\$0.00	\$23.00	0.00%
600.4125.05.000.000	Admin Workers Comp	\$26.50	\$108.73	\$249.00	43.67%
600.4130.00.000.000	Legal Fees	\$12.30	\$34.46	\$27.00	127.63%
600.4140.00.000.000	Training	\$0.00	\$0.00	\$250.00	0.00%
600.4190.00.000.000	Office Supplies	\$0.00	\$0.00	\$0.00	0.00%
600.4190.02.000.000	Telephone	\$0.00	\$101.24	\$0.00	0.00%
600.4190.04.000.000	Computer Software	\$0.00	\$0.00	\$50.00	0.00%
600.4190.12.000.000	Management Fees	\$133.60	\$133.60	\$450.00	29.69%
600.4190.20.000.000	Advertisement	\$0.00	\$0.00	\$1,290.00	0.00%
600.4310.00.000.000	Water Davis Solar	\$0.00	\$0.00	\$100.00	0.00%
600.4320.00.000.000	Electricity Davis Solar	\$0.00	\$961.87	\$5,000.00	19.24%
600.4330.00.000.000	Gas Davis Solar	\$3.55	(\$1.72)	\$100.00	-1.72%
600.4390.00.000.000	Sewerage - Davis Solar	\$8.61	\$8.61	\$100.00	8.61%
600.4410.00.000.000	Maintenance Repairs and Contracts	\$0.00	\$735.38	\$4,500.00	16.34%
600.4420.00.000.000	Maintenance Supplies	\$0.00	\$120.00	\$3,500.00	3.43%
600.4420.08.000.000	Dwelling Equipment/Supplies	\$29.96	\$411.89	\$3,000.00	13.73%
600.4430.03.000.000	Painting Services	\$0.00	\$675.64	\$0.00	
600.4430.04.000.000	Garbage and Trash Removal	\$0.00	\$0.00	\$3,000.00	0.00%
600.4436.00.000.000	Maintenance Charges from AMPS	\$0.00	\$404.18	\$2,600.00	15.55%
600.4510.01.000.000	General Liability Insurance	\$0.00	\$0.00	\$2,100.00	0.00%
600.4510.03.000.000	Property Insurance	\$0.00	\$0.00	\$150.00	0.00%
600.4510.04.000.000	ERMA Insurance	\$92.71	\$278.13	\$1,100.00	25.28%
600.4540.01.000.000	Benefits	\$0.50	\$1.50	\$40.00	3.75%
600.4550.00.000.000	Special Assessment	\$19.93	\$71.74	\$822.00	8.73%
600.5650.00.000.000	FmHA Payment	\$0.00	\$246.00	\$984.00	25.00%
	<b>Total Expenses</b>	<b>\$492.96</b>	<b>\$4,751.97</b>	<b>\$34,158.00</b>	<b>13.91%</b>
	<b>Net (Income) Loss</b>	<b>(\$2,642.04)</b>	<b>(\$3,801.47)</b>	<b>(\$3,160.00)</b>	

**Yolo County Housing  
Income Statement  
for the Three Months Ended 9/30/2011**

**Pacifico**

Account	Line Description	Current Mo	YTD	Annual Budget	YTD Budget Percent
700.3110.00.000.000	Dwelling Rent				
700.3690.00.000.000	Other Income	(\$24,119.99)	(\$24,119.99)	\$0.00	
	<b>Total Revenue</b>	<b>\$0.00</b>	<b>(\$6,205.36)</b>	<b>\$0.00</b>	
		<b>(\$24,119.99)</b>	<b>(\$30,325.36)</b>		
700.4130.00.000.000	Legal Fees				
700.4170.10.000.000	Professional Services	\$1,295.00	\$1,295.00	\$0.00	
700.4190.01.000.000	Office Supplies	\$118.00	\$368.00	\$0.00	
700.4190.03.000.000	Telephone	\$281.87	\$281.87	\$0.00	
700.4190.07.000.000	Computer Services	\$892.19	\$892.19	\$0.00	
700.4190.15.000.000	Management Fee to YCH	\$625.00	\$1,868.84	\$0.00	
700.4190.20.000.000	Advertising	\$8,355.00	\$8,355.00	\$0.00	
700.4190.25.000.000	Food Supplies for CO-OP	\$0.00	\$260.75	\$0.00	
700.4320.00.000.000	Electricity	\$0.00	\$1,000.00	\$0.00	
700.4330.00.000.000	Gas	\$0.00	\$4,508.39	\$0.00	
700.4420.00.000.000	Materials	\$0.00	\$218.24	\$0.00	
700.4420.02.000.000	Plumbing Supplies	\$599.82	\$1,209.35	\$0.00	
700.4420.05.000.000	Lumber and Hardware	\$32.12	\$32.12	\$0.00	
700.4420.08.000.000	Dwelling Equipment/Supplies	\$1,105.23	\$1,165.45	\$0.00	
700.4430.01.000.000	Electrical Repair/Contract	\$614.15	\$614.15	\$0.00	
700.4436.01.000.000	Pacifico Maintenance Labor	\$132.00	\$132.00	\$0.00	
	<b>Total Expenses</b>	<b>\$5,150.00</b>	<b>\$8,125.00</b>	<b>\$0.00</b>	
		<b>\$19,200.38</b>	<b>\$30,326.35</b>		
	<b>Net (Income) Loss</b>	<b>(\$4,919.61)</b>	<b>\$1.00</b>		

**Financial Summary - AR Aging**  
**Attachment C**  
**September 30, 2011**

Development	Total	Current	>30	>60	>90
<b>Woodland AMP</b>					
Yolano Village	2,786	289	29		2,468
Ridge Cut Homes	384	300		84	
Yolito	716	393	313		10
Donnelly Circle	4,109	1,509	535		2,065
<b>Winters AMP</b>					
El Rio Villa I	10,180	4,385	1,326	890	3,579
Vista Montecito	2,677	1,783	126		768
El Rio Villa II	4,037	2,019	773		1,245
El Rio Villa III	5,482	1,984	1,022	370	2,106
El Rio Villa IV	4,794	3,564	684	84	462
<b>West Sacramento AMP</b>					
Riverbend Senior Manner I	763	45		27	691
Riverbend Senior Manner II	782	11			771
Las Casitas	3,033		1,259	83	1,691
<b>Cottonwood</b>					
Cottonwood Meadows FMR	6,382	1,768	795	515	3,304
Cottonwood Meadows RHCP	1,555				1,555
Davis Solar	1,029	38			991
<b>Total Tenants Receivable</b>	<b>48,709</b>	<b>18,088</b>	<b>6,862</b>	<b>2,053</b>	<b>21,706</b>

Detail is available in the accounting office.

Aged Balance, developments as listed above, A/R Other and TAR

**YOLO COUNTY HOUSING  
UNITS AVAILABLE VS. UNITS LEASED  
FY 2011-2012**

**Attachment D  
Total**

Program	Units		Units		Units		Units	
	Available	Leased	Available	Leased	Available	Leased	Available	Leased
	7/31/2011		8/31/2011		9/30/2011		3 Mos Ended 09/30/2011	
<b>LIPH</b>								
AMP #1 Woodland	152	152	152	152	152	152	456	456
AMP #2 Winters	140	134	140	134	140	138	420	406
AMP #3 W.Sacramento	139	138	139	137	139	139	417	414
Sub total	<u>431</u>	<u>424</u>	<u>431</u>	<u>423</u>	<u>431</u>	<u>429</u>	<u>1293</u>	<u>1276</u>
								98.69%
<b>Cotton Wood</b>								
Market Rate	33	26	33	26	33	28	99	80
Subsidized	14	11	14	11	14	11	42	33
	<u>47</u>	<u>37</u>	<u>47</u>	<u>37</u>	<u>47</u>	<u>39</u>	<u>141</u>	<u>113</u>
								80.14%
<b>Davis</b>	7	7	7	7	7	7	21	21
Sub total - State/Local	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>21</u>	<u>21</u>
								100.00%
<b>GRAND TOTAL - Housing</b>	<u>485</u>	<u>468</u>	<u>485</u>	<u>467</u>	<u>485</u>	<u>475</u>	<u>1455</u>	<u>1410</u>
								96.91%
<b>Section 8 ACC Contract Units</b>	1487	1348	1487	1342	1727	1340	4701	4030
								85.73%
<b>Section 8 Funded Units</b>	1095	1348	1351	1342	1682	1340	4128	4030
								97.63%
<b>State &amp; Local</b>								
OMS - Davis	62	62	62	59	62	57	186	178
OMS - Madison	88	88	88	88	88	85	264	261
OMS - Dixon	82	82	82	82	82	80	246	244
	<u>232</u>	<u>232</u>	<u>232</u>	<u>229</u>	<u>232</u>	<u>222</u>	<u>696</u>	<u>683</u>
								98.13%

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-39, Item No. 3.03, of the Yolo County Housing meeting of December 8, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney. Garnes.  
ABSENT: Rexroad.

3.01 Approved minutes from the meeting of October 13, 2011.

3.02 Moved to Regular.

3.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-09** authorizing approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.04 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-10** authorizing approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.05 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as a Housing Choice Voucher High Performer for 2011.



# **Yolo County Housing**

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

## BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene C. Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad.  
Don Saylor  
Bernita Toney

DATE: December 8, 2011  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
SUBJECT: **Review, Approve and Adopt Resolution Authorizing Approval of Standard Agreement No. 11-OMS-955 (RD) For Madison Migrant Center and Authorize the Executive Director to Execute**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Adopt the Resolution Authorizing Approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County; and
2. Authorize the Executive Director to Execute the Agreement.

### **BACKGROUND / DISCUSSION:**

YCH manages migrant centers for the Department of Housing and Community Development, Office of Migrant Services (OMS). These are funds for administering housing for migratory workers and their families at the Madison Migrant Center in the Township Madison, County of Yolo. The contract amount for the FY 2011-2012 is \$645,725.

### **FISCAL IMPACT:**

Failure to adopt this resolution will delay OMS contract payments. Currently, YCH has OMS approval to use restricted migrant rent collection cash to cover costs incurred prior to full contract execution; due to this, we do not have cash flow difficulties, however, failure to execute the agreement would result in termination of that approval.

### **CONCLUSION:**

The Resolution is recommended for adoption.

**Attachments:** Resolution  
Agreement No. 11-OMS-955 (RD)

**YOLO COUNTY HOUSING**

**RESOLUTION NO. 11-09**

**(Resolution Authorizing Adoption of Standard Agreement No. 11-OMS-955 (RD)  
for the Madison Migrant Center for 2011-2012 Fiscal Year)**

**WHEREAS**, Standard Agreement No. 11-OMS-955 (RD) ("Standard Agreement") with the California Department of Housing and Community Development ("HCD"), will provide contract budget funds for administering housing for migratory workers and their families at the Madison Migrant Center in the Township of Madison, County of Yolo, State of California for fiscal year 2011-2012; and

**WHEREAS**, it is desirable and necessary that this Agreement be agreed upon between the HCD and the Housing Authority of the County of Yolo; and

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct.
2. The attached Standard Agreement No. 11-OMS-955 (RD) between the California Department of Housing and Community Development and the Housing Authority of the County of Yolo is hereby accepted and approved with a maximum amount of \$645,725.
3. The Executive Director on behalf of the Housing Authority of the County of Yolo is hereby authorized and directed to execute Standard Agreement No. 11-OMS-955 (RD), any other documents necessary for its implementation, and any amendments to said Agreement.

**EFFECTIVE DATES:** This Resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of December, 2011 by the following vote:

**AYES:** Chamberlain, McGowan, Saylor, Garnes, Toney, Provenza.  
**NOES:** None.  
**ABSENT:** Rexroad.  
**ABSTAIN:** None.

  
\_\_\_\_\_  
Jim Provenza, Chair  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

Sonia Cortes  
By: Sonia Cortes, Agency Counsel

Attest:

Julie Dachtler, Clerk  
Board of Commissioners of the  
Housing Authority of the County of Yolo

By Julie Dachtler  
Agency Clerk



STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>11-OMS-955 (RD)</b>
REGISTRATION NUMBER <b>N/A</b>

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

CONTRACTOR'S NAME  
**Housing Authority, County of Yolo**

2. The term of this Agreement is: **Upon HCD Approval** through **August 31, 2012**

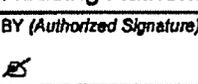
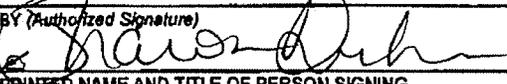
3. The maximum amount of this Agreement is: **\$ 645,725.00**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A -	Authority, Purpose and Scope of Work	2	page(s)
Exhibit A-1 -	Legal Description	1	page(s)
Exhibit B -	Budget Detail and Payment Provisions	2	page(s)
Exhibit B-1 -	Operating Contract Budget	2	page(s)
Exhibit C -	State of California General Terms and Conditions*	GTC - 610*	
Exhibit D -	Office of Migrant Services Terms and Conditions	5	page(s)
Exhibit E -	Special Terms and Conditions	10	page(s)
<b>TOTAL NUMBER OF PAGES ATTACHED:</b>		<b>22</b>	<b>page(s)</b>

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.documents.dgs.ca.gov/ols/GTC-610.doc>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		California Department of General Services Use Only          JAN 31 2012   <input checked="" type="checkbox"/> Exempt per: SCM 1, 4.04.3 (DGS Memo Dated 6/12/81)
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>Housing Authority, County of Yolo</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>12/12/11</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Lisa A Baker Executive Director</b>		
ADDRESS <b>147 West Main Street Woodland, CA 95695</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Housing and Community Development</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>1/3/12</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Stacy Q. Hernandez, Contracts Manager Business and Contract Services Branch</b>		
ADDRESS <b>1800 Third Street, Room 350, Sacramento, CA 95811</b>		

**EXHIBIT A**

**AUTHORITY, PURPOSE AND SCOPE OF WORK**  
**(Housing Center Operations)**

**1. Authority and Purpose**

Pursuant to Chapter 8.5 (commencing with Section 50710) of Part 2, Division 31, of the Health and Safety Code ("Statutes"), the Department of Housing and Community Development ("Department") is responsible for the administration of a program in order to provide housing and housing-related services for migratory workers and their families in California and may contract with housing authorities and other appropriate local, public and private non-profit agencies for the purpose of securing or obtaining such housing and other related services.

In accordance with the Statutes and the Office of Migrant Services (OMS) Program Regulations set forth in California Code of Regulations ("CCR") Title 25, Division 1, Chapter 7, Subchapter 7, commencing with Section 7600 ("Program Regulations"), the Department shall provide housing units and related facilities at the location set forth in Exhibit A-1, Legal Description of this Agreement ("Housing Center(s)"). These housing units and related facilities shall at all times remain legally severable from the real property on which they are placed and the title of these units shall be in the name of the Department. Upon termination of this Agreement, the Department shall have the right to remove these housing units and related facilities without reimbursement to the Contractor.

The Contractor agrees to comply with the terms and conditions of this Agreement and all Exhibits hereto.

**2. Scope of Work**

- A. The Contractor shall permit occupancy of the Housing Center(s) for migratory workers and their families in accordance with Section 7611 of the Program Regulations and provide operations services ("Work") which are further described as all administrative, fiscal and management services; employment of staff; and purchasing, rental or use of supplies and materials as needed to operate, maintain and protect the Housing Center pursuant to the terms and conditions of this Agreement. The Department reserves the right to review and approve all Work performed by the Contractor in relation to this Agreement. Any proposed revision to the Work must be submitted in writing for review and approval by the Department. Any approval shall not be presumed unless such approval is made by the Department in writing.
- B. The Work shall generally consist of Operations and Maintenance of the Housing Center(s).
- C. The commonly accepted name and street address of the Housing Center(s) is

Madison Migrant Center  
29289 State Hwy 16  
Madison, CA 95653

**3. Term**

- A. This Agreement is effective upon approval by the Department which is the date stamped

**EXHIBIT A**

by the Department in the lower right hand corner of the Std. 213, Standard Agreement.

- B. The Contractor shall complete the activities as set forth in this Agreement and be fully funded, pursuant to Exhibit B, Budget Detail and Payment Provisions, prior to July 31, 2012.

**4. Department Contract Coordinator**

The Department Contract Coordinator for this Agreement is the OMS Program Manager, Division of Financial Assistance, or the Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement, sent via first class U.S. Mail to the Department Contact Coordinator at the following address:

OMS Program Manager  
Department of Housing and Community Development  
Division of Financial Assistance  
Post Office Box 952054, MS 390-8  
Sacramento, CA 94252-2054

**5. Contractor Contact Coordinator**

The Contractor's Contact Coordinator for this Agreement is listed below. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be sent via first class U.S. Mail to the Contractor's Contact Coordinator at the following address:

Housing Authority, County of Yolo  
Lisa Baker  
147 West Main Street  
Woodland, CA 95695  
lbaker@ycha.ca.gov

**EXHIBIT A-1**

**LEGAL DESCRIPTION**

A parcel of land being a portion of the West ½ of Section 27, T. 10 N., R. 1 W., M.D.B.&M., Yolo County, California, more fully described as follows:

Beginning at the Northwest corner of that certain parcel of land entitled Yolo County Labor Camp show on that Record of Survey filed in Book 9 of Maps and Surveys at Page 151 in the Office of the Recorder of the County of Yolo, said corner also being on the South line State Highway No. 16; thence South 71° 51.00" East 400.00 feet along said South line to the West line of the 20 foot easement shown on said Record of Survey; thence South 10° 15' 00" West 1102.42 feet along said West line, and the Southerly prolongation thereof, to the South line of said Section 27; thence West 597.54 feet along said South Line; thence North 10° 15' 00" East 606.87 feet; thence South 79° 51' 00" East of 120.00 feet; thence North 10° 15' 00" East 280.40 feet to the point of beginning.

Containing 13.50 acres, more or less.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Agreement Amount**

- A. For the purposes of performing the Work, the Department agrees to provide the amount of: Six Hundred and Forty Five Thousand Seven Hundred and Twenty Five Dollars (\$645,725.00). Unless this contract is amended, the Department shall not be liable for any costs for the Work in excess of this amount, or for any unauthorized or ineligible costs.
- B. Funds provided under this Agreement shall be provided in the form of a grant only for the approved purposes and itemized amounts as stated in Exhibit B-1, Operating Contract Budget ("Budget") attached hereto and incorporated herein.

**2. Disbursement of Funds**

- A. Upon receipt of a certified resolution authorizing this Agreement and any amendments thereto, the Department agrees to disburse to the Contractor or its authorized agent, funds not to exceed the total amount stated in Paragraph 1.A. of this Exhibit.
- B. The Department further agrees to disburse said funds only for the approved purposes and itemized amounts as described in the Budget.
- C. The Department shall reimburse the Contractor monthly in arrears for the Contractor's actual and necessary expenses in accordance with the Budget and upon receipt of invoices approved by the Department. However, funds provided through this Agreement which are in excess of actual and necessary expenses may be disbursed and deposited into an OMS reserve account established and funded pursuant to Health and Safety Code Section 50710.1(b).
- D. Upon the effective date of this Agreement, the Contractor may, upon written request, obtain an advance of funds in an amount not to exceed twenty percent (20%) of the total Agreement amount as stated in Paragraph 1.A. These advanced funds shall be applied against the final three (3) months of invoices for this Agreement period.
- E. If the Contractor expends funds in a manner consistent with this Exhibit and the Budget on or after July 1, 2011, but before the Department executes this Agreement, these expenditures may be reimbursed from the advance provided by the Department pursuant to Paragraph 2.D. of this Exhibit. However, the Department shall not reimburse these expenditures until this Agreement is executed by the Department.
- F. The Department shall disburse requested funds for Work performed on behalf of or by the Contractor, and documented by the Contractor, or for equivalent services that have been rendered to and documented by the Contractor, or for the actions that are to be performed and documented by the Contractor pursuant to statute, regulation, contract, or schedule.
- G. If the Contractor is in violation of any provision of this Agreement, the Department may, at its sole discretion, withhold payment of funds under this Agreement until such violations are corrected.

**EXHIBIT B**

**3. Line Item Changes**

The Contractor may, upon prior written approval by the Department, transfer any approved allocations or portions thereof, to other cost categories listed in the Budget. In no event, however, shall the total amount of this Agreement be exceeded without prior execution of a formal Amendment to this Agreement.

**4. Special Funding Conditions**

A. Funds allocated for Minor Rehabilitation as specified in Line Item C, 304 of the Budget shall be subject to the following provisions:

- 1) Funds may be spent only for the items and activities, in the maximum amounts specified, and according to the priority expressed in Line Item F, Approved Rehabilitation Activities, of the Budget.
- 2) Notwithstanding Paragraph 3 of this Exhibit, these funds shall not be subject to transfer to other cost categories.
- 3) No advances shall be provided by HCD from these funds. All reimbursements shall be in arrears and shall require submission of invoices and related supporting documentation in a manner directed by HCD.
- 4) Any funds not expended upon the expiration of this Agreement shall be automatically disencumbered on that date and shall not be available for additional expenditures or reimbursements except as provided in Health and Safety Code Section 50710.1(b).

B. Funds allocated in Line Item B, Line 209, Major Equipment Repair/Maintenance, of the Budget shall be spent only for the items, and in the maximum amounts, specified in Line Item G, Approved Equipment Repair/Maintenance, of the Budget.

C. Before purchasing a motor vehicle, the Contractor shall submit documentation to the OMS Program Manager demonstrating that a competitive procurement process was followed and shall receive prior approval for the purchase from the Department.

**5. Availability of Funds**

The obligations under this Agreement are hereby made expressly contingent upon the availability of projected rental income and other funds for the purposes of performing the services identified in this Agreement. It is understood that this Agreement may have been written prior to the beginning of the fiscal year in order to expedite contract processing; however, should adequate funds not be appropriated by the Legislature for the current fiscal year or should other funds be reduced as a result of a court order or any other incident deemed legal and binding by the Department, the Department may exercise its option to cancel this Agreement or, at the Department's sole discretion, reduce the on-season period, unless the Department and the Contractor either amend this Agreement or mutually agree to budget reductions and a rescission of a portion of the encumbered funds.

EXHIBIT B-1

**OPERATING CONTRACT BUDGET**

LINE ITEM	CONTRACTOR FUNDS	STATE FUNDS
<b>A. CENTER PERSONNEL</b>		
101 Permanent Salaries/Wages		\$115,932.00
102 Temporary Salaries/Wages		\$9,223.00
103 Personnel Benefits		\$74,394.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$199,549.00</b>
<b>B. OPERATING EXPENSES</b>		
201 Center Office Supplies		\$600.00
202 Household Supplies		\$200.00
203 Communications		\$2,400.00
204 Travel		\$400.00
205 Auto Repairs/Maintenance		\$2,460.00
206 Gas/Oil		\$2,200.00
207 Minor Equipment Repair/Maintenance		\$325.00
208 Purchases Under \$150		0
209 Major Equipment Repair/Maintenance		\$3,740.00
211 Equipment Rental		0
212 Electricity and Gas		\$84,000.00
213 Garbage, Trash		\$20,000.00
214 Sewer, Water		\$90,500.00
215 Other Costs		\$57,097.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$263,922.00</b>
<b>C. MAINTENANCE EXPENSES</b>		
301 Electrical/Plumbing/Paint/Solar Supplies		\$6,403.00
302 Lumber and Materials		\$3,500.00
303 Grounds Maintenance		\$5,663.00
304 Minor Rehabilitation		\$6,950.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$22,516.00</b>
<b>D. CONTRACTOR ADMINISTRATION</b>		
401 Administrative Support Services		\$58,702.00
402 Travel		\$150.00
403 Audit		\$1,250.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$60,102.00</b>
<b>E. DEBT SERVICE &amp; REPLACEMENT</b>		
501 Reserves		\$11,500.00
502 Payment		\$88,136.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$99,636.00</b>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$645,725.00</b>

THIS IS NOT AN INVOICE

EXHIBIT B-1

LINE ITEM	CONTRACTOR FUNDS	STATE FUNDS
F. APPROVED REHABILITATION ACTIVITIES		
Replace staff carpet		\$5,000.00
Four units need removal and replacement of flooring		\$1,600.00
Replace staff fencing		\$350.00
<b>TOTAL (TO LINE 304)</b>	\$ -	<b>\$6,950.00</b>
G. APPROVED EQUIPMENT REPAIR/MAINTENANCE		
Seven units need tiles replaced		\$2,940.00
Lawnmower repair		\$800.00
<b>TOTAL (TO LINE 209)</b>	\$ -	<b>\$3,740.00</b>

THIS IS NOT AN INVOICE

EXHIBIT D

**OFFICE OF MIGRANT SERVICES TERMS AND CONDITIONS**  
**(Housing Center Operations)**

**1. Seasonal Operations**

- A. The Department shall designate a period of one hundred eighty (180) days each calendar year, unless otherwise extended or reduced by written agreement between the Department and the Contractor, during which the Housing Center(s) shall be open to migratory agricultural workers and their households for occupancy, which period will be referred to as the "on-season." The remaining period of time during each calendar year shall be referred to as the "off-season."
- B. During the on-season:
- 1) All common facilities of the Housing Center(s) subject to this Agreement, other than the housing units, shall be available, as required by the Department, for the purpose of child care services, health care services, educational programs, and other services approved by the Department and the Contractor for the benefit of resident migratory agricultural workers and their households.
  - 2) Residents of the Housing Center(s), after prior notice to the Contractor, shall be permitted to use the common facilities of the Housing Center(s) at any time such facilities are not required for use of programs scheduled by the Department or the Contractor, such as child care programs, health programs, or educational programs.
- C. During the off-season, the Housing Center(s) shall be available for such other use and subject to such other conditions as mutually agreed upon in writing by the Department and the Contractor, which shall not be inconsistent or incompatible with the purposes of this Agreement.

**2. Rent**

Pursuant to the Statutes, the Contractor shall collect rent for occupancy of the Housing Center(s) in accordance with rates established by the Department. Rent collected under this provision shall be remitted by the Contractor to the Department on a monthly basis in the manner required by the Department.

**3. Occupancy and Eviction**

The Contractor shall terminate occupancy of a housing unit by any individual pursuant to the reasons and procedures pursuant to Program Regulations. Whenever possible, prior to eviction of any person pursuant to Program Regulations, the Contractor shall use its best efforts to correct the problem with the Resident or through the Resident Council. All proceedings with regard to this paragraph shall be consistent with the Program Regulations.

**4. Maintenance**

The Contractor shall maintain the Housing Center(s) at all times in a safe and sanitary condition and in accordance with standards prescribed by State law, local ordinances, and the Department.

**EXHIBIT D**

**5. Acquisitions and Property**

If property costing less than one hundred fifty dollars (\$150) per item is property acquired with Agreement funds and is expected at the time of acquisition to be used indefinitely for the purpose for which it was purchased, title to such property shall vest with the Contractor at the time of acquisition. If property acquired with Agreement funds has a cost of hundred fifty dollars (\$150) or more per item or is not expected at the time of acquisition to be used indefinitely for the purpose for which it was acquired, title to such property shall vest with the Department. If property purchased under this Agreement is diverted to uses inconsistent with the purposes of this Agreement, the Contractor shall be liable for the replacement value of such property. If property with a unit price of five thousand dollars (\$5,000) or more is acquired or disposed of, the Contractor shall notify the Department within thirty (30) days of that acquisition or disposal so that the Department may properly account for acquisition or disposal of said property.

**6. Termination of Agreement**

- A. This Agreement may be terminated prior to the ending date of this Agreement without cause by the Contractor only upon conclusion of the on-season period, and the Department is provided thirty (30) days prior written notice. This Agreement may be terminated by the Department at any time, upon thirty (30) days prior written notice to the Contractor.
- B. In the event that the Contractor terminates this Agreement, the Contractor shall provide the Department or the Department's designee with an option to assume responsibility for the continued operation of the Housing Center(s), under the same terms and conditions contained in this Agreement, until another mutually agreeable location for the housing units and related facilities can be found and the housing units and related facilities are relocated to that site. The Department shall have one (1) year from the date of exercise of said option to complete this operation and/or relocation.

**7. Reporting Requirements**

The Contractor shall provide the Department with written progress reports at the times and in the format required by the Department.

**8. Inspections**

At all reasonable times during the term of this Agreement, and upon prior notice to the Contractor, representatives of the Department shall have access to the Contractor's premises for the purpose of ensuring compliance with this Agreement.

**9. Contractors and Subcontractors**

The Contractor shall not enter into any agreement with any subcontractor, for five thousand dollars (\$5,000) or more, without the prior written approval from the Department. Such approval shall not be unreasonably withheld by the Department. A subcontractor is not eligible to receive funds if they are not licensed, not in good standing with the State of California, or is in any other way determined to be ineligible by the Department at its sole and reasonable discretion. Any agreement between the Contractor and subcontractors shall include all relevant terms and conditions of this Agreement and its attachments.

**EXHIBIT D**

**10. Waiver**

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded pursuant to this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time performance by the Contractor of any of the provisions contained herein, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce such provisions.

**11. Force Majeure**

Neither the Department nor the Contractor shall be deemed to be in default in the performance of the terms of this Agreement if either party is prevented from performing the terms of this Agreement by causes beyond its control, including, without being limited to: acts of God or the public enemy; interference, rulings or decisions by municipal, Federal, State, or other governmental agencies, boards or commissions; any laws and/or regulations of such municipal, State, Federal, or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, or other causes beyond the control of the defaulting party. If any of the stated contingencies occur, the party delayed by force majeure shall immediately give the other parties written notice of the cause of delay. The party delayed by force majeure shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other parties written notice thereof and shall resume operations under this Agreement.

**12. Licenses and Permits**

The Contractor shall procure or cause to be procured all permits and licenses necessary to accomplish the Work set forth in this Agreement, and give all notices necessary and incident to the lawful performance of the Work. The Contractor shall keep informed of, observe, comply with, and cause all of its agents and employees to observe and comply with all prevailing Federal, State, and local laws, rules and regulations made pursuant to those Federal, State, and local laws, which in any way affect the conduct and performance of the Work set forth in this Agreement.

**13. Litigation**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Contractor shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or the Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.
- C. The Department, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the Department or its

**EXHIBIT D**

officers or employees for which the Contractor must provide indemnification under this Agreement. To the extent permitted by law, the Department shall authorize the Contractor or its insurer to defend such claims, suits or actions and shall provide it or its insurer, at the Contractor's expense, information and assistance both necessary and available for such defense. The failure of the Department to give such notice, information, authorization or assistance, shall not relieve the Contractor of its indemnification obligations.

**14. Disputes**

Except as otherwise provided in this Agreement, any dispute arising under or relating to the performance of this Agreement, shall be reviewed and decided solely by the Department OMS Program Manager. The Manager's decision shall be provided to the Contractor in writing. The decision of the Program Manager shall be final and conclusive unless within thirty (30) days from the date of receipt of such a copy, the Contractor transmits to the Department a written appeal. Pending the final decision by the Director of the Department or Designee, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the written decision of the Program Manager which is the subject of the Contractor's appeal.

**15. Audit/Retention and Inspection of Records**

The Contractor agrees that the Department or its delegatee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide the Department or its delegatee with any relevant information requested and shall permit the Department or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code ("PCC") § 10115, et seq., Government Code ("GC") § 8546.7 and 2 CCR §1896.60 et seq. The Contractor further agrees to maintain such records for a period of three (3) years after final payment under this Agreement.

The Contractor shall comply with the caveats and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC § 10115.10.

**16. Insurance**

- A. The Contractor shall carry, maintain, and enforce general liability and property damage in the amounts not less than one million dollars (\$1,000,000) per occurrence. Fire insurance must be in an amount to adequately protect the interests of the contractor and the State of California and its officers and employees. The State of California must be named as additional insured with a maximum of a ten thousand dollars (\$10,000) deductible per occurrence.
- B. The Contractor shall pay premiums out of the General Operating Account and premiums will be treated as an operating expense.

**EXHIBIT D**

- C. The Contractor shall investigate and furnish the Owner with full reports on all accidents, claims, and potential claims for damage relating to the Project. The Contractor will cooperate with the Owner's insurers in connection therewith.

**17. Prevailing Wage**

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, Contractor shall ensure compliance with the requirements of the Labor Code commencing with Section 1720 (which pertains to the payment of prevailing wages and administered by the California Department of Industrial Relations).
- B. For the purposes of this requirement "construction work" includes, but is not limited to rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the Contractor and a licensed building contractor, Contractor shall serve as the "awarding body" as that term is defined in the Labor Code. Where Contractor will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body." The construction contract and any amendments thereto shall be subject to the prior written approval of the Department. Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.
- C. Notwithstanding any other provisions of this Agreement, after seeking appropriate recourse as set forth in the Section above, any controversial claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration at the election of either party in accordance with California Public Contract Code Section 10240 et seq., and judgment or award rendered by the arbitration may be entered in any court having jurisdiction thereof.

**EXHIBIT E**

**SPECIAL TERMS AND CONDITIONS**

**Management Agreement for United States Department of Agriculture Rural Development (RD)  
Financed Multiple Family Housing Centers**

**1. General**

**A. Appointment and Acceptance**

The Department appoints the Contractor to manage the property described in Paragraph 1.B. of this Exhibit, and the Contractor hereby accepts the appointment, subject to the terms and conditions set forth in this Agreement.

**B. Housing Center(s) Description**

The property to be managed by the Contractor under this Agreement is a housing center ("Housing Center(s)") consisting of the land, buildings, and other improvements hereto identified as Housing Center(s) Number 06 2. The Housing Center(s) is further described as follows:

Name: Madison Migrant Center  
Location:  
City: Madison  
County: COUNTY OF YOLO  
State: California  
No. of Dwelling Units: 88  
Type of Units:  
[ X ] Family [ ] Elderly [ ] Mixed [ ] Congregate

**C. Identity of Interest**

The Contractor shall disclose to the Department and the United States Department of Agriculture Rural Development ("RD") any and all identities of interest that exist or shall exist between the Contractor and the Department, suppliers of material and/or services, or vendors in any combination of relationship.

**D. RD and Department Requirements**

In performing its duties as prescribed in this Agreement, the Contractor shall comply with all relevant requirements of RD and the Department which include preparation of forms, exhibits and reports in the format prescribed by RD and the Department.

**E. Plans and Specifications**

As soon as possible, the Department shall furnish the Contractor with a complete set of "as-built" plans and specifications and copies of all guarantees and warranties relevant to construction, fixtures, and equipment. With the aid of this information and inspection

**EXHIBIT E**

by competent personnel, the Contractor shall become thoroughly familiar with the character, location, construction, layout, plan and operation of the Housing Center(s).

**F. Compliance with Governmental Orders**

The Contractor shall take such action as may be necessary to comply promptly with any and all governmental orders or other requirements affecting the Housing Center(s), whether imposed by Federal, State, county or municipal authority subject, however, to the limitation stated in Paragraph 3.D. of this Exhibit with respect to litigation and repairs. The Contractor shall take no action so long as the Department is contesting, or has affirmed its intention to contest, any such order or requirement. The Contractor shall notify the Department in writing of all notices of such orders or other requirements, within seventy-two (72) hours from the time of their receipt of such notices.

**G. Nondiscrimination**

In the performance of its obligations under this Agreement, the Contractor shall comply with the provisions of any Federal, State or local Fair Housing law prohibiting discrimination in housing on the grounds of race, color, religion, sex, familial status, national origin, or handicap. Other nondiscrimination provisions include Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as they relate to the RD multi-family housing program.

**H. Fidelity and Insurance Coverage**

- 1) The Department shall inform the Contractor of insurance required for the Housing Center(s) and its operations. The Contractor shall obtain such insurance and maintain such insurance in effect at all times. Premiums shall be paid out of the General Operating Account, and treated as operating expenses. All insurance shall be placed with companies, on conditions, in amounts, and with beneficial interests appearing thereon as shall be acceptable to the Department and RD provided that the same shall include public liability coverage, with the Contractor designated as one of the insured, in amounts acceptable to the Contractor, the Department and RD. The Contractor shall investigate and furnish the Department with full reports on all accidents, claims, and potential claims for damage relating to the Housing Center(s), and shall cooperate with the Department's insurers in connection therewith.
- 2) The Contractor shall furnish, at its own expense, fidelity coverage to the Department, with copy to the RD Servicing Office on the employees of the Contractor who are entrusted with the receipt, custody, and disbursement of any Housing Center(s) monies, securities, or readily saleable property other than money or securities. The minimum coverage of forty thousand dollars (\$40,000) shall be provided. The Contractor shall obtain coverage from a company licensed to provide coverage in the project locality. Coverage shall be in force to coincide with the assumption of fiscal responsibility by the Contractor until that responsibility is relinquished.

**EXHIBIT E**

- 3) Endorsement listing RD projects separate from other projects or operations shall be obtained and made part of the coverage policy or bond. The other terms and conditions of the coverage, and the surety thereon, shall be subject to the requirements and approval of the Department.

I. **Purchases and Contracts**

- 1) With prior approval of the Department and as allocated in the Budget, the Contractor shall obtain contracts, materials, supplies, utilities, and services on the most advantageous terms to the Housing Center(s), and the Contractor is authorized to solicit bids, either formal or informal, for those items which can be obtained from more than one source. The Contractor shall secure and credit to the Department all discounts, rebates, or commissions obtainable with respect to purchases, service contracts, and all other transactions on the Department's behalf.
- 2) The Contractor shall employ persons and/or services to perform duties and responsibilities at the Housing Center(s) site as described in the Management Plan. Compensation of such persons and/or services shall be paid as a direct expense to the Housing Center(s) as specified in the Management Plan and this Exhibit. The Contractor shall employ sufficient resources within the Contractor's operation to fulfill Contractor's obligation to the Department under the terms of this Exhibit.

2. **Management Plan**

- A. The Contractor shall advise and assist the Department in the preparation of the Management Plan for the Housing Center(s) specified in Paragraph 1.B. of this Exhibit.
- B. The Contractor shall be provided with the completed Management Plan prior to execution of this Agreement, which shall include the following:
  - 1) Policies and procedures to be followed in the management of the Housing Center(s);
  - 2) Identification of Contractor's duties and supervisory relationships for project site and office staff; and
  - 3) Pro rata division of singularly incurred operating expense common to the Contractor and the Department.
- C. The Contractor shall periodically review the Management Plan and advise the Department of necessary or desirable changes.

3. **Budget**

- A. The Contractor shall prepare a proposed Operating Contract Budget for submission to the Department. For each subsequent fiscal year the Contractor shall prepare a new budget.

**EXHIBIT E**

- B. The Department shall forward the proposed budget to RD using the formats and categories of RD Form 3560-7, "Multiple Family Housing Center(s) Budget".
- C. The Contractor shall operate and maintain the Housing Center(s) within reasonable tolerance of the expense category subtotals of the accepted budget as stated in Exhibit B-1 (the "Budget") as defined by RD and the Department.
- D. Notwithstanding any other provisions of this Agreement, the Contractor shall obtain prior written approval from the Department for any expenditure of the Housing Center(s) which exceeds five thousand dollars (\$5,000) in any one instance for:
  - 1) Litigation;
  - 2) Labor;
  - 3) Materials; or
  - 4) Other expenditure in connection with the maintenance and repair of the Housing Center(s).

This limitation is not applicable for recurring expenses within the limits of the Budget; or any emergency repairs which involve manifest danger to persons or property, or that are required to avoid suspension of any necessary service to the Housing Center(s). In the event that emergency repairs are necessary, the Contractor shall contact the Department as promptly as possible.

**4. Housing Center(s) Management**

The Contractor shall:

- A. Operate the Housing Center(s) according to the Management Plan and in compliance with the Department's loan agreement with RD, this Agreement, and any applicable RD and Department regulations and guidelines.
- B. Participate in any conference with RD and/or Department officials involving management of the Housing Center(s).
- C. Participate in the on-site final inspection of the Housing Center(s), required by RD prior to initial occupancy.
- D. Prepare Form RD 3560-7 as a quarterly report and Department Monthly Operating and Rent Collection Reports beginning at initial occupancy until no longer required by RD or the Department.
- E. Represent the Department in matters related to management of the Housing Center(s), including but not limited to the Department's interest at tenant grievance hearings.

**EXHIBIT E**

**5. Liaison with Architect and General Contractor**

During the planning and construction phases, maintain direct liaison with the architect and general contractor, in order to:

- A. Coordinate management concerns with the design and construction of the Housing Center(s);
- B. Facilitate completion of any corrective work; and
- C. Facilitate the Contractor's responsibilities for arranging utilities and services pursuant to Paragraph 9.F. of this Exhibit.

The Contractor shall keep the Department advised of all significant matters of this nature.

**6. Rentals and Leases**

In accordance with the Management Plan and all other provisions of this Agreement, the Contractor agrees to:

- A. Market the rental housing units, observing all requirements of the Affirmative Fair Housing Marketing Plan, and maintain records of any marketing activity for compliance review purposes.
- B. Show the premises and available units to all prospective tenants without regard to race, color, national origin, sex, religion, familial status, handicap or age; and shall provide for reasonable accommodation to individuals with handicaps.
- C. Take and process all rental applications. If an application is rejected, inform the applicant of the reason for rejection in writing. The rejected application, with the written reason for rejection, shall be kept on file until a compliance review has been conducted. If the rejection is due to information obtained from a Credit Bureau, the source of the report must be revealed to the applicant according to the Fair Credit Reporting Act.
- D. Follow tenant selection policy as stipulated in the Management Plan, and maintain a current list of prospective tenants.
- E. Prepare and execute all dwelling leases and parking permits in a form approved by and in compliance with the relevant provisions of RD, the Department and other State regulations, in its name, identified thereon as the Contractor for the Department.
- F. In no event, collect rent or other charges exceeding amounts specified by the Department for dwelling units, facilities and other services.
- G. Determine eligibility and prepare eligibility certifications in accordance with RD and Department requirements using reports furnished by the Department.

**EXHIBIT E**

- H. Counsel all prospective tenants regarding eligibility, and when available, make referrals to local social service and community agencies in cases of financial hardship or other circumstances deemed appropriate by the Contractor.
  - I. Ensure full compliance with the terms of the lease by each tenant and emphasize voluntary compliance.
  - J. Avoid involuntary termination of tenancies to the maximum extent consistent with sound management of the Housing Center(s).
  - K. Initiate actions, subject to the Management Plan, and RD and Department regulations, to terminate any tenancy when, in the Contractor's judgment there is material noncompliance with the lease or other good cause for such termination.
  - L. In the case of termination, properly notify the tenant of his/her right to appeal the proposed action according to RD and Department regulations. Attorney's fees and other necessary costs incurred in connection with such actions shall have advance by the Department and be paid out of the General Operating Account within the itemized limit of the Budget.
  - M. Represent the Department's interest at tenant grievance hearings.
- 7. Reports**
- A. Upon request by the Department, RD or the Office of the Inspector General, the Contractor shall provide reports regarding the Housing Center(s)'s financial, physical or operational condition and occupancy.
  - B. The Contractor shall assist the Department in initiating or completing all additional reporting forms and data prescribed by RD affecting the operation and maintenance of the Housing Center(s).
- 8. Financial Management**
- A. **Rents and Other Receipts**  

The Contractor shall collect when due all rents, charges, and other amounts receivable on the Department's account in connection with the management and operation of the Housing Center(s). Such receipts shall be deposited immediately in the project's General Operating Account with \_\_\_\_\_, whose deposits are insured by an agency of the Federal Government.
  - B. **Security Deposits**  

The Contractor shall collect, deposit, and disburse security deposits, if required, in compliance with any Department regulations or State laws governing tenant security deposits. Security deposits shall be deposited in a separate account, at the Bank indicated above. This account shall be carried in the Department's name and designated of record as: "\_\_\_\_\_ Security Deposit Account." This account shall be regularly maintained by the Contractor.

**EXHIBIT E**

C. Account Maintenance

The Contractor shall maintain and safeguard the Housing Center(s)'s General Operating Account and tenant's Security Deposit Account according to the current requirements set forth in Paragraph XIII.B.2 of Exhibit B of Subpart C of Part 1930, which is part of the "Multiple Housing Management Handbook."

D. Accounting System

The Contractor shall develop a systematic method to record the business transactions of the Housing Center(s) that appropriately reflects the complexity of Housing Center(s) operations and the Department's requirements. The Contractor may be required to implement and use bookkeeping and accounting systems acceptable to RD and the Department.

**9. Housing Center Maintenance and Repair**

The Contractor agrees to:

- A. Maintain and repair the Housing Center(s) in accordance with the Management Plan and local codes, and keep it in a condition acceptable to the Department and RD at all times. This shall include, but is not limited to cleaning, painting, decorating, plumbing, carpentry, grounds care, energy conservation measures and practices; and other such maintenance and repair work as may be necessary, subject to any limitations imposed by the Department in addition to those contained herein. Special attention shall be given to preventive maintenance, and to the greatest extent feasible, the services of regular maintenance employees shall be used.
- B. Purchase all materials, equipment, tools, appliances, supplies, and services necessary for proper maintenance and repair of the Housing Center(s) as stipulated in the Management Plan, Budget, and/or other written documentation from the Department.
- C. Subject to the Department's prior written approval, contract with qualified independent contractors for the maintenance and repair of air-conditioning and heating systems, elevators, and for extraordinary repairs beyond the capability of regular maintenance employees. Any identity of interest shall be identified in accordance with Paragraph 1.C. of this Exhibit.
- D. Systematically receive and promptly investigate all service requests from tenants, take such action as may be justified, and maintain records of the same. Emergency requests shall be received and services provided on a twenty-four (24) hour basis. Serious complaints shall be reported to the Department after investigation.
- E. Advise the Department of any cost-effective and adaptable energy conservation measures or practices that should be used in the Housing Center(s). The Contractor

**EXHIBIT E**

shall encourage their use and shall assist the Department during any installation of these measures or institution of practices.

- F. In accordance with the Management Plan, make arrangements for utilities including water, electricity, gas, fuel oil, sewage and trash disposal, vermin extermination, decorating, laundry facilities, and telephone service.

**10. Taxes, Fees and Assessments**

The Contractor shall pay all taxes, assessments and government fees promptly when due and payable. The Contractor shall evaluate local property taxes to insure they bear a fair relationship to the Housing Center(s) value and if they do not, at the direction of the Department, appeal such taxes on behalf of the Department or assist the Department in the appeal, whichever is required by local jurisdiction or is appropriate.

**11. Contractor's Compensation**

The Contractor shall be compensated for its services for providing management described in this Agreement, and the Department's Management Plan, by monthly fees, to be paid from the General Operating Account and treated as a project operation and maintenance expense. Such fees shall be payable on the first day of each month for the preceding month.

**12. Term of Agreement**

This Exhibit shall be in effect for the period as stated in Exhibit A, Paragraph 3 of this Agreement, subject, however, to the following conditions:

- A. This Agreement shall not be binding upon the Contractor and Department ("Principal Parties") until approved by RD.
- B. This Agreement may be terminated, only upon conclusion of the on-season period by the mutual consent of the Principal Parties, provided that at least thirty (30) days advance written notice thereof is given to either Principal Party and reasons for the termination are submitted to RD.
- C. In the event that a petition in bankruptcy is filed by or against either of the Principal Parties, or in the event that either makes an assignment for the benefit of creditors or takes advantage of any insolvency act, the other party may terminate this Agreement without notice to the other however, a prompt written notice outlining the basis for such termination is submitted to RD.
- D. It is expressly understood and agreed by and between the Principal Parties that the Department may terminate this Agreement with cause upon the issuance of a 30-day written notice of cancellation to the Contractor. It is further understood and agreed that no liability shall attach to either of the Principal Parties in the event of such termination, to the extent permitted by State law.
- E. Upon termination of this Agreement, the Contractor shall submit to the Department all Housing Center(s) books and records and any financial statements required by RD. After the Principal Parties have accounted to each other with respect to all matters

**EXHIBIT E**

outstanding as of the date of termination, the Department shall promptly reimburse the Contractor all sums due after deduction of any sums or damages due the Department, in form and principal amount satisfactory to the Contractor, against any obligations or liabilities which the Contractor may properly have incurred on behalf of the Department hereunder.

**13. Contractor's Indemnification**

Notwithstanding any provision of this Agreement, it is understood and agreed:

- A. The Department has assumed and shall maintain its responsibility and obligation throughout the term of this Exhibit for the finances and the financial stability of the Housing Center(s), to the extent that funds are appropriated to the Department by the legislature for this purpose; and
- B. The Contractor shall have no obligation, responsibility or liability to fund authorized project costs, expenses, or accounts other than those funds generated by the Housing Center(s) itself or provided to the Housing Center(s) or to Contractor by Department. In accordance with the foregoing, Department agrees that Contractor shall have the right at all times to secure payment of its compensation, as provided for under Paragraph 11 of this Exhibit, from the Operating and Maintenance Account, immediately when such compensation is due and without regard to other Housing Center(s) obligations or expenses provided the Contractor has satisfactorily discharged all duties and responsibilities under this Agreement. Moreover, the Department, to the extent permitted by State law, hereby indemnifies Contractor and agrees to hold it harmless with respect to Housing Center(s) costs, expenses, accounts, liabilities and obligations during the term of this Exhibit and further agrees, to the extent permitted by State law, to guarantee to Contractor the payment of its compensation under Paragraph 11 of this Exhibit during the term of this Agreement to the extent that the Housing Center(s)'s Operating and Maintenance Account is insufficiently funded for this purpose. To the extent permitted by state law, intentional failure of the Department at any time to abide by and to fulfill the foregoing shall be a breach of this Agreement, entitling Contractor to obtain from Department, upon demand, and to the extent permitted by State law, full payment of all compensation owed to Contractor through the date of such breach and entitling Contractor, at its option, to terminate this Agreement forthwith.

**14. Interpretive Provisions**

- A. This Agreement and its Exhibits constitute the entire Agreement between the Department and the Contractor with respect to the management and operation of the Housing Center(s). No change shall be valid unless agreed upon by the Principal Parties, approved by RD and amended by the Department.
- B. This Exhibit has been executed in several counterparts, each of which shall constitute a complete original Exhibit, which may be introduced in evidence or used for any other purpose without production of any of the other counterparts.
- C. At all times, this Exhibit shall be subject and subordinate to all rights of RD, and shall work to the benefit of and constitute a binding obligation upon the Principal Parties and their respective successors and assigns. To the extent that this Exhibit confers rights

**EXHIBIT E**

upon the consenting parties, it shall be deemed to work to their benefit, but without liability to either, in the same manner and work with the same effect as though the consenting parties were primary parties to this Exhibit.

The Principal Parties (by their duly authorized officers) have executed this Management Agreement on the date first above written.

**Department of Housing and Community  
Development**

**Housing Authority, County of Yolo**

By: \_\_\_\_\_  
Title: OMS Program Manager  
Witness: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Executive Director  
Witness: \_\_\_\_\_

As lender or insurer of funds to defray certain costs of the project and without liability for any payments hereunder, Rural Development hereby concurs with this Management Agreement.

**United States Department of Agriculture  
Rural Development**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-39, Item No. 3.04, of the Yolo County Housing meeting of December 8, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney. Garnes.  
ABSENT: Rexroad.

3.01 Approved minutes from the meeting of October 13, 2011.

3.02 Moved to Regular.

3.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-09** authorizing approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.04 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-10** authorizing approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.05 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as a Housing Choice Voucher High Performer for 2011.



# **Yolo County Housing**

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

## BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene C. Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad.  
Don Saylor  
Bernita Toney

DATE: December 8, 2011  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
SUBJECT: **Review, Approve and Adopt Resolution Authorizing Approval of Standard Agreement No. 11-OMS-954 (RD) For Davis Migrant Center and Authorize Executive Director to Execute**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Adopt the Resolution Authorizing Approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County; and
2. Authorize the Executive Director to Execute the Agreement.

### **BACKGROUND / DISCUSSION:**

YCH manages migrant centers for the Department of Housing and Community Development, Office of Migrant Services (OMS). These are funds for administering housing for migratory workers and their families at the Davis Migrant Center in the County of Yolo. The contract amount for the FY 2011-2012 is \$469,558.

### **FISCAL IMPACT:**

Failure to adopt this resolution will delay OMS contract payments. Currently, YCH has OMS approval to use restricted migrant rent collection cash to cover costs incurred prior to full contract execution; due to this, we do not have cash flow difficulties, however, failure to execute would result in termination of that approval.

### **CONCLUSION:**

The Resolution is recommended for adoption.

**Attachments:** Resolution  
Agreement No. 11-OMS-954 (RD)

**YOLO COUNTY HOUSING**

**RESOLUTION NO. 11-10**

**(Resolution Authorizing Adoption of Standard Agreement No. 11-OMS-954 (RD)  
for the Davis Migrant Center for 2011-2012 Fiscal Year)**

**WHEREAS**, Standard Agreement No. 11-OMS-954 (RD) ("Standard Agreement") with the California Department of Housing and Community Development ("HCD"), will provide contract budget funds for administering housing for migratory workers and their families at the Davis Migrant Center located in the County of Yolo, State of California for fiscal year 2011-2012; and

**WHEREAS**, it is desirable and necessary that this Agreement be agreed upon between the HCD and the Housing Authority of the County of Yolo; and

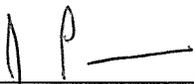
**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct.
2. The attached Standard Agreement No. 11-OMS-954 (RD) between the California Department of Housing and Community Development and the Housing Authority of the County of Yolo is hereby accepted and approved with a maximum amount of \$469,558.
3. The Executive Director on behalf of the Housing Authority of the County of Yolo is hereby authorized and directed to execute Standard Agreement No. 11-OMS-954 (RD), any other documents necessary for its implementation, and any amendments to said Agreement.

**EFFECTIVE DATES:** This Resolution shall take effect from and after the date of its adoption

**PASSED AND ADOPTED** this 8<sup>th</sup> day of December, 2011 by the following vote:

**AYES:** Chamberlain, McGowan, Saylor, Garnes, Toney, Provenza.  
**NOES:** None.  
**ABSENT:** Rexroad.  
**ABSTAIN:** None.

  
\_\_\_\_\_  
Jim Provenza, Chair  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

Sonia Cortes  
By: Sonia Cortes, Agency Counsel

Attest:

Julie Dachtler, Clerk  
Board of Commissioners of the  
Housing Authority of the County of Yolo

By Julie Dachtler  
Agency Clerk



STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

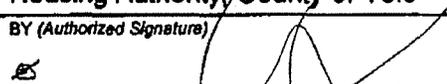
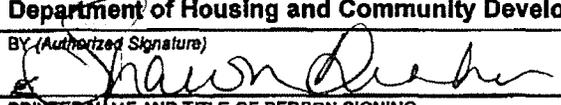
AGREEMENT NUMBER <b>11-OMS-954 (RD)</b>
REGISTRATION NUMBER <b>N/A</b>

1. This Agreement is entered into between the State Agency and the Contractor named below:
- STATE AGENCY'S NAME  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
- CONTRACTOR'S NAME  
**Housing Authority, County of Yolo**
2. The term of this Agreement is: **Upon HCD Approval** through **August 31, 2012**
3. The maximum amount of this Agreement is: **\$ 469,558.00**
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A - Authority, Purpose and Scope of Work	2	page(s)
Exhibit A-1 - Legal Description	1	page(s)
Exhibit B - Budget Detail and Payment Provisions	2	page(s)
Exhibit B-1 - Operating Contract Budget	2	page(s)
Exhibit C - State of California General Terms and Conditions*	GTC - 610*	
Exhibit D - Office of Migrant Services Terms and Conditions	5	page(s)
Exhibit E - Special Terms and Conditions	10	page(s)
<b>TOTAL NUMBER OF PAGES ATTACHED:</b>	<b>22</b>	<b>page(s)</b>

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.documents.dgs.ca.gov/ols/GTC-610.doc>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		California Department of General Services Use Only           <input checked="" type="checkbox"/> Exempt per: SCM 1, 4.04.3 (DGS Memo Dated 6/12/81)
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>Housing Authority, County of Yolo</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>12/12/11</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Lisa A Baker Executive Director</b>		
ADDRESS <b>147 West Main Street Woodland, CA 95695</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Housing and Community Development</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>1/31/12</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Stacy Q. Hernandez, Contracts Manager Business and Contract Services Branch</b>		
ADDRESS <b>1800 Third Street, Room 350, Sacramento, CA 95811</b>		

JAN 31 2012

**EXHIBIT A**

**AUTHORITY, PURPOSE AND SCOPE OF WORK**  
**(Housing Center Operations)**

**1. Authority and Purpose**

Pursuant to Chapter 8.5 (commencing with Section 50710) of Part 2, Division 31, of the Health and Safety Code ("Statutes"), the Department of Housing and Community Development ("Department") is responsible for the administration of a program in order to provide housing and housing-related services for migratory workers and their families in California and may contract with housing authorities and other appropriate local, public and private non-profit agencies for the purpose of securing or obtaining such housing and other related services.

In accordance with the Statutes and the Office of Migrant Services (OMS) Program Regulations set forth in California Code of Regulations ("CCR") Title 25, Division 1, Chapter 7, Subchapter 7, commencing with Section 7600 ("Program Regulations"), the Department shall provide housing units and related facilities at the location set forth in Exhibit A-1, Legal Description of this Agreement ("Housing Center(s)"). These housing units and related facilities shall at all times remain legally severable from the real property on which they are placed and the title of these units shall be in the name of the Department. Upon termination of this Agreement, the Department shall have the right to remove these housing units and related facilities without reimbursement to the Contractor.

The Contractor agrees to comply with the terms and conditions of this Agreement and all Exhibits hereto.

**2. Scope of Work**

- A. The Contractor shall permit occupancy of the Housing Center(s) for migratory workers and their families in accordance with Section 7611 of the Program Regulations and provide operations services ("Work") which are further described as all administrative, fiscal and management services; employment of staff; and purchasing, rental or use of supplies and materials as needed to operate, maintain and protect the Housing Center pursuant to the terms and conditions of this Agreement. The Department reserves the right to review and approve all Work performed by the Contractor in relation to this Agreement. Any proposed revision to the Work must be submitted in writing for review and approval by the Department. Any approval shall not be presumed unless such approval is made by the Department in writing.
- B. The Work shall generally consist of Operations and Maintenance of the Housing Center(s).
- C. The commonly accepted name and street address of the Housing Center(s) is

Davis Migrant Center  
31150 County Road 105  
Dixon, CA 95620

**3. Term**

- A. This Agreement is effective upon approval by the Department which is the date stamped

**EXHIBIT A**

by the Department in the lower right hand corner of the Std. 213, Standard Agreement.

- B. The Contractor shall complete the activities as set forth in this Agreement and be fully funded, pursuant to Exhibit B, Budget Detail and Payment Provisions, prior to July 31, 2012.

**4. Department Contract Coordinator**

The Department Contract Coordinator for this Agreement is the OMS Program Manager, Division of Financial Assistance, or the Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement, sent via first class U.S. Mail to the Department Contact Coordinator at the following address:

OMS Program Manager  
Department of Housing and Community Development  
Division of Financial Assistance  
Post Office Box 952054, MS 390-8  
Sacramento, CA 94252-2054

**5. Contractor Contact Coordinator**

The Contractor's Contact Coordinator for this Agreement is listed below. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be sent via first class U.S. Mail to the Contractor's Contact Coordinator at the following address:

Housing Authority, County of Yolo  
Lisa Baker  
147 West Main Street  
Woodland, CA 95695  
lbaker@ycha.ca.gov

**EXHIBIT A-1**

**LEGAL DESCRIPTION**

That certain parcel of land being a portion of the Northeast one-quarter (1/4) of Section 6, T. 7 N., R. 3 E., M.D.B. & M., Yolo County, California, as said parcel is shown on that Record of Survey filed in Book 10 of Maps and Surveys at Page 24 in the Office of the Recorder of the County of Yolo more fully described as follows:

Beginning at the Northeast corner of said Section 6; said corner also being at the centerline of County Road No. 36 (60 feet wide) and County Road No. 105 (60 feet wide); Thence Southerly along the East line of said Section 6, said line also being the center line of said County Road No. 105, South 07° 02' 13" East 1348.94 feet; thence Westerly along a line parallel with the North line of said Section 6, North 89° 20'53" West 530.27 feet; thence Northerly along a line parallel with the East line of said Section 6 North 07° 02' 13" West 1318.94 feet to the North line of said Section 6; thence Easterly along said North line, said line also being the centerline of said County Road 36, South 89° 20' 53" East 630.27 feet to the point of beginning.

Containing 16.273 acres gross and 15.000 acres excluding the area lying within roads.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Agreement Amount**

- A. For the purposes of performing the Work, the Department agrees to provide the amount of: Four Hundred Sixty Nine Thousand Five Hundred and Fifty Eight Dollars (\$469,558.00). Unless this contract is amended, the Department shall not be liable for any costs for the Work in excess of this amount, or for any unauthorized or ineligible costs.
- B. Funds provided under this Agreement shall be provided in the form of a grant only for the approved purposes and itemized amounts as stated in Exhibit B-1, Operating Contract Budget ("Budget") attached hereto and incorporated herein.

**2. Disbursement of Funds**

- A. Upon receipt of a certified resolution authorizing this Agreement and any amendments thereto, the Department agrees to disburse to the Contractor or its authorized agent, funds not to exceed the total amount stated in Paragraph 1.A. of this Exhibit.
- B. The Department further agrees to disburse said funds only for the approved purposes and itemized amounts as described in the Budget.
- C. The Department shall reimburse the Contractor monthly in arrears for the Contractor's actual and necessary expenses in accordance with the Budget and upon receipt of invoices approved by the Department. However, funds provided through this Agreement which are in excess of actual and necessary expenses may be disbursed and deposited into an OMS reserve account established and funded pursuant to Health and Safety Code Section 50710.1(b).
- D. Upon the effective date of this Agreement, the Contractor may, upon written request, obtain an advance of funds in an amount not to exceed twenty percent (20%) of the total Agreement amount as stated in Paragraph 1.A. These advanced funds shall be applied against the final three (3) months of invoices for this Agreement period.
- E. If the Contractor expends funds in a manner consistent with this Exhibit and the Budget on or after July 1, 2011, but before the Department executes this Agreement, these expenditures may be reimbursed from the advance provided by the Department pursuant to Paragraph 2.D. of this Exhibit. However, the Department shall not reimburse these expenditures until this Agreement is executed by the Department.
- F. The Department shall disburse requested funds for Work performed on behalf of or by the Contractor, and documented by the Contractor, or for equivalent services that have been rendered to and documented by the Contractor, or for the actions that are to be performed and documented by the Contractor pursuant to statute, regulation, contract, or schedule.
- G. If the Contractor is in violation of any provision of this Agreement, the Department may, at its sole discretion, withhold payment of funds under this Agreement until such violations are corrected.

**EXHIBIT B**

**3. Line Item Changes**

The Contractor may, upon prior written approval by the Department, transfer any approved allocations or portions thereof, to other cost categories listed in the Budget. In no event, however, shall the total amount of this Agreement be exceeded without prior execution of a formal Amendment to this Agreement.

**4. Special Funding Conditions**

A. Funds allocated for Minor Rehabilitation as specified in Line Item C, 304 of the Budget shall be subject to the following provisions:

- 1) Funds may be spent only for the items and activities, in the maximum amounts specified, and according to the priority expressed in Line Item F, Approved Rehabilitation Activities, of the Budget.
- 2) Notwithstanding Paragraph 3 of this Exhibit, these funds shall not be subject to transfer to other cost categories.
- 3) No advances shall be provided by HCD from these funds. All reimbursements shall be in arrears and shall require submission of invoices and related supporting documentation in a manner directed by HCD.
- 4) Any funds not expended upon the expiration of this Agreement shall be automatically disencumbered on that date and shall not be available for additional expenditures or reimbursements except as provided in Health and Safety Code Section 50710.1(b).

B. Funds allocated in Line Item B, Line 209, Major Equipment Repair/Maintenance, of the Budget shall be spent only for the items, and in the maximum amounts, specified in Line Item G, Approved Equipment Repair/Maintenance, of the Budget.

C. Before purchasing a motor vehicle, the Contractor shall submit documentation to the OMS Program Manager demonstrating that a competitive procurement process was followed and shall receive prior approval for the purchase from the Department.

**5. Availability of Funds**

The obligations under this Agreement are hereby made expressly contingent upon the availability of projected rental income and other funds for the purposes of performing the services identified in this Agreement. It is understood that this Agreement may have been written prior to the beginning of the fiscal year in order to expedite contract processing; however, should adequate funds not be appropriated by the Legislature for the current fiscal year or should other funds be reduced as a result of a court order or any other incident deemed legal and binding by the Department, the Department may exercise its option to cancel this Agreement or, at the Department's sole discretion, reduce the on-season period, unless the Department and the Contractor either amend this Agreement or mutually agree to budget reductions and a rescission of a portion of the encumbered funds.

EXHIBIT B-1

**OPERATING CONTRACT BUDGET**

LINE ITEM	CONTRACTOR FUNDS	STATE FUNDS
<b>A. CENTER PERSONNEL</b>		
101 Permanent Salaries/Wages		\$95,109.00
102 Temporary Salaries/Wages		0
103 Personnel Benefits		\$54,223.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$149,332.00</b>
<b>B. OPERATING EXPENSES</b>		
201 Center Office Supplies		\$500.00
202 Household Supplies		\$200.00
203 Communications		\$2,400.00
204 Travel		\$500.00
205 Auto Repairs/Maintenance		\$2,400.00
206 Gas/Oil		\$2,400.00
207 Minor Equipment Repair/Maintenance		\$600.00
208 Purchases Under \$150		0
209 Major Equipment Repair/Maintenance		\$5,050.00
211 Equipment Rental		\$170.00
212 Electricity and Gas		\$40,000.00
213 Garbage, Trash		\$9,500.00
214 Sewer, Water		\$49,500.00
215 Other Costs		\$24,463.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$137,683.00</b>
<b>C. MAINTENANCE EXPENSES</b>		
301 Electrical/Plumbing/Paint/Solar Supplies		\$8,562.00
302 Lumber and Materials		\$3,200.00
303 Grounds Maintenance		\$3,120.00
304 Minor Rehabilitation		\$16,900.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$31,782.00</b>
<b>D. CONTRACTOR ADMINISTRATION</b>		
401 Administrative Support Services		41,332.00
402 Travel		400.00
403 Audit		1,250.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$42,982.00</b>
<b>E. DEBT SERVICE &amp; REPLACEMENT</b>		
501 Reserves		\$48,000.00
502 Payment		\$59,779.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$107,779.00</b>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$469,558.00</b>

THIS IS NOT AN INVOICE

EXHIBIT B-1

LINE ITEM	CONTRACTOR FUNDS	STATE FUNDS
F. APPROVED REHABILITATION ACTIVITIES		
To be determined		\$14,900.00
Pest control		\$2,000.00
<b>TOTAL (TO LINE 304)</b>	<b>\$ -</b>	<b>\$16,900.00</b>
G. APPROVED EQUIPMENT REPAIR/MAINTENANCE		
Lawnmower		\$1,000.00
Dishwasher		\$450.00
Polaris annual service and schedule maintenance		\$600.00
Paint machine		\$2,500.00
Replace office floor with ceramic tile		\$500.00
<b>TOTAL (TO LINE 209)</b>	<b>\$ -</b>	<b>\$5,050.00</b>

THIS IS NOT AN INVOICE

**EXHIBIT D**

**OFFICE OF MIGRANT SERVICES TERMS AND CONDITIONS**  
**(Housing Center Operations)**

**1. Seasonal Operations**

- A. The Department shall designate a period of one hundred eighty (180) days each calendar year, unless otherwise extended or reduced by written agreement between the Department and the Contractor, during which the Housing Center(s) shall be open to migratory agricultural workers and their households for occupancy, which period will be referred to as the "on-season." The remaining period of time during each calendar year shall be referred to as the "off-season."
- B. During the on-season:
  - 1) All common facilities of the Housing Center(s) subject to this Agreement, other than the housing units, shall be available, as required by the Department, for the purpose of child care services, health care services, educational programs, and other services approved by the Department and the Contractor for the benefit of resident migratory agricultural workers and their households.
  - 2) Residents of the Housing Center(s), after prior notice to the Contractor, shall be permitted to use the common facilities of the Housing Center(s) at any time such facilities are not required for use of programs scheduled by the Department or the Contractor, such as child care programs, health programs, or educational programs.
- C. During the off-season, the Housing Center(s) shall be available for such other use and subject to such other conditions as mutually agreed upon in writing by the Department and the Contractor, which shall not be inconsistent or incompatible with the purposes of this Agreement.

**2. Rent**

Pursuant to the Statutes, the Contractor shall collect rent for occupancy of the Housing Center(s) in accordance with rates established by the Department. Rent collected under this provision shall be remitted by the Contractor to the Department on a monthly basis in the manner required by the Department.

**3. Occupancy and Eviction**

The Contractor shall terminate occupancy of a housing unit by any individual pursuant to the reasons and procedures pursuant to Program Regulations. Whenever possible, prior to eviction of any person pursuant to Program Regulations, the Contractor shall use its best efforts to correct the problem with the Resident or through the Resident Council. All proceedings with regard to this paragraph shall be consistent with the Program Regulations.

**4. Maintenance**

The Contractor shall maintain the Housing Center(s) at all times in a safe and sanitary condition and in accordance with standards prescribed by State law, local ordinances, and the Department.

EXHIBIT D

5. **Acquisitions and Property**

If property costing less than one hundred fifty dollars (\$150) per item is properly acquired with Agreement funds and is expected at the time of acquisition to be used indefinitely for the purpose for which it was purchased, title to such property shall vest with the Contractor at the time of acquisition. If property acquired with Agreement funds has a cost of hundred fifty dollars (\$150) or more per item or is not expected at the time of acquisition to be used indefinitely for the purpose for which it was acquired, title to such property shall vest with the Department. If property purchased under this Agreement is diverted to uses inconsistent with the purposes of this Agreement, the Contractor shall be liable for the replacement value of such property. If property with a unit price of five thousand dollars (\$5,000) or more is acquired or disposed of, the Contractor shall notify the Department within thirty (30) days of that acquisition or disposal so that the Department may properly account for acquisition or disposal of said property.

6. **Termination of Agreement**

- A. This Agreement may be terminated prior to the ending date of this Agreement without cause by the Contractor only upon conclusion of the on-season period, and the Department is provided thirty (30) days prior written notice. This Agreement may be terminated by the Department at any time, upon thirty (30) days prior written notice to the Contractor.
- B. In the event that the Contractor terminates this Agreement, the Contractor shall provide the Department or the Department's designee with an option to assume responsibility for the continued operation of the Housing Center(s), under the same terms and conditions contained in this Agreement, until another mutually agreeable location for the housing units and related facilities can be found and the housing units and related facilities are relocated to that site. The Department shall have one (1) year from the date of exercise of said option to complete this operation and/or relocation.

7. **Reporting Requirements**

The Contractor shall provide the Department with written progress reports at the times and in the format required by the Department.

8. **Inspections**

At all reasonable times during the term of this Agreement, and upon prior notice to the Contractor, representatives of the Department shall have access to the Contractor's premises for the purpose of ensuring compliance with this Agreement.

9. **Contractors and Subcontractors**

The Contractor shall not enter into any agreement with any subcontractor, for five thousand dollars (\$5,000) or more, without the prior written approval from the Department. Such approval shall not be unreasonably withheld by the Department. A subcontractor is not eligible to receive funds if they are not licensed, not in good standing with the State of California, or is in any other way determined to be ineligible by the Department at its sole and reasonable discretion. Any agreement between the Contractor and subcontractors shall include all relevant terms and conditions of this Agreement and its attachments.

**EXHIBIT D**

**10. Waiver**

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded pursuant to this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time performance by the Contractor of any of the provisions contained herein, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce such provisions.

**11. Force Majeure**

Neither the Department nor the Contractor shall be deemed to be in default in the performance of the terms of this Agreement if either party is prevented from performing the terms of this Agreement by causes beyond its control, including, without being limited to: acts of God or the public enemy; interference, rulings or decisions by municipal, Federal, State, or other governmental agencies, boards or commissions; any laws and/or regulations of such municipal, State, Federal, or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, or other causes beyond the control of the defaulting party. If any of the stated contingencies occur, the party delayed by force majeure shall immediately give the other parties written notice of the cause of delay. The party delayed by force majeure shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other parties written notice thereof and shall resume operations under this Agreement.

**12. Licenses and Permits**

The Contractor shall procure or cause to be procured all permits and licenses necessary to accomplish the Work set forth in this Agreement, and give all notices necessary and incident to the lawful performance of the Work. The Contractor shall keep informed of, observe, comply with, and cause all of its agents and employees to observe and comply with all prevailing Federal, State, and local laws, rules and regulations made pursuant to those Federal, State, and local laws, which in any way affect the conduct and performance of the Work set forth in this Agreement.

**13. Litigation**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Contractor shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or the Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.
- C. The Department, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the Department or its

**EXHIBIT D**

officers or employees for which the Contractor must provide indemnification under this Agreement. To the extent permitted by law, the Department shall authorize the Contractor or its insurer to defend such claims, suits or actions and shall provide it or its insurer, at the Contractor's expense, information and assistance both necessary and available for such defense. The failure of the Department to give such notice, information, authorization or assistance, shall not relieve the Contractor of its indemnification obligations.

**14. Disputes**

Except as otherwise provided in this Agreement, any dispute arising under or relating to the performance of this Agreement, shall be reviewed and decided solely by the Department OMS Program Manager. The Manager's decision shall be provided to the Contractor in writing. The decision of the Program Manager shall be final and conclusive unless within thirty (30) days from the date of receipt of such a copy, the Contractor transmits to the Department a written appeal. Pending the final decision by the Director of the Department or Designee, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the written decision of the Program Manager which is the subject of the Contractor's appeal.

**15. Audit/Retention and Inspection of Records**

The Contractor agrees that the Department or its delegatee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide the Department or its delegatee with any relevant information requested and shall permit the Department or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code ("PCC") § 10115, et seq., Government Code ("GC") § 8546.7 and 2 CCR §1896.60 et seq. The Contractor further agrees to maintain such records for a period of three (3) years after final payment under this Agreement.

The Contractor shall comply with the caveats and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC § 10115.10.

**16. Insurance**

- A. The Contractor shall carry, maintain, and enforce general liability and property damage in the amounts not less than one million dollars (\$1,000,000) per occurrence. Fire insurance must be in an amount to adequately protect the interests of the contractor and the State of California and its officers and employees. The State of California must be named as additional insured with a maximum of a ten thousand dollars (\$10,000) deductible per occurrence.
- B. The Contractor shall pay premiums out of the General Operating Account and premiums will be treated as an operating expense.

**EXHIBIT D**

- C. The Contractor shall investigate and furnish the Owner with full reports on all accidents, claims, and potential claims for damage relating to the Project. The Contractor will cooperate with the Owner's insurers in connection therewith.

**17. Prevailing Wage**

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, Contractor shall ensure compliance with the requirements of the Labor Code commencing with Section 1720 (which pertains to the payment of prevailing wages and administered by the California Department of Industrial Relations).
- B. For the purposes of this requirement "construction work" includes, but is not limited to rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the Contractor and a licensed building contractor, Contractor shall serve as the "awarding body" as that term is defined in the Labor Code. Where Contractor will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body." The construction contract and any amendments thereto shall be subject to the prior written approval of the Department. Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.
- C. Notwithstanding any other provisions of this Agreement, after seeking appropriate recourse as set forth in the Section above, any controversial claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration at the election of either party in accordance with California Public Contract Code Section 10240 et seq., and judgment or award rendered by the arbitration may be entered in any court having jurisdiction thereof.

**EXHIBIT E**

**SPECIAL TERMS AND CONDITIONS**

**Management Agreement for United States Department of Agriculture Rural Development (RD)  
Financed Multiple Family Housing Centers**

**1. General**

**A. Appointment and Acceptance**

The Department appoints the Contractor to manage the property described in Paragraph 1.B. of this Exhibit, and the Contractor hereby accepts the appointment, subject to the terms and conditions set forth in this Agreement.

**B. Housing Center(s) Description**

The property to be managed by the Contractor under this Agreement is a housing center ("Housing Center(s)") consisting of the land, buildings, and other improvements hereto identified as Housing Center(s) Number 13 0. The Housing Center(s) is further described as follows:

Name: Davis  
Location:  
City: Dixon  
County: COUNTY OF YOLO  
State: California  
No. of Dwelling Units: 62  
Type of Units:  
 Family                     Elderly                     Mixed                     Congregate

**C. Identity of Interest**

The Contractor shall disclose to the Department and the United States Department of Agriculture Rural Development ("RD") any and all identities of interest that exist or shall exist between the Contractor and the Department, suppliers of material and/or services, or vendors in any combination of relationship.

**D. RD and Department Requirements**

In performing its duties as prescribed in this Agreement, the Contractor shall comply with all relevant requirements of RD and the Department which include preparation of forms, exhibits and reports in the format prescribed by RD and the Department.

**E. Plans and Specifications**

As soon as possible, the Department shall furnish the Contractor with a complete set of "as-built" plans and specifications and copies of all guarantees and warranties relevant to construction, fixtures, and equipment. With the aid of this information and inspection

**EXHIBIT E**

by competent personnel, the Contractor shall become thoroughly familiar with the character, location, construction, layout, plan and operation of the Housing Center(s).

F. Compliance with Governmental Orders

The Contractor shall take such action as may be necessary to comply promptly with any and all governmental orders or other requirements affecting the Housing Center(s), whether imposed by Federal, State, county or municipal authority subject, however, to the limitation stated in Paragraph 3.D. of this Exhibit with respect to litigation and repairs. The Contractor shall take no action so long as the Department is contesting, or has affirmed its intention to contest, any such order or requirement. The Contractor shall notify the Department in writing of all notices of such orders or other requirements, within seventy-two (72) hours from the time of their receipt of such notices.

G. Nondiscrimination

In the performance of its obligations under this Agreement, the Contractor shall comply with the provisions of any Federal, State or local Fair Housing law prohibiting discrimination in housing on the grounds of race, color, religion, sex, familial status, national origin, or handicap. Other nondiscrimination provisions include Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as they relate to the RD multi-family housing program.

H. Fidelity and Insurance Coverage

- 1) The Department shall inform the Contractor of insurance required for the Housing Center(s) and its operations. The Contractor shall obtain such insurance and maintain such insurance in effect at all times. Premiums shall be paid out of the General Operating Account, and treated as operating expenses. All insurance shall be placed with companies, on conditions, in amounts, and with beneficial interests appearing thereon as shall be acceptable to the Department and RD provided that the same shall include public liability coverage, with the Contractor designated as one of the insured, in amounts acceptable to the Contractor, the Department and RD. The Contractor shall investigate and furnish the Department with full reports on all accidents, claims, and potential claims for damage relating to the Housing Center(s), and shall cooperate with the Department's insurers in connection therewith.
- 2) The Contractor shall furnish, at its own expense, fidelity coverage to the Department, with copy to the RD Servicing Office on the employees of the Contractor who are entrusted with the receipt, custody, and disbursement of any Housing Center(s) monies, securities, or readily saleable property other than money or securities. The minimum coverage of forty thousand dollars (\$40,000) shall be provided. The Contractor shall obtain coverage from a company licensed to provide coverage in the project locality. Coverage shall be in force to coincide with the assumption of fiscal responsibility by the Contractor until that responsibility is relinquished.

**EXHIBIT E**

- 3) Endorsement listing RD projects separate from other projects or operations shall be obtained and made part of the coverage policy or bond. The other terms and conditions of the coverage, and the surety thereon, shall be subject to the requirements and approval of the Department.

**f. Purchases and Contracts**

- 1) With prior approval of the Department and as allocated in the Budget, the Contractor shall obtain contracts, materials, supplies, utilities, and services on the most advantageous terms to the Housing Center(s), and the Contractor is authorized to solicit bids, either formal or informal, for those items which can be obtained from more than one source. The Contractor shall secure and credit to the Department all discounts, rebates, or commissions obtainable with respect to purchases, service contracts, and all other transactions on the Department's behalf.
- 2) The Contractor shall employ persons and/or services to perform duties and responsibilities at the Housing Center(s) site as described in the Management Plan. Compensation of such persons and/or services shall be paid as a direct expense to the Housing Center(s) as specified in the Management Plan and this Exhibit. The Contractor shall employ sufficient resources within the Contractor's operation to fulfill Contractor's obligation to the Department under the terms of this Exhibit.

**2. Management Plan**

- A. The Contractor shall advise and assist the Department in the preparation of the Management Plan for the Housing Center(s) specified in Paragraph 1.B. of this Exhibit.
- B. The Contractor shall be provided with the completed Management Plan prior to execution of this Agreement, which shall include the following:
  - 1) Policies and procedures to be followed in the management of the Housing Center(s);
  - 2) Identification of Contractor's duties and supervisory relationships for project site and office staff; and
  - 3) Pro rata division of singularly incurred operating expense common to the Contractor and the Department.
- C. The Contractor shall periodically review the Management Plan and advise the Department of necessary or desirable changes.

**3. Budget**

- A. The Contractor shall prepare a proposed Operating Contract Budget for submission to the Department. For each subsequent fiscal year the Contractor shall prepare a new budget.

**EXHIBIT E**

- B. The Department shall forward the proposed budget to RD using the formats and categories of RD Form 3560-7, "Multiple Family Housing Center(s) Budget".
- C. The Contractor shall operate and maintain the Housing Center(s) within reasonable tolerance of the expense category subtotals of the accepted budget as stated in Exhibit B-1 (the "Budget") as defined by RD and the Department.
- D. Notwithstanding any other provisions of this Agreement, the Contractor shall obtain prior written approval from the Department for any expenditure of the Housing Center(s) which exceeds five thousand dollars (\$5,000) in any one instance for:
  - 1) Litigation;
  - 2) Labor;
  - 3) Materials; or
  - 4) Other expenditure in connection with the maintenance and repair of the Housing Center(s).

This limitation is not applicable for recurring expenses within the limits of the Budget; or any emergency repairs which involve manifest danger to persons or property, or that are required to avoid suspension of any necessary service to the Housing Center(s). In the event that emergency repairs are necessary, the Contractor shall contact the Department as promptly as possible.

**4. Housing Center(s) Management**

The Contractor shall:

- A. Operate the Housing Center(s) according to the Management Plan and in compliance with the Department's loan agreement with RD, this Agreement, and any applicable RD and Department regulations and guidelines.
- B. Participate in any conference with RD and/or Department officials involving management of the Housing Center(s).
- C. Participate in the on-site final inspection of the Housing Center(s), required by RD prior to initial occupancy.
- D. Prepare Form RD 3560-7 as a quarterly report and Department Monthly Operating and Rent Collection Reports beginning at initial occupancy until no longer required by RD or the Department.
- E. Represent the Department in matters related to management of the Housing Center(s), including but not limited to the Department's interest at tenant grievance hearings.

**EXHIBIT E**

**5. Liaison with Architect and General Contractor**

During the planning and construction phases, maintain direct liaison with the architect and general contractor, in order to:

- A. Coordinate management concerns with the design and construction of the Housing Center(s);
- B. Facilitate completion of any corrective work; and
- C. Facilitate the Contractor's responsibilities for arranging utilities and services pursuant to Paragraph 9.F. of this Exhibit.

The Contractor shall keep the Department advised of all significant matters of this nature.

**6. Rentals and Leases**

In accordance with the Management Plan and all other provisions of this Agreement, the Contractor agrees to:

- A. Market the rental housing units, observing all requirements of the Affirmative Fair Housing Marketing Plan, and maintain records of any marketing activity for compliance review purposes.
- B. Show the premises and available units to all prospective tenants without regard to race, color, national origin, sex, religion, familial status, handicap or age; and shall provide for reasonable accommodation to individuals with handicaps.
- C. Take and process all rental applications. If an application is rejected, inform the applicant of the reason for rejection in writing. The rejected application, with the written reason for rejection, shall be kept on file until a compliance review has been conducted. If the rejection is due to information obtained from a Credit Bureau, the source of the report must be revealed to the applicant according to the Fair Credit Reporting Act.
- D. Follow tenant selection policy as stipulated in the Management Plan, and maintain a current list of prospective tenants.
- E. Prepare and execute all dwelling leases and parking permits in a form approved by and in compliance with the relevant provisions of RD, the Department and other State regulations, in its name, identified thereon as the Contractor for the Department.
- F. In no event, collect rent or other charges exceeding amounts specified by the Department for dwelling units, facilities and other services.
- G. Determine eligibility and prepare eligibility certifications in accordance with RD and Department requirements using reports furnished by the Department.

**EXHIBIT E**

- H. Counsel all prospective tenants regarding eligibility, and when available, make referrals to local social service and community agencies in cases of financial hardship or other circumstances deemed appropriate by the Contractor.
- I. Ensure full compliance with the terms of the lease by each tenant and emphasize voluntary compliance.
- J. Avoid involuntary termination of tenancies to the maximum extent consistent with sound management of the Housing Center(s).
- K. Initiate actions, subject to the Management Plan, and RD and Department regulations, to terminate any tenancy when, in the Contractor's judgment there is material noncompliance with the lease or other good cause for such termination.
- L. In the case of termination, properly notify the tenant of his/her right to appeal the proposed action according to RD and Department regulations. Attorney's fees and other necessary costs incurred in connection with such actions shall have advance by the Department and be paid out of the General Operating Account within the itemized limit of the Budget.
- M. Represent the Department's interest at tenant grievance hearings.

**7. Reports**

- A. Upon request by the Department, RD or the Office of the Inspector General, the Contractor shall provide reports regarding the Housing Center(s)'s financial, physical or operational condition and occupancy.
- B. The Contractor shall assist the Department in initiating or completing all additional reporting forms and data prescribed by RD affecting the operation and maintenance of the Housing Center(s).

**8. Financial Management**

**A. Rents and Other Receipts**

The Contractor shall collect when due all rents, charges, and other amounts receivable on the Department's account in connection with the management and operation of the Housing Center(s). Such receipts shall be deposited immediately in the project's General Operating Account with \_\_\_\_\_, whose deposits are insured by an agency of the Federal Government.

**B. Security Deposits**

The Contractor shall collect, deposit, and disburse security deposits, if required, in compliance with any Department regulations or State laws governing tenant security deposits. Security deposits shall be deposited in a separate account, at the Bank indicated above. This account shall be carried in the Department's name and designated of record as: "\_\_\_\_\_ Security Deposit Account." This account shall be regularly maintained by the Contractor.

**EXHIBIT E**

C. Account Maintenance

The Contractor shall maintain and safeguard the Housing Center(s)'s General Operating Account and tenant's Security Deposit Account according to the current requirements set forth in Paragraph XIII.B.2 of Exhibit B of Subpart C of Part 1930, which is part of the "Multiple Housing Management Handbook."

D. Accounting System

The Contractor shall develop a systematic method to record the business transactions of the Housing Center(s) that appropriately reflects the complexity of Housing Center(s) operations and the Department's requirements. The Contractor may be required to implement and use bookkeeping and accounting systems acceptable to RD and the Department.

**9. Housing Center Maintenance and Repair**

The Contractor agrees to:

- A. Maintain and repair the Housing Center(s) in accordance with the Management Plan and local codes, and keep it in a condition acceptable to the Department and RD at all times. This shall include, but is not limited to cleaning, painting, decorating, plumbing, carpentry, grounds care, energy conservation measures and practices; and other such maintenance and repair work as may be necessary, subject to any limitations imposed by the Department in addition to those contained herein. Special attention shall be given to preventive maintenance, and to the greatest extent feasible, the services of regular maintenance employees shall be used.
- B. Purchase all materials, equipment, tools, appliances, supplies, and services necessary for proper maintenance and repair of the Housing Center(s) as stipulated in the Management Plan, Budget, and/or other written documentation from the Department.
- C. Subject to the Department's prior written approval, contract with qualified independent contractors for the maintenance and repair of air-conditioning and heating systems, elevators, and for extraordinary repairs beyond the capability of regular maintenance employees. Any identity of interest shall be identified in accordance with Paragraph 1.C. of this Exhibit.
- D. Systematically receive and promptly investigate all service requests from tenants, take such action as may be justified, and maintain records of the same. Emergency requests shall be received and services provided on a twenty-four (24) hour basis. Serious complaints shall be reported to the Department after investigation.
- E. Advise the Department of any cost-effective and adaptable energy conservation measures or practices that should be used in the Housing Center(s). The Contractor shall encourage their use and shall assist the Department during any installation of these measures or institution of practices.

**EXHIBIT E**

- F. In accordance with the Management Plan, make arrangements for utilities including water, electricity, gas, fuel oil, sewage and trash disposal, vermin extermination, decorating, laundry facilities, and telephone service.

**10. Taxes, Fees and Assessments**

The Contractor shall pay all taxes, assessments and government fees promptly when due and payable. The Contractor shall evaluate local property taxes to insure they bear a fair relationship to the Housing Center(s) value and if they do not, at the direction of the Department, appeal such taxes on behalf of the Department or assist the Department in the appeal, whichever is required by local jurisdiction or is appropriate.

**11. Contractor's Compensation**

The Contractor shall be compensated for its services for providing management described in this Agreement, and the Department's Management Plan, by monthly fees, to be paid from the General Operating Account and treated as a project operation and maintenance expense. Such fees shall be payable on the first day of each month for the preceding month.

**12. Term of Agreement**

This Exhibit shall be in effect for the period as stated in Exhibit A, Paragraph 3 of this Agreement, subject, however, to the following conditions:

- A. This Agreement shall not be binding upon the Contractor and Department ("Principal Parties") until approved by RD.
- B. This Agreement may be terminated, only upon conclusion of the on-season period by the mutual consent of the Principal Parties, provided that at least thirty (30) days advance written notice thereof is given to either Principal Party and reasons for the termination are submitted to RD.
- C. In the event that a petition in bankruptcy is filed by or against either of the Principal Parties, or in the event that either makes an assignment for the benefit of creditors or takes advantage of any insolvency act, the other party may terminate this Agreement without notice to the other however, a prompt written notice outlining the basis for such termination is submitted to RD.
- D. It is expressly understood and agreed by and between the Principal Parties that the Department may terminate this Agreement with cause upon the issuance of a 30-day written notice of cancellation to the Contractor. It is further understood and agreed that no liability shall attach to either of the Principal Parties in the event of such termination, to the extent permitted by State law.
- E. Upon termination of this Agreement, the Contractor shall submit to the Department all Housing Center(s) books and records and any financial statements required by RD. After the Principal Parties have accounted to each other with respect to all matters outstanding as of the date of termination, the Department shall promptly reimburse the Contractor all sums due after deduction of any sums or damages due the Department, in form and principal amount satisfactory to the Contractor, against any obligations or

**EXHIBIT E**

liabilities which the Contractor may properly have incurred on behalf of the Department hereunder.

**13. Contractor's Indemnification**

Notwithstanding any provision of this Agreement, it is understood and agreed:

- A. The Department has assumed and shall maintain its responsibility and obligation throughout the term of this Exhibit for the finances and the financial stability of the Housing Center(s), to the extent that funds are appropriated to the Department by the legislature for this purpose; and
- B. The Contractor shall have no obligation, responsibility or liability to fund authorized project costs, expenses, or accounts other than those funds generated by the Housing Center(s) itself or provided to the Housing Center(s) or to Contractor by Department. In accordance with the foregoing, Department agrees that Contractor shall have the right at all times to secure payment of its compensation, as provided for under Paragraph 11 of this Exhibit, from the Operating and Maintenance Account, immediately when such compensation is due and without regard to other Housing Center(s) obligations or expenses provided the Contractor has satisfactorily discharged all duties and responsibilities under this Agreement. Moreover, the Department, to the extent permitted by State law, hereby indemnifies Contractor and agrees to hold it harmless with respect to Housing Center(s) costs, expenses, accounts, liabilities and obligations during the term of this Exhibit and further agrees, to the extent permitted by State law, to guarantee to Contractor the payment of its compensation under Paragraph 11 of this Exhibit during the term of this Agreement to the extent that the Housing Center(s)'s Operating and Maintenance Account is insufficiently funded for this purpose. To the extent permitted by state law, intentional failure of the Department at any time to abide by and to fulfill the foregoing shall be a breach of this Agreement, entitling Contractor to obtain from Department, upon demand, and to the extent permitted by State law, full payment of all compensation owed to Contractor through the date of such breach and entitling Contractor, at its option, to terminate this Agreement forthwith.

**14. Interpretive Provisions**

- A. This Agreement and its Exhibits constitute the entire Agreement between the Department and the Contractor with respect to the management and operation of the Housing Center(s). No change shall be valid unless agreed upon by the Principal Parties, approved by RD and amended by the Department.
- B. This Exhibit has been executed in several counterparts, each of which shall constitute a complete original Exhibit, which may be introduced in evidence or used for any other purpose without production of any of the other counterparts.
- C. At all times, this Exhibit shall be subject and subordinate to all rights of RD, and shall work to the benefit of and constitute a binding obligation upon the Principal Parties and their respective successors and assigns. To the extent that this Exhibit confers rights upon the consenting parties, it shall be deemed to work to their benefit, but without liability to either, in the same manner and work with the same effect as though the consenting parties were primary parties to this Exhibit.

**EXHIBIT E**

The Principal Parties (by their duly authorized officers) have executed this Management Agreement on the date first above written.

**Department of Housing and Community  
Development**

**Housing Authority, County of Yolo**

By: \_\_\_\_\_  
Title: OMS Program Manager  
Witness: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Executive Director  
Witness: \_\_\_\_\_

As lender or insurer of funds to defray certain costs of the project and without liability for any payments hereunder, Rural Development hereby concurs with this Management Agreement.

**United States Department of Agriculture  
Rural Development**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 11-39, Item No. 3.05, of the Yolo County Housing meeting of December 8, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney. Garnes.  
ABSENT: Rexroad.

3.01 Approved minutes from the meeting of October 13, 2011.

3.02 Moved to Regular.

3.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-09** authorizing approval of Standard Agreement No. 11-OMS-955 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.04 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-10** authorizing approval of Standard Agreement No. 11-OMS-954 (RD) for the Davis Migrant Center located in Yolo County;
- B. Authorized the Executive Director to execute the agreement.

3.05 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as a Housing Choice Voucher High Performer for 2011.



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Don Saylor  
Bernita Toney

**DATE:** December 8, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marianne Krager, Director of Operations  
**SUBJECT:** **Receive And File Correspondence From The U.S. Department Of Housing And Urban Development (HUD) Confirming YCH As A Housing Choice Voucher High Performer For 2011.**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Receive and file the correspondence

### **BACKGROUND / DISCUSSION**

The YCH has received correspondence from HUD on the following matter:

- September 28, 2011, Yolo County Housing Authority's Section 8 Management Assessment Program (SEMAP) for fiscal year ending June 30, 2011. HUD has determined that YCH's overall designation is High with a final score of 95%. This is YCH's second consecutive year as a Voucher High Performer.

### **FISCAL IMPACT**

None

### **CONCLUSION**

Receive and file the correspondence

**Attachment:** Letter from HUD



U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
600 Harrison Street  
San Francisco, California 94107-1387  
www.hud.gov  
espanol.hud.gov

SEP 28 2011

Ms. Lisa Baker  
Executive Director  
Yolo County Housing Authority  
147 West Main Street  
Woodland, CA 95695

Dear Ms. Baker:

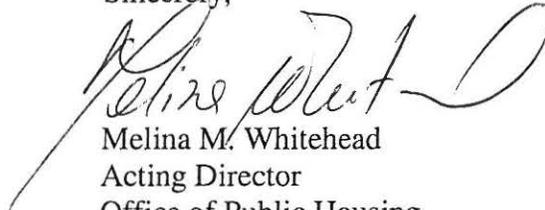
This letter provides the scoring information for the **Yolo County Housing Authority's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **June 30, 2011**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Yolo County Housing Authority's** final score for fiscal year ending **June 30, 2011**, is **95%**. The Housing Authority's overall designation is **High**. The following are the scores for each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	5
Indicator	8	Payment Standards (24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	3
Indicator	15	Deconcentration Bonus	0

Thank you for cooperation with the SEMAP process. Should you have any questions concerning your scores you may contact Martha Ruiz, Public Housing Revitalization Specialist, at (415) 489-6434.

Sincerely,



Melina M. Whitehead  
Acting Director  
Office of Public Housing

Yolo County Housing  
Yolo County, California

Meeting Date: December 8, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 4.01  
Payment Standards

Minute Order No. 11-41: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-11** amending the Payment Standard for the Housing Choice Voucher Program.
- B. Authorized the Executive Director to implement new Payment Standards effective January 1, 2012.

MOTION: McGowan. SECOND: Garnes. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.



## **Yolo County Housing**

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Don Saylor  
Bernita Toney

**DATE:** December 8, 2011

**TO:** YCH Board of Commissioners

**FROM:** Lisa A. Baker, Executive Director

**PREPARED BY:** Irma Jiménez-Pérez, Housing Assistance Supervisor

**SUBJECT:** **Review and Approve Resolution to Amend the Payment Standards used for the YCH Housing Choice Voucher Program**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Adopt the Resolution Amending the Payment Standard for the Housing Choice Voucher Program.
2. Authorize the Executive Director to implement new Payment Standards effective January 1, 2012.

### **BACKGROUND / DISCUSSION:**

The Housing Choice Voucher Payment Standards are used to calculate the amount of Housing Assistance Payments (HAP) that Yolo County Housing (YCH) will make to landlords on behalf of families leasing a unit under the Voucher (HCV) Program. Payment Standards are established by each Housing Agency for its jurisdiction by bedroom size. In addition, different Payment Standards may be used for higher cost areas within the Agency's jurisdiction. Part 982.503 of Title 24 of the Code of Federal Regulations requires that the Payment Standards for each bedroom size be established at an amount not lower than 90%, and not greater than 110%, of the Fair Market Rent (FMR) published by the U.S. Department of Housing and Urban Development (HUD). For the federal Fiscal Year 2012, HUD published the FMR on October 1, 2011; the FMR decreased by 6.6%.

In October 2007, the Board of Commissioners authorized the creation of two separate payment standards for Yolo County: one for the City of Davis and one for the rest of cities in Yolo County to allow families to select modest, decent, safe and sanitary housing. Currently the payment standards are set at approximately 104% of the 2011 FMR for the City of Davis and approximately 94% for all other areas and are not in compliance with the regulations due to the 6.6% decrease in the 2012 FMR. The City of Davis' current payment standard is set at approximately 111.6% of the new FMR while the payment standard for rest of the County areas is set at approximately 100.8%.

24 CFR 982.507 requires Housing Agencies to perform a rent reasonableness test for each unit at the time of the initial contract, when the landlord requests a rent increase or when the FMR decreases by five percent sixty days before the contract anniversary date. Staff conducted a rent survey in the summer, based on a random sample of units in apartment complexes in the county to update the rent reasonableness database and is performing the rent reasonableness test for each unit as required. Staff negotiates the contract rent amount with landlords when necessary to ensure compliance with the affordability requirement.

Staff is proposing to amend the Agency's payment standards, based on the results of the survey and to comply with federal regulations as stipulated in 24 CFR 982.503, while also minimizing the number of families that would be impacted by a decreased payment standard. Based on this analysis, staff proposes the following adjustments to the current YCH Payment Standard: 110% of the 2012 FMR for the City of Davis and 100% of the FMR for all other County areas. While the percentage of FMR is higher, the actual amount of assistance we would be paying is less due to the FMR reduction and the decreased payment standard will be applied at the second annual re-examination or at the time of the initial lease for families moving to a new unit. In addition to maintaining affordable rents for participants, adjusting the payment standards to these rates will still allow participants who are searching for a new unit to find decent housing, especially in higher cost areas.

Staff realizes that the decision to set the payment standards at the proposed amounts has been a difficult one, considering that a lower payment standard might help YCH assist a greater number of families, but at the same time making it more difficult for families to afford the rent, especially in the ongoing difficult economic climate. Staff proposes this middle way in order to remain committed to following regulations, assisting as many as possible, while impacting as few YCH families as it can. It is also important to keep in mind that HUD could impose an additional decrease in the FMR for 2013 and staff took this into consideration in its analysis.

The following tables demonstrate the 2012 FMR and the YCH proposed new payment standards:

**Yolo, CA HUD Metro 2012 FMR effective 10/1/2011**

<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>FMR</b>	<b>767</b>	<b>811</b>	<b>992</b>	<b>1445</b>	<b>1538</b>	<b>1769</b>	<b>1999</b>

**Proposed Payment Standards effective 1/1/2012**

<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>City of Davis</b>	<b>843</b>	<b>892</b>	<b>1091</b>	<b>1589</b>	<b>1691</b>	<b>1945</b>	<b>2198</b>
<b>All Other Areas</b>	<b>767</b>	<b>811</b>	<b>992</b>	<b>1445</b>	<b>1538</b>	<b>1769</b>	<b>1999</b>

The following tables show the 2011 FMR and current YCH payment standards:

**Yolo, CA HUD Metro 2011 FMR**

<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>FMR</b>	<b>821</b>	<b>869</b>	<b>1062</b>	<b>1547</b>	<b>1646</b>	<b>1893</b>	<b>2140</b>

**Payment Standards effective 10/1/2010**

<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>City of Davis</b>	<b>854</b>	<b>905</b>	<b>1105</b>	<b>1610</b>	<b>1713</b>	<b>1970</b>	<b>2226</b>
<b>All Other Areas</b>	<b>773</b>	<b>818</b>	<b>1000</b>	<b>1457</b>	<b>1550</b>	<b>1783</b>	<b>2014</b>

The decrease in payment standards ranges between \$6.00 and \$28.00 depending on the unit size and its location.

**FISCAL IMPACT:**

YCH has an Annual Contribution Contract to lease up to 1,727 vouchers; however, current prorated HUD funding supports assistance for approximately 1,347 families at this time. Slight savings in HAP will be seen when families move to new units in 2012, and in 2013 when the lowered payment standard will be applied to participants who choose to remain in their current homes.

**CONCLUSION:**

Staff recommends that the Board of Commissioners approve the recommended action.

**Attachment:** Resolution

**YOLO COUNTY HOUSING**

**RESOLUTION NO. 11-11**

**(Resolution Amending Yolo County Housing's Housing Choice Voucher Program Payment Standard Schedule)**

**WHEREAS**, the Department of Housing and Urban Development (HUD) has published the 2012 Fair Market Rent (FMR) for Yolo County, California, and

**WHEREAS**, the current Payment Standards are set at 104% of the 2011 FMR for the City of Davis, and at 94% of the 2011 FMR for the rest of areas in the County; and

**WHEREAS**, Yolo County Housing wishes to ensure that voucher holders have the ability to compete in the marketplace for modest rental housing in order to assist households in the provision of decent, safe and sanitary affordable housing; and

**WHEREAS**, Yolo County Housing proposes to set these Payment Standards at 100% of FMR for the cities of Woodland, Winters, West Sacramento and unincorporated Yolo County submarkets, and at 110% of FMR for the city of Davis.

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct
2. The Board of Commissioners hereby ratifies, confirms, and approves amending the Housing Choice Voucher Program Payment Standards effective January 1, 2012, as outlined in the table below:

<b>YCH Payment Standard - Effective January 1, 2012</b>							
<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>City of Davis</b>	<b>843</b>	<b>892</b>	<b>1091</b>	<b>1589</b>	<b>1691</b>	<b>1945</b>	<b>2198</b>

<b>YCH Payment Standard for Yolo County (cities of West Sacramento, Winters, Woodland, and all unincorporated areas in YCH jurisdiction) - Effective January 1, 2012</b>							
<b>Bedroom Size</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>All Other Areas</b>	<b>767</b>	<b>811</b>	<b>992</b>	<b>1445</b>	<b>1538</b>	<b>1769</b>	<b>1999</b>

**EFFECTIVE DATES:** This resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED,** by the Board of Commissioners of the Housing Authority of the County of Yolo, County of Yolo, State of California, this 8<sup>th</sup> day of December 2011, by the following vote:

**AYES:** Chamberlain, McGowan, Saylor, Garnes, Toney,

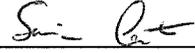
**NOES:** None. Provenza.

**ABSTAIN:** None.

**ABSENT:** Rexroad.

  
\_\_\_\_\_  
Jim Provenza, Chair  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

By:   
\_\_\_\_\_  
Sonia Cortés, Agency Counsel

Attest:

Julie Dachtler, Clerk  
Board of Commissioners of the  
Housing Authority of the County of Yolo

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



Yolo County Housing  
Yolo County, California

Meeting Date: December 8, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 4.02  
Crosswoods Apartments

Minute Order No. 11-42: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-12** authorizing (1) the formation of a limited partnership whose managing partner will be New Hope Community Development Corporation and whose initial limited partner will be the Housing Authority, (2) Acquisition and rehabilitation of Crosswoods Apartments by the partnership and (3) financing of acquisition and rehabilitation of Crosswoods Apartments;
- B. Authorized the collateralization of the single family lot located as 1212 "L" Street, if necessary;
- C. Authorized the Executive Director to negotiate and execute any and all necessary documents and to furnish all materials necessary to accomplish the activities of the resolution.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, McGowan, Saylor, Toney, Garnes. ABSENT: Rexroad.



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Don Saylor  
Bernita Toney

DATE: December 8, 2012  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
SUBJECT: **Review and Approve and Adopt Resolution Authorizing 1) The Formation of a Limited Partnership Whose Managing Partner will be New Hope Community Development Corporation and Whose Initial Limited Partner will be the Housing Authority, 2) Acquisition and Rehabilitation of Crosswoods Apartments by the Partnership, and 3) Financing of Acquisition and Rehabilitation of Crosswoods Apartments**

### **RECOMMENDED ACTIONS:**

That the Board of Directors:

1. Review, Approve and Adopt the Resolution; and
2. Authorize the collateralization of the single family lot located as 1212 "L" street if necessary; and
3. Authorize the Executive Director to Negotiate and Execute Any and All Necessary Documents and to Furnish all Materials Necessary to Accomplish the Activities of the Resolution.

### **BACKGROUND / DISCUSSION:**

Crosswood Apartments is a 48 unit complex located at 646 Third Street, Woodland, CA. Crosswood Apartments was a privately-owned HUD-funded Multi Family project. Yolo County Housing stepped forward when the property was for sale in order to continue to preserve the property's affordability for the community. Ultimately, the property was purchased by our bond pool, Cal-AHA and is currently managed by a private management company.

On October 2, 2008, the Board authorized Lisa A. Baker, Executive Director of Yolo County Housing (YCH) to act as the Agency's chief negotiator for the potential purchase of real property located at 646 3rd Street, Woodland, CA 95695. The complex, known as Crosswood Apartments is a 48-unit U.S. Department of Housing and Urban Development (HUD) 236 (privately-owned, HUD-subsidized) property. On April 2, 2009, the Board authorized the Executive Director to execute a Letter of Intent with Cal-AHA for purchase of the property.

Subsequent to this transaction, YCH partnered with DFA Development and Dawson Holdings, Inc. to bring forward an acquisition-rehabilitation proposal for the property that

would meet the criteria laid out in the Letter of Intent with Cal-AHA for acquisition and rehabilitation of the property. DFA and DHA have extensive experience and expertise in these types of acquisition and have worked with Cal-AHA staff on other transactions. Unfortunately, DFA-DHA were unable to complete a financing package to cover the acquisition and rehabilitation. DHA agreed to be released from its agreement and staff retained DFA to work out a development proposal with YCH as the principal developer. DFA, with Goldfarb-Lippmann as bond counsel, has presented YCH with a proposed development package that would meet YCH expectations. The elements of the proposed package are as follows:

- FHA 223 (f) loan, available after January 1, 2012 with an interest rate of 4.85% for 35 years and a 90% Loan to Value (LTV) Ratio;
- 4% tax credits, (instead of the earlier 9% competitive tax credits) with our bond pool issuing the required tax exempt bonds;
- New HUD Section 8 Contract with mark-up-to-budget rents to support the acquisition and rehabilitation of the property.

New Hope Community Development Corporation would ultimately be YCH's partner with the partnership in ownership of the project and with YCH having a future right to the property after the expiration of the tax credit period. This proposed development is very similar in nature to the other tax credit properties completed by YCH and by New Hope, including Eleanor Roosevelt Circle and Cesar Chavez Plaza – the differences being that this is acquisition and rehabilitation instead of new construction, the use of a HUD mortgage project in lieu of private financing and the ability to layer a continued Section 8 contract to ensure long term affordability.

**FISCAL IMPACT:**

None at this time. There might be a future need for use of 1212 "L" street as collateral or for a loan from YCH to New Hope to be repaid from developer fee or from proceeds if necessary. The pro forma modeling for the above scenario shows that the property would provide sufficient funds for a developer fee (including a deferred developer fee) for the project and an ability to repay a loan to YCH if necessary to close the initial funding gap.

**CONCLUSION:**

Staff has reviewed the proposed project in light of its obligations under the Cal-AHA Letter of Intent and recommends that the Board adopt the Resolution and move forward with the development proposal.

**Attachment:** Resolution

## YOLO COUNTY HOUSING

### RESOLUTION NO. 11-12

#### **(RESOLUTION AUTHORIZING (1) THE FORMATION OF A LIMITED PARTNERSHIP WHOSE MANAGING PARTNER WILL NEW HOPE COMMUNITY DEVELOPMENT CORPORATION AND WHOSE INITIAL LIMITED PARTNER WILL BE THE HOUSING AUTHORITY, (2) ACQUISITION AND REHABILITATION OF CROSSWOODS APARMENTS BY THE PARTNERSHIP, AND (3) FINANCING OF ACQUISITION AND REHABILITATION OF CROSSWOODS APARTMENTS)**

**WHEREAS**, the Yolo County Housing Authority (the "Authority") is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code (the "Housing Authorities Law"), which includes providing low and moderate income housing within its jurisdiction; and

**WHEREAS**, New Hope Community Development Corporation ("NHCDC") is a 501(c)(3) tax-exempt nonprofit corporation formed to assist in providing affordable housing; and

**WHEREAS**, the Authority has the right to purchase real property known as Crosswoods Apartments in Woodland, California (the "Property"); and

**WHEREAS**, the Authority desires to assign the Authority's right to purchase the Property to a limited partnership (the "Partnership") in which NHCDC will be the managing general partner and the Authority will be the initial limited partner; and

**WHEREAS**, the Authority intends that California Affordable Housing Agency, a joint powers agency of which the Authority is a member, will issue tax exempt bonds that will enable the Partnership to acquire and rehabilitate the Property; and

**WHEREAS**, the Authority intends that the Partnership will seek credit enhancement for the financing in the form of FHA insurance and will obtain such other financing as is necessary for acquisition and rehabilitation of the Property; and

**WHEREAS**, the Authority intends that the Partnership will assume the existing Section 8 contract on the Property; and

**WHEREAS**, the Authority intends that the Partnership will seek an equity investor to act as the limited partner of the partnership and to replace the Authority as the limited partner of the Partnership; and

**WHEREAS**, the Authority intends to enter into a reimbursement agreement with NHCDC or a NHCDC-affiliated entity to recoup costs associated with the acquisition, maintenance, and rehabilitation of the Property; and

**WHEREAS**, the Board of Directors of the Authority deems it to be in the best interest of the Authority to form the Partnership as the initial limited partner along with NHCDC as the managing general partner; and

**WHEREAS**, the Authority intends the Partnership to acquire the Property, reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property; if necessary, assume the Property's existing financing; obtain new financing for the Property; rehabilitate the Property; operate the Property in compliance with the Housing Authorities Law, and execute any documents required to effectuate such acquisition, reimbursement, financing, rehabilitation, and operation, all in a manner consistent with the Authority's permitted activities.

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Board of Commissioners of the Housing Authority of the County of Yolo, as follows:

That the Authority shall form the Partnership, assign the right to acquire the Property to the Partnership, and seek reimbursement for costs associated with acquisition, maintenance, and disposition of the Property.

**FURTHER RESOLVED:** That the Authority shall enter into any and all agreements and certificates, including, but not limited to, a limited partnership agreement, LP-1, form SS-4, and any other documents necessary to form the Partnership.

**FURTHER RESOLVED:** That the Authority shall enter into any and all agreements and certificates, including, but not limited to, an assignment agreement, a purchase and sale agreement, a grant deed, a reimbursement agreement, and any other documents necessary to convey the Property to the Partnership and reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property.

**FURTHER RESOLVED:** That the Authority as the initial limited partner of the Partnership, is hereby authorized and directed to execute any and all necessary documents, including, but not limited to, a limited partnership agreement, LP-1), form SS-4s, and any other documents and agreements, and to do any and all things deemed necessary or advisable to form the Partnership, and to take any other action in order to effectuate the purposes of this Resolution.

**FURTHER RESOLVED:** That the Authority as the initial limited partner of the Partnership, is hereby authorized and directed to have the Partnership acquire the Property, reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property; if necessary, assume existing financing on the Property; obtain necessary new financing on the Property; obtain FHA insurance of financing on the Property; provide for necessary rehabilitation of the Property; operate the Property in compliance with the Housing Authorities Law; assume the existing Section 8 Contract

and/or obtain a new Section 8 Contract; and take any other action in order to effectuate the purposes of this Resolution.

**FURTHER RESOLVED:** That the Executive Director of the Authority (the "Executive Director") shall be authorized and directed to execute any and all necessary documents and to furnish all materials necessary or desirable to accomplish the other activities contemplated by this Resolution.

**FURTHER RESOLVED:** That the Executive Director shall be authorized to execute any other form of resolution required by a lender or investor which that officer determines, with the advice of counsel to the Authority, does not materially conflict with the substance of this Resolution.

**FURTHER RESOLVED:** That any and all acts previously taken by the Executive Director or any other officer of the Authority in connection with the matters authorized by the foregoing resolutions are ratified, confirmed, adopted and approved.

**FURTHER RESOLVED:** That this Resolution shall take immediate effect upon adoption.

**[Remainder of page intentionally blank.]**

**[Signatures on following page.]**

**EFFECTIVE DATES:** This resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED,** by the Board of Commissioners of the Housing Authority of the County of Yolo, County of Yolo, State of California, this 8<sup>th</sup> day of December 2011, by the following vote:

**AYES:** Chamberlain, McGowan, Saylor, Garnes, Toney,  
**NOES:** None. Provenza.

**ABSTAIN:** None.

**ABSENT:** Rexroad.



---

Jim Provenza, Chair  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

By: 

---

Sonia Cortés, Agency Counsel

Attest:

Julie Dachtler, Clerk  
Board of Commissioners of the  
Housing Authority of the County of Yolo

By: 



Yolo County Housing  
Yolo County, California

Meeting Date: December 8, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 4.05  
Next meeting

Commissioners approved the next meeting date for Monday, January 23, 2012 at 2:00 p.m.



## **Yolo County Housing**

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Don Saylor  
Bernita Toney

**DATE:** December 8, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**SUBJECT:** Review and Approve Proposed YCH Meeting Date for January 2012

### **RECOMMENDED ACTIONS:**

Staff recommends that the Board of Commissioners: Review and Approve a Proposed Meeting date for the YCH Board of Commissioners Meeting for January 2012.

### **BACKGROUND / DISCUSSION**

The YCH is required to meet at regular times. According to the by-laws of the YCH at "Article III – Meetings," the Authority is required to hold an annual meeting. Currently the YCH is under the governance of an Interim Board of Commissioners. That structure is set to change in 2012, most likely in January or February. In order to prepare for an orderly change, as well as to be in compliance with the current by-laws, staff proposes that the Board of Commissioners set a meeting date for January 2012, with the new Board of Commissioners to set the subsequent meeting calendar. Staff had proposed January 26, 2012 at 2:00 p.m., but it is unclear if all members can attend that date. Consequently, staff proposes that the Board select a mutually agreeable date for the meeting. To facilitate this discussion, staff offers the following alternatives:

- Monday, January 23, 2012 at 2:00 p.m.
- Thursday, January 26, 2012 at 2:00 p.m.
- Monday, January 31, 2012 at 2:00 p.m.

### **FISCAL IMPACT**

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

### **CONCLUSION**

In accordance with the Authority's by-laws, current practice and the needs of the YCH, staff proposes that the Board of Commissioners select a date for the January 2012 meeting.