

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

March 23, 2022

3:00 p.m.



YOLO COUNTY HOUSING HOUSING COMMISSION

RICHARD LANSBURGH, CITY OF WOODLAND
PIERRE NEU, CITY OF WINTERS
DAWNTÉ EARLY, CITY OF WEST SACRAMENTO
GLORIA PARTIDA, CITY OF DAVIS
GARY SANDY, COUNTY OF YOLO
KAREN VANDERFORD, YCH
JOE WALTERS, YCH

NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361),

available at the following link:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB361

Teleconference Options to join Zoom meeting:

By PC: <https://yolocounty.zoom.us/j/98323929030>

Meeting ID: 983 2392 9030

or

By Phone: (408) 638-0968

Meeting ID: 983 2392 9030

Government Code section 54953(e)(1) authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this agenda.

SANDRA SIGRIST
INTERIM EXECUTIVE DIRECTOR

HOPE WELTON
AGENCY COUNSEL

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Consider approval of the agenda
4. 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.

CONSENT AGENDA

5. Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic
6. Review and Approve Minutes from January 26, 2022 meeting
7. Review and Approve Executive Director recruitment and updated position description
8. Authorize Executive Director to execute contract with Yardi Systems and approve associated costs
9. Review and Approve Amendments with the County of Yolo for Transitional Housing Property Management Services

TIME SET

10. Presentation and Public Hearing on YCH Annual Plan Update and Capital Fund 5-Year Plan/Annual Statement

REGULAR AGENDA

11. Review, approve and adopt mid-year budget adjustments - Jim Gillette, Deputy Director of Finance and Administration
12. Updates from YCH Interim Executive Director
13. Reports from members of the Commission, including announcements and questions to be referred to staff

ADJOURNMENT

Next meeting is April 27, 2022 at 3:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted by March 18, 2022 by 5:00

p.m. at the following places:

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

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

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

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

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please do the following:

1. You are encouraged to participate in the Yolo County Housing meeting by going to <https://yolocounty.zoom.us/j/98323929030>, Meeting ID: 983 2392 9030 or phone in via 1-408-638-0968 Meeting ID: 983 2392 9030.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

Information

SUBJECT

Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic

Attachments

Att. A. Memo

Form Review

Form Started By: Julie Dachtleir
Final Approval Date: 03/18/2022

Started On: 03/18/2022 11:30 AM



COUNTY OF YOLO

Health and Human Services Agency

Karen Larsen, LMFT
Director

Aimee Sisson, MD, MPH
Health Officer

MAILING ADDRESS
137 N. Cottonwood Street • Woodland, CA 95695
www.yolocounty.org

Date: March 1, 2022

To: All Yolo County Boards and Commissions

From: Dr. Aimee Sisson, Health Officer

Subject: Remote Public Meetings

Since September 2021, I have issued monthly memoranda recommending remote meetings. The case rate in Yolo County has declined to 19 cases per 100,000 per day from a peak of 244 in January, but it continues to represent high community transmission. In the context of high community transmission, I recommend meetings continue to be held remotely whenever possible. I am re-issuing the earlier memorandum with updated COVID-19 case rate data.

In light of the ongoing public health emergency related to COVID-19 and the high level of community transmission of the virus that causes COVID-19, the Yolo County Public Health Officer recommends that public bodies continue to meet remotely to the extent possible. Board and Commissions can utilize the provisions of newly enacted AB 361 to maintain remote meetings under the Ralph M. Brown Act and similar laws.

Among other reasons, the grounds for the remote meeting recommendation include:

- The continued threat of COVID-19 to the community. As of March 1, 2022, the case rate is 19 cases per 100,000 residents per day. This case rate is considered “High” under the Centers for Disease Control and Prevention’s (CDC) framework for assessing community COVID-19 transmission; and
- The unique characteristics of public governmental meetings, including the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges of ensuring compliance with safety requirements and recommendations at such meetings.

Meetings that cannot feasibly be held virtually should be held outdoors when possible, or indoors only in small groups with face coverings, maximal physical distance between participants, use of a portable HEPA filter (unless comparable filtration is provided through facility HVAC systems), and shortened meeting times.

Davis

600 A Street
Davis, CA 95616
Mental Health (530) 757-5530

West Sacramento

500 Jefferson Boulevard
West Sacramento, CA 95605
Service Center (916) 375-6200
Mental Health (916) 375-6350
Public Health (916) 375-6380

Winters

111 East Grant Avenue
Winters, CA 95694
Service Center (530) 406-4444

Woodland

25 & 137 N. Cottonwood Street
Woodland, CA 95695
Service Center (530) 661-2750
Mental Health (530) 666-8630
Public Health (530) 666-8645

This recommendation is based upon current conditions. Given the ongoing decrease in case rates, with community transmission soon expected to drop below the threshold for high community transmission into substantial community transmission (<14 cases per 100,000 per day), this will likely be the final monthly memorandum recommending remote public meetings unless the COVID-19 situation unexpectedly worsens. Boards and Commissions should consider preparations for in-person or hybrid meetings beginning in April, except to the extent they may independently determine—as AB 361 allows—that meeting in person would present “imminent risks to the health or safety of attendees.”

Information

SUBJECT

Review and Approve Minutes from January 26, 2022 meeting

Attachments

Att. A. Minutes

Form Review

Form Started By: Julie Dachler
Final Approval Date: 03/18/2022

Started On: 03/18/2022 10:06 AM

Yolo County Housing
Yolo County, California

January 26, 2022

MINUTES

The Yolo County Housing met on the 26th day of January, 2022, via teleconference at 3:00 p.m. pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following [link](#).

Present: Richard Lansburgh; Pierre Neu; Dawnte Early; Gloria Partida; Gary Sandy; Karen Vanderford; Joe Walters

Staff Present: Sandra Sigrist, Interim Executive Director
Jim Gillette, Chief Financial Officer
Hope Welton, Agency Counsel
LaTasha Aje'Scott , Housing Programs Manager
Irma Jimenez-Perez, Program Supervisor
Julie Dachtler, Clerk

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Consider approval of the agenda

Minute Order No. 22-01: Approved agenda as submitted.

MOTION: Neu. SECOND: Early.

AYES: Early, Lansburgh, Neu, Partida, Sandy, Vanderford, Walters.

ABSTAIN: None.

ABSENT: None.

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

There was no public comment.

CONSENT AGENDA

Minute Order No. 22-02: Approved Consent Agenda Item Nos. 5 and 6.

MOTION: Neu. SECOND: Walters.

AYES: Early, Lansburgh, Neu, Partida, Sandy, Vanderford, Walters.

ABSTAIN: None.

ABSENT: None.

5. Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

Approved recommended action on Consent.

6. Review and Approve Minutes from December 15, 2021 meeting

Approved the minutes from December 15, 2021 on Consent.

TIME SET

7. Conduct Public Hearing and Approve a Resolution to Adopt the Agency's updated Conflict of Interest Code

Minute Order No. 22-03: Held public hearing and approved recommended action by **Resolution No. 22-01**.

MOTION: Lansburgh. SECOND: Early.

AYES: Early, Lansburgh, Neu, Partida, Sandy, Vanderford, Walters.

ABSTAIN: None.

ABSENT: None.

8. Conduct Public Hearing and Approve a Resolution to Adopt the proposed amendment to the FY2020-2024 Agency Five -Year Plan and the proposed amendment to the FY2020-2021 Agency Annual Update

Minute Order No. 22-04: Held public hearing and approved recommended action by **Resolution No. 22-02**.

MOTION: Early. SECOND: Partida

AYES: Early, Lansburgh, Neu, Partida, Sandy, Vanderford, Walters.

ABSTAIN: None.

ABSENT: None.

REGULAR AGENDA

9. Reports from members of the Commission, including announcements and questions to be referred to staff

There were no reports from members of the Commission; however, Commissioner Lansburgh inquired of the Interim Executive Director how the increased security at Yolano Donnelly was going. She replied they are having some issues with the security company but calls and issues are largely not problematic.

10. Updates from YCH Interim Executive Director

YCH Commission - Interim ED Updates

Davis Migrant Center

The initial winter homeless shelter program ended December 17th, after being open for 3 weeks, due to significant safety and operational concerns. The City may contract with a non-profit at the end of the next migrant season to again open the shelter program. The closing walk-through with the City and State is tomorrow. Migrant families will return to the site in late March.

February Commission Agenda

This will be focused on the mid-year budget update. The Deputy Director of Finance and Administration has been working with a budget and administration consultant to develop a comprehensive budget framework for review with the Commission.

Local Partner Programs

The Housing Authority is working with the County of Yolo to purchase, renovate and manage a new residential building/property. The project is funded by the State and is dedicated to providing outpatient residential substance use treatment.

Additionally, the Housing Authority has been approached by the County's CalWorks team to expand the numbers of units managed for families who are case managed in their program.

The Housing Authority has tentatively agreed to continue managing the City of Davis Pacifico property through FY2023 as they move forward with pending plans for renovation and occupancy of all 4 campus buildings.

Finally, in collaboration with the City of Woodland's Police Department, the Housing Authority has submitted an Office of Emergency Services grant application for 8 additional mounted security cameras on the Yolano Donnelly campus.

CLOSED SESSION

11. Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Bargaining Units: General and Management Units

12. Public Report of action taken in Closed Session.

ADJOURNMENT

Next meeting is February 23, 2022 at 3:00 p.m.

Information

SUBJECT

Review and Approve Executive Director recruitment and updated position description

Attachments

Staff Report

Att. A. Recruitment Flier

Att. B. Executive Director Position Description

Form Review

Form Started By: Julie Dachter

Final Approval Date: 03/18/2022

Started On: 03/18/2022 11:33 AM



Yolo County Housing Commission

Meeting Date: March 23, 2022
Brief Title: Review and Approve Executive Director recruitment
From: Hope Welton, Yolo County Housing (YCH) Counsel
Staff Contact: Sandra Sigrist, Interim Executive Director

Subject

Review and Approve Executive Director recruitment

(No Financial Impact) (Sigrist)

Recommended Action

1. Review and Approve modifications to Executive Director position description
2. Review and Approve Executive Director recruitment for the Housing Authority of the County of Yolo
3. Authorize staff to initiate the recruitment process, and to schedule interviews with selected Commissioners

Strategic Plan Goal(s)

Strategic Priority 4: Expanding our Capacity and Building our Systems

Reason for Recommended Action/Background

With the pending retirement of the YCH current Interim Executive Director (ED), the agency must secure new leadership. Today's action gives staff permission to recruit an ED on behalf of the Board of Commissioners.

Attachments

Recruitment Flier

Executive Director Position Description

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EXECUTIVE DIRECTOR

Yolo County Housing

147 W Main Street
Woodland, CA 95695



Life in Yolo County

Located just northwest of Sacramento, Yolo County is rich with tradition, history, and new opportunities. One of the original counties of California, created in 1850, it is a large agricultural region.

Yolo County is home to UC Davis, has great bicycling opportunities and offers abundant recreation including Lake Berryessa and the Sacramento River, the Robert Mondavi Center for the Arts, the Palms Playhouse, Woodland Opera House and the River Cats Triple A Baseball team. There are art walks, museums, galleries, theatre, wineries, and the Cache Creek Casino. Yolo County is also just a short drive to the famous Napa and Sonoma wine country, majestic Lake Tahoe, and the city life of San Francisco.



Yolo County Housing

Yolo County Housing (YCH) has provided quality, stable and sustainable housing and supportive services to people in need for more than 70 years. Governed by a Board of seven Commissioners, including two Tenant Commissioners, YCH is the first Public Housing Agency to be listed in the National Climate Registry and focuses on green and sustainable operations. YCH and its ancillary non-profit, New Hope Community Development Corporation (New Hope CDC), provides services to approximately 5,000 low- and moderate-income persons annually.

- 1,951 Housing Assistance Vouchers
- 441 YCH Owned Units (431 Low Income Public Housing)
- 48 Non-Profit Owned Units (New Hope Community Development Corporation)
- 157 Non-Profit Instrumentality Partner Units (Tax Credit/Other/YCH and New Hope CDC)
- 232 Agricultural Units

Nature of the Position

- Provide dynamic and visionary leadership to the executive team and staff.
- Serve as agency spokesperson and lead on external relations, growing and sustaining strategic alliances with residents and other stakeholders that preserve and increase affordable housing.
- Participate in advocacy and public policy collaborative efforts at local, state and national levels
- Monitor legislation and regulations affecting operations of the Housing Authority
- Work collaboratively with partner jurisdictions and agencies to maintain and expand quality affordable housing throughout Yolo County
- Facilitate and support the work of the Commission and Commission development, providing highly responsible and complex support and ensuring their knowledge and familiarity with the programs and role of Housing Authorities
- Develop housing concepts with input from County, Cities, and unincorporated communities throughout Yolo County. Develop financing and negotiate final aspects of pre-construction activities. Following pre-construction phase, provide oversight to the bid process, contractor selection, construction, and acceptance of facilities through assigned staff.



Desired Qualifications

- Demonstrate a strong commitment and passion for the mission, vision, values, and culture of Yolo County Housing.
- Approach the work of Yolo County Housing with unwavering ethical standards and integrity.
- Possess an understanding of, and experience in, affordable housing development and federal program management in public and nonprofit entities.
- Demonstrate an ability to lead in an environment that requires navigating federal regulations and effective collaboration with partner organizations and individuals from diverse economic, educational, and racial/ethnic backgrounds.
- Facilitate organizational success by building sustainability through positive cash flow and strong executive and staff teams.
- Employ excellent communication skills and cultural humility in working with diverse constituencies and empowering community residents.

Ideal Candidate

The YCH Commission is seeking a strong generalist and results-oriented leader with solid ethics and integrity who has the ability through excellent communication and collaboration skills to facilitate and help bring people and their interests together to maintain and increase high quality, stable and sustainable housing in Yolo County. The ideal candidate will have proven management experience in, and an understanding of the nature and dynamics of, working in a small organization. The new Executive Director will encourage teamwork within the organization, effectively utilize the skills of an experienced and high performing staff, delegate as appropriate, be hands-on and highly productive, set an example for strong customer service, and model an appropriate work/life balance. The Executive Director will be positive and energetic and capable of engaging in a collaborative fashion with staff, the Commission, City and County Managers, the Board of Supervisors, City Councils, media, regional, State and Federal agencies, and non-profit partners. The ideal candidate should be innovative and resourceful; know when and where to find information and solutions; be strategic and goal oriented; and insightful. Furthermore, the ideal candidate should be able to anticipate issues, navigate challenges, recognize opportunities, and see challenges as opportunities.



Minimum Qualifications

- Minimum of seven years successful senior management experience, including experience in a housing or real estate development agency or organization. A Bachelor's Degree in a related field from an accredited four-year college or university is required; a Master's degree is preferred.
- High degree of knowledge of financial management practices, internal controls, budgeting, and financial reporting.
- Strong working knowledge of organization and management practices, and Federal Housing & Urban Development (HUD) and State regulations associated with Housing Authorities.
- English/Spanish bilingual preferred.

Salary and Benefits

The salary range for this position is \$155,000 to \$188,403 per year plus an excellent benefit package:

- Membership in the State of California Public Retirement System (PERS) with five-year vesting, 2% @ 55 for classic members and 2% @ 62 for new members.
- Flexible health benefit package including choice of health, dental, and vision for employee and dependents through Public Employees' Medical & Hospital Care Act (PEMCHA).
- 80 hours of paid holiday and 32 hours of paid floating holiday leave per year.
- 80 hours of paid administrative leave per year.
- Participation in pretax flexible spending accounts for health care and dependent care expenses.
- Deferred compensation plan (457) available.
- Short- and long-term disability options available.
- Employee Assistance Program (EAP) and Catastrophic Leave Program available.
- Office currently operates on a 4 day/10-hour work schedule; closed on Fridays (alternative schedules available; some site-based positions work 5 day/8-hour days).

Application Process

If you are interested in this outstanding opportunity, please submit a detailed resume, cover letter, and three professional references to:

Mary Kirlin, Interim Director of Administrative Services

Yolo County Housing

147 W. Main Street, Woodland, CA 95695

530-662-5428

mkirlin@ych.ca.org



EXECUTIVE DIRECTOR

Under general policy direction of the Board of Commissioners, the Executive Director's role is focused on organizational planning and management; fiscal oversight and sustainability; ensuring high quality services and communication with residents; building and maintaining strong external relations with the County, Cities, unincorporated communities throughout Yolo, and other key partners; and cultivating innovative and lasting partnerships to increase the supply of affordable housing in Yolo County, while maintaining and improving quality across the Housing Authority's existing portfolio.

Key Responsibilities

Leadership

- Collaborate with the Board, executive team and staff to develop and implement the agency's strategic plan.
- Provide dynamic and visionary leadership to the executive team and staff.
- Serve as agency spokesperson and lead on external relations, growing and sustaining strategic alliances with residents and other stakeholders that preserve and increase affordable housing.
- Participate in advocacy and public policy collaborative efforts at local, state and national levels.
- Serve as Executive Director of the Housing Authority's ancillary non-profit, New Hope Community Development Corporation.
- Serve as Executive Director and Secretary of the Dixon Housing Authority, the oversight body for the Dixon Migrant Center.

Management

- Ensure fiscal integrity and accountability, including risk management.
- Ensure accountability for progress indicators and outcomes.
- Work to obtain and maintain the Authority's "High Performer Status" in both Section 8 Housing Choice Voucher and Public Housing Programs.
- Develop and oversee implementation of policies and procedures.

Development

- Work collaboratively with partner jurisdictions and agencies to maintain and expand quality affordable housing throughout Yolo County, and in so doing improve each community's overall economic health.
- Review work of the ancillary non-profit, New Hope Community Development Corporation, and provide leadership and planning for full use of the non-profit's

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potential to advance charitable projects associated with maintaining, improving and expanding affordable housing throughout Yolo County.

Board and Community Relations

- Facilitate and support the work of the Board and Board development, providing highly responsible and complex support and ensuring their knowledge and familiarity with the programs and role of Housing Authorities.
- Sustain positive working relationships between the Board and resident organizations, including Resident Councils and other Resident-based initiatives.

Essential Functions

- Plan, organize, maintain oversight and evaluate through subordinate management staff all of the Housing Authority's programs including Housing Choice Vouchers, Public Housing and associated infrastructure, Client Services provided to participants in any program, Grants Management services, Facilities Maintenance Services, Migrant Housing, and Administration, including the Finance Department, Purchasing, Information Technology, Human Resources and other service contracts, and administrative support for the agency.
- Develop housing concepts with input from County, Cities and unincorporated communities throughout Yolo County. Develop financing and negotiate final aspects of pre-construction activities. Following pre-construction phase, provide oversight to the bid process, contractor selection, construction, and acceptance of facilities through assigned staff.
- Monitor legislation and regulations affecting operations of the Housing Authority; ensure that all policies actively comply with legislation and regulations.
- Supervise and direct the development and administration of the Housing Authority's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures in alignment with current procurement standards; implement budget adjustments as warranted; ; oversee and approve auditing and reporting systems.
- Oversee the Housing Authority's Human Resources function, including engagement in bargaining negotiations and compliance with labor relations agreements, and ensuring appropriate implementation of personnel policies, hiring, discipline and termination actions.
- Abide by the Authority's Risk Control Policy Statement assuring the highest level of safety and wellbeing of residents, tenants, employees, volunteers and visitors, and abiding by all applicable laws and regulations which govern the health and safety of all and employing risk control methods where feasible to prevent and control losses.

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Experience and Attributes

- Demonstrates a strong commitment and passion for the mission, vision, values and culture of the Housing Authority of the County of Yolo.
- Approaches the work of the Housing Authority of the County of Yolo with unwavering ethical standards and integrity.
- Possesses an understanding of, and experience in, affordable housing development and federal program management in public and nonprofit entities.
- Demonstrates an ability to lead in an environment that requires navigating federal regulations and effective collaboration with partner organizations and individuals from diverse economic, educational and racial/ethnic backgrounds.
- Facilitates organizational success by building sustainability through positive cash flow and strong executive and staff teams.
- Employs excellent communication skills and cultural humility in working with diverse constituencies and empowering community residents.

Employment Standards

- Minimum of seven years successful senior management experience, including experience in a housing or real estate development agency or organization.
- High degree of knowledge of financial management practices, internal controls, budgeting and financial reporting.
- Strong working knowledge of organization and management practices, and Federal Housing & Urban Development (HUD) and State regulations associated with Housing Authorities
- Ability to effectively analyze problems, identify solutions, project consequences of proposed actions and prepare comprehensive reports and presentations involving complex subject matter, in clear, concise and easy-to-understand frameworks.
- Excellent written and verbal communication skills.
- English/Spanish bilingual preferred.
- A Bachelor's Degree in a related field from an accredited four-year college or university is required; a Master's degree is preferred.

Physical Demands, Working Conditions and Special Requirements

- A combination of field and desk work, with occasional lifting of up to 25 lbs, bending, stooping, squatting, reaching and coordinated use of fingers, hands and arms.
- Generally clean office environment, with limited exposure to conditions of dust, odors or noise.
- Must possess a valid driver's license, a good driving record and be insurable by the Housing Authority's insurance carrier;
- Possession of NAHRO Public Housing Manager Certification and/or Executive Management Certification is desirable.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-

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caused emergency. To prepare for this service, employees in this classification code are required to complete the National Incident Management System (NIMS) trainings in line with the responsibility of their assigned position

Yolo County Housing is an equal opportunity employer.

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Information

SUBJECT

Authorize Executive Director to execute contract with Yardi Systems and approve associated costs

Attachments

Staff Report

Att. A. Draft Yardi Subscription Agreement

Form Review

Form Started By: Julie Dachtleir
Final Approval Date: 03/18/2022

Started On: 03/18/2022 01:49 PM



Yolo County Housing Commission

Meeting Date: March 23, 2022
Brief Title: Property Management software contract
From: Jim Gillette, Deputy Director, Finance and Administration
Staff Contact: Jim Gillette, Deputy Director, Finance and Administration

Subject

New Property Management software contract with Yardi Systems and ongoing expenses

Recommended Action

1. Authorize Executive Director to execute a 5-year contract with Yardi Systems Inc. Including:

Annual subscription fee	\$101,473.40
Start-up cost	\$76,407.28
2. Authorize Executive Director to procure and retain additional consultant(s) to assist in transition to Yardi, not to exceed \$50,000.

Reason for Recommended Action/Background

Housing Authorities require sophisticated property management software systems to process the eligibility resident and voucher holders, calculate rent and subsidy amounts, plus specific reporting on financial end of federal housing programs. As technology has improved, software systems have become capable of managing housing application processing, accounting transactions, procurement, legal notices, budgeting, and federal reporting, all in single integrated systems.

Tenmast, the software that YCH has used for over 10 years, has not kept up with improvements and requires extensive workarounds on the part of staff. Promised improvements have not materialized and the contract costs rise annually. The current system no longer meets the agency needs, and the vendor lacks a track record of continued improvement, despite reported plans over the last 5 years. Of note are the following shortfalls of Tenmast relative to YCH needs:

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Financial:

1. Consolidated financial reporting of funds into programs requires the export of data into a spreadsheet and manual configuration for most financial reporting functions.
2. A system for streamlined processing of online credit/debit card and check payments from tenants was purchased from Tenmast, but they were unable to make it work with their system after more than 5 months of effort. YCH finally cancelled the order in February.
3. Accounts payable invoices and other supporting documents must be kept in a separate database, not linked to tenants and/or housing units due to lack of compatibility across and within the system.

Program:

1. Tenmast lacks the ability to complete initial and annual recertification and track progress throughout the process. Yardi includes this and highlights errors for the housing specialist which reduces rent calculation errors.
2. Tenmast has no ability to manage waitlists, currently a critical and time-consuming manual process.
3. Tenmast lacks a robust reporting system that tracks productivity, leasing time, and unit information.
4. Tenmast is not capable of storing file information or linking document images with the other records in the system.
5. Tenmast lacks a streamlined mobile workorder system, necessitating the addition of third-party and manual systems for reporting and issuance of tenant charges.
6. Tenmast lacks online tenant and landlord portals for communication, document transmission, and paperless processing.

To address these deficiencies in getting agency functionality needs addressed, staff began exploring other options. Staff is recommending that YCH proceed with transitioning to Yardi. The draft contract is included as an Attachment to this Staff Report.

Cost

Moving to a new system requires both annual subscription fees, one time start-up and transition costs. Prior to migration of data from Tenmast to Yardi, YCH's Tenmast data will need to be reorganized and checked for integrity issues since it is cleaner to fix problems with the current system than to migrate these problems into a new system. Additional consultants may be required to assist with this function.

Moving the data requires removing it from Tenmast. Due to copyright and privacy issues, Yardi cannot be involved in this step. Outside consultants are available to assist with this step.

Finally, YCH may need additional technical expertise to support our staff in navigating the implementation of new software. We are hopeful this will be minimal, and Yardi is

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providing over 450 hours of implementation and training staff time as part of the \$76,407 of transition cost budget.

Transition cost

FY 2021-22

Start-up fee from Yardi (building system, migrating data, training staff)

\$76,407.28

FY 2021-2022 and 2022-2023

Consultants (extract data from current system, support YCH staff)

\$50,000.00

Total anticipated transition cost (excluding YCH staff time)

\$126,407.28

Ongoing subscription fees

Housing Management systems are subscription based, and include software, upgrades, and support. Yardi is offering YCH a 5-year fixed rate contract that is based on the pricing negotiated with the federal government for the General Services Administration (GSA). The contract allows YCH to lock in a flat rate fee for 5 years, using the GSA pricing for the majority of the contracted system features. One portion, RENT Café, does not have GSA pricing but is critical for maximizing Yardi functionality. There would not be another provider which is compatible.

The annual fee will be \$101,473.40. Presuming the transition goes smoothly, we will consider adding Yardi Procure to Pay (invoice processing) and Aspire Premium (online continual training module) during the next year for an additional \$15,292 per year.

Finally, staff notes that YCH will begin paying the subscription fee prior to ending our contract with Tenmast meaning that we will pay both fees for the first year of the Yardi contract. Our Tenmast annual contract is budgeted and will be paid in May 2022. The FY 2022-23 budget will include the fee for Yardi beginning July 1, 2023. The timing means we maximize the likelihood of needing only one year of duplicate fees.

The difference between the two system costs on an annual basis is approximately \$20,000. To make Tenmast moderately functional, we have had to engage other vendors. However, the improvement in functionality will be significant and will free staff to do work more in line with YCH mission.

	Yardi	Current system(s)
Basic accounting system (Saas)	\$49,212 (Locked for 5 years)	\$71,614 (Increases \$5-8K year)
Tenant Portal	\$42,400	Not available
Maintenance Workorders	included	\$14, 490 (3 rd party)
Integrated Budget/forecast	\$9,861	Basic, requires significant spreadsheet usage
Annual Total	\$101,473	\$86,104

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

Fiscal Impact

One-time costs for the transition will be approximately \$125,000 of which \$105,000 is included in the proposed mid-year budget adjustments for the FY 2021-22 budget. The balance of the transition costs, and the ongoing annual fee of \$101,473.40 will be included in the FY 2022-23 budget. The annual increase using the new system would be approximately \$15,000.

Summary

Housing Authority operations are complex, both financially and from a federal reporting/accountability standpoint. Timely, robust, program and financial data allow staff to best manage resources to comply with requirements and meet the needs of our community.

Attachment

Draft Yardi Subscription Agreement

SAAS SUBSCRIPTION AGREEMENT

Yardi Systems, Inc., a California corporation headquartered at 430 South Fairview Avenue, Goleta, CA 93117 ("Yardi"), and

Yolo County Housing Authority (referred to as "Client" or "Ordering Activity")
147 W Main St
Woodland, CA 95695

enter into this agreement including any schedules, exhibits or other attachments (this "Agreement") effective as of the Effective Date [defined in section 1 (Definitions), below].

RECITAL

Yardi has developed certain application software for use by its clients in the real property and asset management industry. Yardi application software is available only in the Yardi Cloud [defined in section 1 (Definitions), below]. Client desires to access the Yardi Cloud to use such Yardi software pursuant to this Agreement's terms.

In consideration of their respective rights and obligations as set forth in this Agreement, the parties agree as follows:

AGREEMENT

1. Definitions.

a. "**Anniversary Date**" means the date that is 365 days after the Initiation Date, and each anniversary thereafter of the date that is 365 days after the Initiation Date, during this Agreement's Term.

b. "**Business Purposes**" means accessing the Yardi Cloud to use the Licensed Programs and Yardi Cloud Services for Client's property management and accounting, and related business purposes.

c. "**Client Data**" means the data that Designated Users transmit and/or enter into the database provided as part of the Yardi Cloud in connection with their Use of the Licensed Programs pursuant to this Agreement.

d. "**Contractor**" means a contractor who: (i) has an Independent Consultant Network License Agreement with Yardi; and (ii) is a current member in good standing of Yardi's Independent Consultant Network.

e. "**Deliverable**" means any deliverable or intellectual property delivered to Client as part of Programming Services [defined in section 14 (Programming Services)] or other services provided pursuant to this Agreement.

f. "**Designated User**" or "**DU**" means a Client employee or Contractor designated by Client to access the Yardi Cloud and Use the Yardi Cloud Services and Licensed Programs for Business Purposes.

g. "**Effective Date**" means the date of the last party signature on this Agreement.

h. "**Fees**" means the fees identified in Schedule A (Fee Schedule), and any other fees that may become due under this Agreement, and if and to the extent applicable, in accordance with the GSA Schedule Pricelist.

i. "**Force Majeure Event**" has the meaning indicated by FAR 52.212-4(f).

j. "**Initiation Date**" means July 1, 2022.

k. "**Licensed Programs**" means the software program(s) identified in Schedule A (Fee Schedule).

l. "**Licensed Programs Documentation**" means the user manuals and documentation for the Licensed Programs.

m. "**Password**" means the unique user name and password assigned by Client to each Designated User as more fully described in section 6 (Users and Passwords).

n. "**POC(s)**" means the person(s) Client identifies to Yardi as point(s) of contact for application support services and other account management purposes.

o. "**Undisputed Fees**" means all Fees due from Client under this Agreement which Client does not reasonably and in good faith dispute - and provide notice of such dispute in accord with section 18(f) (Notices) within 60 days of invoice.

p. "**Use**" means authorized access to the licensed software in the Yardi Cloud and use of the Licensed Programs and Licensed Programs Documentation by Designated Users solely for Business Purposes.

q. "**Yardi Cloud**" means the hardware, software, storage, firewalls, intrusion detection devices, load balancing units, switches and other hardware that make up the Yardi Cloud.

r. "**Yardi Cloud Services**" means installation, maintenance and service of the hardware and software comprising the Yardi Cloud.

2. License Grant; Restrictions; Access to Yardi Cloud.

a. **Licenses.** Yardi grants to Client a non-exclusive, non-transferable (except as expressly provided in this Agreement), limited license for Designated Users to: (i) access the Yardi Cloud and Use the Licensed Programs and Yardi Cloud Services solely for Business Purposes; and (ii) access the Licensed Programs Documentation and other content on Yardi's Client Central website solely for Business Purposes and subject to the terms of use then-presented on Client Central. In the event of any conflicts between the terms of this Agreement and the terms of use then presented on Client Central, the terms of this Agreement shall control. For the avoidance of doubt, the parties acknowledge that the Client shall be bound by the terms of use then presented on Client Central to the extent such terms of use do not conflict with this Agreement.

b. **Restrictions.** Client may only exercise the license granted in section 2(a) (Licenses) through its Designated Users. Client may not rent, lease, sell, transfer (by sublicense, assignment or otherwise except as expressly provided by this Agreement), time share, modify, reproduce, copy, make derivative works from, distribute, publish, use to provide service bureau services, or publicly display the Licensed Programs. Client may only Use the Licensed Programs for Business Purposes. Client may not re-

verse engineer, decompile or otherwise attempt to discover the source code for the Licensed Programs. Client may not permit any person or entity to breach the restrictions in this section 2(b) (Restrictions). Client may not copy or re-create the Licensed Programs or its objects without Yardi's prior express written consent. Client agrees that the Licensed Programs must remain at all times in the Yardi Cloud, and may not be removed or copied to any other location at any time. Client acknowledges and agrees that Client may not perform scans or electronic testing of any kind on the Yardi Cloud, Licensed Programs, Yardi's corporate networks, and Yardi's corporate servers including, without limitation, vulnerability scanning or testing, penetration scanning or testing or any other type of scanning or testing of the Yardi Cloud, Licensed Programs, Yardi's corporate networks, and Yardi's corporate servers.

c. **Access to the Yardi Cloud.** Yardi will use commercially reasonable efforts to make the Yardi Cloud and the Licensed Programs accessible to Designated Users 24-hours per day, 7 days per week, excluding down time for maintenance and repair. Yardi has standing maintenance/repair/backup hours from 11:00 pm (local time at the data center) each day to 1:00 am (local time at the data center) each succeeding day, and an additional 2 hours for the maintenance/repair/backup hours beginning at 11:00 pm (local time at the data center) each Saturday night [i.e., the Saturday-night-to-Sunday-morning standing maintenance/repair/backup hours extend an extra 2 hours until 3:00 am (local time at the data center) each succeeding Sunday]. Yardi will use commercially reasonable efforts to provide as much notice to Client as reasonably possible under the circumstances for emergency maintenance/repair downtime outside the aforementioned standing hours.

3. **Term and Termination.**

a. **Term.** This Agreement will commence on the Effective Date and shall remain in full force until Client's 5th Anniversary Date (the "Initial Term") unless earlier terminated in accord with section 3(c) (Termination for Cause). Upon expiration of the Initial Term, this Agreement may be renewed at Client's election by both parties executing an agreement in writing for successive 1-year optional renewal terms (each a "Renewal Term") unless Yardi provides written notice of non-renewal to Client at least 30 days prior to expiration of the then-current (Initial or Renewal) Term. The Initial Term and Renewal Term(s) shall be collectively referred to as the "Term."

b. **Intentionally Omitted.**

c. **Termination for Cause.** When the End User is an instrumentality of the U.S., recourse against the United States for any alleged breach of this Agreement must be brought as a dispute under the contract Disputes Clause (Contract Disputes Act). During any dispute under the Disputes Clause, Yardi shall proceed diligently with performance of this Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under the Agreement, and comply with any decision of the Contracting Officer.

d. **Effect of Termination.** Upon the effective date of this Agreement's termination or expiration: (i) the license for the Licensed Programs and Licensed Programs Documentation will terminate; (ii) Client will cease Use of the Yardi Cloud, Yardi Cloud Services, Licensed Programs and Licensed Programs Documentation; (iii) Client's access to the Yardi Cloud and Licensed Programs will be disabled; and (iv) Client shall pay any Undisputed Fees to Yardi.

e. **Survival.** The parties' obligations under, and the provisions of, sections 4 (License Fees), 8(b) (Limited Liability for Unauthorized Client Data Access), 9 (Confidentiality), 10 (Warran-

ties), 11 (Damage Limitations), 13 (Indemnification), 15 (Assignment) and 18 (General Provisions) shall survive this Agreement's termination or expiration.

4. **License Fees.**

a. **Fees.** Client agrees to pay Yardi the Fees in accordance with the payment terms set forth in Schedule A (Fee Schedule) and the GSA Schedule Pricelist.

b. **Failure to Pay.** Undisputed Fees shall accrue interest from their due date until paid at the rate governed by the Prompt Payment Act (31 USC 3901 et seq) and Treasury regulations at 5 CFR 1315.

c. **Taxes.** Yardi shall state separately on invoices taxes excluded from the Fees, and Client agrees either to pay the amount of the taxes or provide evidence necessary to sustain an exemption, in accordance with FAR 52.229-1 and FAR 52.229-3 (as applicable).

d. **Partial Fee Disputes.** If Client reasonably and in good faith disputes any Fees, and provides notice in accord with section 18(f) (Notices) of such dispute, Client agrees that any undisputed portion of such Fees are Undisputed Fees and Client agrees to timely pay any such Undisputed Fees.

5. **Implementation and Training.**

a. **Third Party Software and Hardware Requirements.** Client is solely responsible for purchasing, installing and maintaining, at Client's expense, any third party software and hardware necessary for Designated Users to access the Yardi Cloud and Use the Licensed Programs and Yardi Cloud Services. Yardi shall not be liable for any such third party software or hardware, and Client acknowledges and agrees that any assistance provided by Yardi in connection with such third party software and hardware shall not alter Client's responsibility or Yardi's liability disclaimer under this section 5(a) (Third Party Software & Hardware Requirements).

b. **Location.** Implementation and training services may (at Client's election) take place at a location specified by Client or via telecommunications. Yardi will bill Client for initial implementation/training services as indicated in Schedule A (Fee Schedule). Client may request additional on-site implementation/training services [i.e., in addition to the on-site implementation/training services set forth in Schedule A (Fee Schedule)] at any time and Yardi will make commercially reasonable efforts to timely accommodate Client's request. Additional on-site implementation/training services are subject to the parties' mutual agreement on: (i) the schedule for performance of the additional services; and (ii) Yardi's Fees for the additional services. Client acknowledges and agrees that no recording of any sort (whether audio, visual, or otherwise) of Yardi Implementation/Training services is allowed under this Agreement or otherwise.

c. **On-Sites.** Client acknowledges that in-person implementation/training service visits at a Client location require a minimum visit of 8 hours per visit. Ordering Activity agrees to pay any travel expenses in accordance with Federal Travel Regulation (FTR)/Joint Travel Regulations (JTR), as applicable, Ordering Activity shall only be liable for such travel expenses as approved by Ordering Activity and funded under the applicable ordering document. Client acknowledges that training services for more than 12 Client trainees require Client to pay for 1 additional Yardi trainer for each 12 Client trainees in excess of 12. Client agrees that Client must pay for any implementation/training services cancelled less than 5 business days prior to their scheduled date.

d. **Data Conversion.** Yardi will bill Client for electronic data conversion services, if initially ordered, at the rate stated in

Schedule A (Fee Schedule). Absent an agreement to the contrary, Client shall otherwise be solely responsible for data conversion, data preparation, data entry and data verification, and any post-conversion clean-up. Additional Yardi data conversion services [i.e., in addition to any initial data conversion services set forth in Schedule A (Fee Schedule)] are subject to the parties' mutual agreement on: (i) the schedule for performance of the additional services; and (ii) Yardi's Fees for the additional services.

e. **Testing.** Client shall have 90 days commencing upon the Effective Date (the "**Testing Period**") to test the Licensed Programs, Yardi Cloud and Yardi Cloud Services. At any time during the Testing Period, Client may elect to cease Use of the Licensed Programs, Yardi Cloud and Yardi Cloud Services and cancel this Agreement, in which event Yardi will refund to Client all amounts paid by Client to Yardi pursuant to this Agreement less reasonable amounts [determined by reference to the Fees/rates indicated in Schedule A (Fee Schedule)] for initial set-up, implementation, training and support of the Licensed Programs, Yardi Cloud and Yardi Cloud Services provided prior to Client's notice of cancellation pursuant to this section 5(e) (Testing).

6. Users and Passwords.

a. **Designated Users.** Client agrees that its exercise of the license granted by this Agreement shall only be through its Designated Users. Client's license to access and Use the Yardi Cloud and Licensed Programs is limited as provided in Schedule A (Fee Schedule). Each Designated User must have a unique Password.

b. **Password Assignment.** Client's application support POC(s) will be Designated Users, will designate the other Designated Users, and will provide each other Designated User with a Password. Each Password shall be personal and unique to the applicable Designated User, and may not be used by anyone other than such Designated User. Each Password may only be used from 1 computer at any given time. Client shall be responsible for maintaining Designated User Password security.

c. **Client Obligations with Respect to Designated Users.** Client shall inform each Designated User of this Agreement's terms and restrictions and shall enforce such restrictions. Client agrees to notify Yardi if Client becomes aware of any failure of a Designated User to adhere to the license terms and restrictions in this Agreement.

7. Application Support & Upgrades.

a. **Application Support Service.** Yardi will provide application support and upgrades for the Licensed Programs as set forth in this section 7 (Application Support & Upgrades).

b. **Client Contacts.** Client agrees to appoint application support POC(s). Client may change the application support POC(s) upon advance written notice to Yardi. Yardi shall have no obligation to contact, or communicate with, anyone regarding application support and maintenance issues except Client's application support POC(s). Client acknowledges that it is Client's responsibility to keep Client's application support POC(s) current, and to notify Yardi of any changes.

c. **Yardi Contacts.** During initial implementation, Yardi shall appoint an account manager to Client's account. After initial implementation, Yardi will either assign Client to an account manager or an application support team. Yardi may change the identity of individual account managers from time to time upon notice to Client. Client's application support records relating to Client will be available to Yardi's entire application support team at all times.

d. **Application Support Services.** Yardi shall provide application support for the Licensed Programs through its account

managers and technical staff to Client's application support POC(s). Application support does not include on-site installation, implementation, training, or testing of the Licensed Programs, nor does it include data conversion. Those services, if initially ordered, are specified in Schedule A (Fee Schedule). Yardi's application support service team will use commercially reasonable efforts to address and solve Client's issues but cannot guarantee satisfaction in every case.

e. **Total Hours Included.** Client's annual application support allotment is specified in Schedule B.

f. **Application Support Hours.** Yardi's application support hours are from 6:00 am to 5:00 pm (Pacific Time) Monday through Friday (excluding holidays).

g. Priority.

(i) Yardi shall have the right to prioritize application support requests according to the application support issue's impact on Client. Yardi will prioritize application support requests in the following order:

Priority 1: Business halted (total inability to perform normal operation)

- Client will submit support requests by telephone to Yardi's application support number.
- Response as rapid as reasonably feasible – generally within 2 business hours.

Priority 2: Business impacted (severe restriction of Client's Use of the Licensed Programs – a potentially critical problem)

- Client will submit support requests by telephone to Yardi's application support number.
- Prompt response subject only to delays for priority 1 issues, generally within 4 business hours.

Priority 3: Non-critical service requests (any issue that is not a Priority 1 or Priority 2 issue)

- Client will submit support request by telecommunications to Yardi application support.
- Response subject to delays for priority 1 and 2 issues, generally within 1 business day.

(ii) Yardi will work on Priority 1 and 2 issues with continuous focus, and with Client's cooperation, through resolution.

h. **Standard Term.** Application support services are subject to this Agreement's terms and timely payment of all Undisputed Fees. Subject to the section 3(c) (Termination for Cause) notice and cure provisions, Yardi shall submit any disputes relating to non-payment pursuant to the Contract Disputes Act and will continue performing its obligations under this Agreement pending final resolution of any such dispute.

i. **Obsolescence.** Yardi reserves the right to cease providing application support services for the Licensed Programs on the later of: (i) 3 years from the date on which Yardi ceases to license the Licensed Programs; or (ii) 5 years from the Effective Date. Yardi agrees to notify Client if and when Yardi will cease application support services in accord with this section 7(i) (Obsolescence).

8. Client Data.

a. **Client Data Storage.** Subject to Force Majeure Events, Yardi agrees to store Client Data on a virtual database server in the Yardi Cloud.

b. **Limited Liability for Unauthorized Client Data Access.** Yardi agrees to use: (i) firewalls and other technology generally used in the trade to prevent unauthorized 3rd party access to its

computer systems storing Client Data; and (ii) encryption technology generally used in the trade to prevent unauthorized 3rd party access to Client Data transmissions. Notwithstanding the foregoing, Yardi shall not be liable to Client in the event that: (A) its use of firewalls and other technology generally used in the trade fails to prevent unauthorized third party access to Client Data; or (B) its use of encryption technology generally used in the trade fails to prevent unauthorized third party access to Client Data transmissions. Nothing in this section 8(b) (Limited Liability for Unauthorized Client Data Access) shall constitute a representation or warranty by Yardi that Client Data storage or transmission will be inaccessible to unauthorized third parties.

9. Confidentiality.

a. **Confidential Information Definition.** "Confidential Information" means all technical and non-technical information including: (i) Client Data; (ii) patent, copyright, trade secret, and other proprietary information; (iii) inventions, know-how, processes, or algorithms; (iv) software programs, software source documents, object code, source code, database dictionaries, network diagrams, UML diagrams, Licensed Programs, Licensed Programs Documentation, Licensed Programs schema, Licensed Programs functions, Licensed Programs user interface screens, SSIS, data warehouse schema, cube specifications and configuration, the reports generated by the Licensed Programs, Yardi Cloud specifications and configuration, Yardi Cloud hardware specifications and configuration, and Yardi Cloud Services; (v) development, design details and specifications; (vi) a party's financial information; (vii) customer lists, business forecasts, sales and marketing plans and information; (viii) [reserved]; (ix) SSAE18 audit reports and PCI DSS attestations of compliance and any information related to SSAE18 audit reports and/or PCI DSS attestations of compliance; (x) this Agreement's terms; and (xi) any other information disclosed by a party, or to which a party is exposed because of this Agreement, that the disclosing party identifies as confidential at the time of disclosure or which – by its nature - reasonably should be regarded as confidential.

b. **Nondisclosure and Nonuse Obligations.** Each party (the "Receiving Party") agrees that it will not disseminate, distribute, expose, or in any way disclose any Confidential Information of the other party (the "Disclosing Party") to any third party. The Receiving Party may use the Disclosing Party's Confidential Information to the extent necessary to perform its obligations under this Agreement. The Receiving Party's employees and Contractors may use Confidential Information only for the specific business purpose for which it was made available and not for any other purpose. The Receiving Party's employees and Contractors may not use Confidential Information in any way that may compete with Disclosing Party. The Receiving Party may not disclose Confidential Information to its employees and Contractors for the purpose of enabling any such employees or Contractors to service, maintain, or modify the Licensed Programs. The Receiving Party agrees that it will treat all Confidential Information with the same degree of care as the Receiving Party accords its own Confidential Information, but in no event less than reasonable care. The Receiving Party agrees that it shall disclose Confidential Information only to those of its employees and Contractors who need to know such information, and the Receiving Party certifies that such employees and Contractors have previously agreed, either as a condition to employment or in order to obtain the Confidential Information, to be bound by terms and conditions applicable to the Receiving Party under this Agreement. The Receiving Party shall immediately give notice to the Disclosing Party of any unauthorized use or disclosure of the Disclosing Party's Confidential Information. The Receiving Party agrees to assist the Disclosing Party in remedying any such unauthorized use or disclosure of Disclosing Party's Confidential Information.

c. Exclusions from Nondisclosure and Nonuse Obligations.

The Receiving Party's obligations per section 9(b) (Nondisclosure and Nonuse Obligations) shall not apply to Confidential Information that the Receiving Party can document: (i) was (through no fault of the Receiving Party) in the public domain at or subsequent to the time the Disclosing Party disclosed the information to the Receiving Party; (ii) was rightfully in the Receiving Party's possession free of any confidentiality obligation at or subsequent to the time the Disclosing Party disclosed it to the Receiving Party; or (iii) was developed by the Receiving Party's employees or agents independent of, and without reference to, any information communicated to the Receiving Party by the Disclosing Party. A Confidential Information disclosure by the Receiving Party either: (A) in response to an enforceable order by a court or other governmental body; (B) as otherwise required by law; or (C) necessary to establish the rights of either party under this Agreement, shall not be a breach of this Agreement by the Receiving Party or a waiver of confidentiality for other purposes; provided, however, the Receiving Party shall provide prompt prior written notice of any such Confidential Information disclosure to the Disclosing Party (to the extent allowed by applicable law) to enable the Disclosing Party to seek a protective order or otherwise prevent such disclosure. Yardi recognizes that government agencies are subject to certain public disclosure requirements as imposed by applicable law (including the Freedom of Information Act, 5 U.S.C. 552), which requires that certain information be released, despite such information being characterized as Confidential Information pursuant to this Agreement. To the extent reasonably practicable and permitted by law, Client will notify Yardi of any Yardi Confidential Information that is the subject of, or related to, a pending public records act request so that Yardi may take such steps it deems necessary to protect its Confidential Information from disclosure.

d. **Ownership and Return of Confidential Information.** The Disclosing Party's Confidential Information is and shall remain the Disclosing Party's property, and this Agreement does not grant or imply any license or other rights to the Disclosing Party's Confidential Information except as expressly set forth in this Agreement. Within 5 business days after the Disclosing Party's request, the Receiving Party will promptly either (at the Disclosing Party's election) destroy or deliver to the Disclosing Party all Confidential Information furnished to the Receiving Party, and the Receiving Party agrees to provide a written officer's certification of the Receiving Party's compliance with the foregoing obligation.

e. **Third Party Information Disclosure.** The Disclosing Party shall not communicate any information to the Receiving Party in violation of the proprietary rights of any third party.

10. Warranties.

a. **Limited Software Warranty.** Yardi warrants that the Licensed Programs will perform substantially as specified in the Licensed Programs Documentation. Yardi does not warrant that the Licensed Programs will meet Client's requirements and expectations.

b. **Remedy for Limited Software Warranty Breach.** If Yardi breaches the warranty set forth in section 10(a) (Limited Software Warranty), Yardi agrees to use commercially reasonable efforts to modify the Licensed Programs so that the Licensed Programs conform to that warranty. If such modification is not commercially reasonable, then Yardi will notify Client and Client may terminate this Agreement. In the event Client terminates this Agreement per this section 10(b) (Remedy for Limited Software Warranty Breach), Yardi will refund to Client, on a pro-rata basis, the annual Fees paid by Client to Yardi within the year prior to the effective date of Client's termination. THE FOREGOING REMEDY IS CLIENT'S SOLE REMEDY IN THE EVENT OF A BREACH OF THE WARRANTY SET FORTH IN SECTION 10(a) (Limited Software Warranty).

c. **Warranty Disclaimer.** EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND TO THE FULLEST EXTENT ALLOWED UNDER APPLICABLE LAW, YARDI DISCLAIMS ALL EXPRESS, IMPLIED AND STATUTORY WARRANTIES WITH REGARD TO THE LICENSED PROGRAMS INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

d. **Internet Performance Disclaimer.** Yardi does not and cannot control the flow of data via the internet. Such flow depends in large part on the performance of internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt the internet. Yardi will use commercially reasonable efforts to remedy and avoid such events, but cannot guarantee that such events will not occur. Accordingly, Yardi disclaims any liability resulting from or relating to such events.

11. Damage Limitations.

a. **Damage Waiver.** REGARDLESS OF ANY OTHER PROVISION IN THIS AGREEMENT, AND TO THE FULLEST EXTENT ALLOWED BY APPLICABLE LAW, YARDI DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE AND CONSEQUENTIAL DAMAGES, ATTORNEYS' AND EXPERTS' FEES, AND COURT COSTS (EVEN IF YARDI HAS BEEN ADVISED OF THE POSSIBILITY OF THESE DAMAGES), ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT. THE FOREGOING DAMAGE WAIVER SHALL NOT APPLY TO (1) PERSONAL INJURY OR DEATH RESULTING FROM YARDI'S GROSS NEGLIGENCE; (2) FOR FRAUD; OR (3) FOR ANY OTHER MATTER FOR WHICH LIABILITY CANNOT BE EXCLUDED BY LAW.

b. **Liability Limit.** IN ADDITION TO THE LIMITATIONS OTHERWISE SET FORTH IN THIS AGREEMENT, AND TO THE FULLEST EXTENT ALLOWED BY APPLICABLE LAW, CLIENT AGREES THAT IN THE EVENT OF ANY CLAIM OR CAUSE OF ACTION BY CLIENT ARISING OUT OF OR CONNECTED WITH THIS AGREEMENT, YARDI'S MAXIMUM LIABILITY TO CLIENT, REGARDLESS OF THE AMOUNT OF LOSS CLIENT MAY HAVE SUFFERED, SHALL NOT EXCEED THE FEES PAID BY CLIENT TO YARDI PURSUANT TO THIS AGREEMENT WITHIN THE YEAR PRIOR TO THE EVENT GIVING RISE TO THE LIABILITY. THE FOREGOING LIABILITY LIMIT SET FORTH IN THIS SECTION 11(B) (LIABILITY LIMIT) SHALL NOT APPLY TO (1) PERSONAL INJURY OR DEATH RESULTING FROM YARDI'S GROSS NEGLIGENCE; (2) DAMAGES CAUSED BY YARDI'S ACTS OF FRAUD; OR (3) ANY OTHER MATTER FOR WHICH LIABILITY CANNOT BE EXCLUDED BY LAW.

12. Ownership.

a. **Yardi's Ownership.** Client agrees that, as between Yardi and Client, Yardi is and shall remain the sole and exclusive owner of all right, title and interest in and to the Licensed Programs, Deliverables, Yardi Cloud, Yardi Cloud Services, and Licensed Programs Documentation, and to all intellectual property rights in the foregoing. The only rights Client obtains in the Licensed Programs, Deliverables, Yardi Cloud, Yardi Cloud Services, and Licensed Programs Documentation are the licenses expressly granted to Client in this Agreement.

b. **Client's Ownership.** Yardi agrees that, as between Yardi and Client, Client is and shall remain the sole and exclusive owner of all right, title and interest in and to Client Data.

13. Indemnification.

a. **Indemnity.** Yardi agrees to defend, indemnify and hold

Client harmless from and against any third party claims, actions or demands alleging that Client's Use of the Yardi Cloud, Yardi Cloud Services, Licensed Programs, Licensed Programs Documentation, and Deliverables in accordance with this Agreement's terms infringes on a third party's proprietary information, trademark, copyright, patent rights or intellectual property rights, or misappropriates a third party's trade secrets.

b. **Indemnity Conditions.** Yardi's defense and indemnification obligation per section 13(a) (Indemnity) is conditioned upon the following: (i) Client providing Yardi with prompt written notice of any claim for which indemnification is sought; (ii) Yardi having control of the defense and settlement of such claim, provided, however, that Client shall have the right to have any suit or proceeding monitored by counsel of Client's choice and at its expense; and (iii) Client's reasonable cooperation with Yardi in the defense and settlement of the claim.

c. **Injunction.** If the Licensed Programs become the subject of a patent, trademark, copyright, or trade secret misappropriation or infringement claim, and such claim results – or is reasonably likely to result – in an injunction against Client's continued Use of the Licensed Programs, Yardi will: (i) replace or modify the Licensed Programs to avoid the misappropriation/infringement claim; (ii) secure Client's right to continue Use of the Licensed Programs; or (iii) if neither (i) or (ii) is commercially practicable, either party may terminate this Agreement upon written notice to the other party. Nothing contained herein shall be construed in derogation of the U.S. Department of Justice's right to defend any claim or suit brought against the U.S. pursuant to its jurisdictional statute 28 U.S.C. § 516.

14. Programming Services.

a. **Programming Services.** Yardi provides programming services including, without limitation, database customizations, user interface customizations, database reports, database scripts and other programming services (collectively, "**Programming Services**").

b. **Programming Services Terms.** The Fees for Programming Services, if initially ordered, are set forth in Schedule A (Fee Schedule) in accordance with the GSA Schedule Pricelist, if applicable. Client will otherwise initiate Programming Service requests by providing written notice of the desired services to Yardi, and Yardi will advise Client of Yardi's availability and schedule for performing the Programming Services. Programming Services are subject to Client's written acceptance of: (i) Yardi's schedule for meeting Client's Programming Service request; and (ii) Yardi's Fees for such Programming Services.

c. **Deliverables License.** Subject to Client's full payment of all Undisputed Fees related to Programming Services, Yardi grants to Client a non-exclusive, non-transferable (except as expressly provided in this Agreement), limited license for Designated Users to Use the Deliverables in connection with their Use of the Licensed Programs, Yardi Cloud and Yardi Cloud Services.

15. Assignment.

a. **Assignment Limitation.** Except for the exceptions specified in section 15(b) (the "**Permitted Exceptions**"), Client shall not (either directly or indirectly) assign, sell, convey, pledge, or otherwise transfer this Agreement without first obtaining Yardi's express written consent, which Yardi shall not unreasonably withhold. Except for the Permitted Exceptions, any attempted assignment made without Yardi's prior express written consent is void. The Anti-Assignment Act, 41 USC 6305, prohibits the assignment of Government contracts without the Government's prior approval. Procedures for securing such approval are set forth in FAR 42.1204.

b. **Permitted Exceptions.** Subject to the conditions precedent set forth in this section 15(b) (Permitted Exceptions), Client may assign this Agreement without Yardi's prior consent and upon notice: (i) to a wholly owned subsidiary; or (ii) in connection with any merger, acquisition, or reorganization involving Client. Any assignment is subject to the following conditions: (A) Client, or Client's successor, continuing in the same type of business that Client was conducting at the time of this Agreement's execution; and (B) Client or Client's successor providing to Yardi a written ratification and assumption of this Agreement (in a form reasonably satisfactory to Yardi) concurrent with the assignment.

16. **Outsourcing.**

a. **Server Location.** Yardi reserves the right to locate the virtual servers and other equipment needed to provide the Yardi Cloud either at its facilities or at the facilities of independent service providers. Yardi may change the location of the virtual servers and other equipment needed to provide the Yardi Cloud at any time during this Agreement's Term; provided that any such change of location shall not affect Yardi's obligations under this Agreement and shall not interrupt Client's access to the Yardi Cloud, Client Data, and Licensed Programs.

17. **Dispute Resolution.** Reserved.

18. **General Provisions.**

a. **Independent Contractor Status.** The parties agree that they are independent contractors and nothing in this Agreement is intended to make the parties partners, agents, joint venturers, or any other form of joint enterprise, or to make the employees, agents, or representatives of one of the parties into employees, agents, or representatives of the other party. No party to this Agreement shall have any express or implied right or authority to assume or create any obligations on behalf of the other party or to bind the other party to any contract, agreement, or undertaking with any third party.

b. **Governing Law.** This Agreement shall be governed and determined by the Federal laws of the United States.

c. **Venue.** Jurisdiction and venue shall be determined by applicable Federal statute.

d. **Reserved.**

e. **Binding Effect.** This Agreement is binding on and inures to the benefit of the parties and their permitted assigns, successors, and legal representatives.

f. **Notices.**

(i) The parties shall deliver any notice required by this Agreement by personal delivery, certified U.S. Mail return receipt requested, or established, reputable expedited delivery carrier providing proof of delivery service, and will be deemed given upon confirmed delivery to the party to whom it is intended at its record address. The record addresses of the parties are set forth below.

(ii) If to Client:

Attn: Executive Director
YOLO COUNTY HOUSING AUTHORITY
147 W Main St
Woodland, CA 95695

(iii) If to Yardi:

Attn: Legal Department
YARDI SYSTEMS, INC.
430 S. Fairview Ave.
Goleta, CA 93117

(iv) Either party may change its record address by giving

written notice of such change to the other party.

g. **Waiver.** The waiver of a party's breach of this Agreement shall not operate or be construed as a waiver of any other or subsequent breach.

h. **Severability.** If a court or other body of competent jurisdiction determines that any part of this Agreement is unenforceable, the remainder of this Agreement shall nevertheless remain enforceable.

i. **Headings.** This Agreement's section headings and captions are inserted for convenience only and are not intended to form a material part of this Agreement.

j. **Data Use.** Yardi may aggregate, compile, and use Client Data in order to improve, develop or enhance the Licensed Programs and/or other services offered, or to be offered, by Yardi; provided that no Client Data is identifiable as originating from, or can be traced back to, Client or a Client customer, tenant or resident in such aggregated form.

k. **Entire Agreement.** This Agreement, together with the underlying GSA Schedule Contract, Schedule Pricelist, Purchase Order(s), constitutes the final, complete, and exclusive statement of the agreement between the parties pertaining to this Agreement's subject matter and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those inducements, representations and warranties expressly set forth in this Agreement.

l. **Non-Solicit/Non-Hire.** The parties agree not to solicit (other than a general solicitation to the public) the employment of, engage as an independent contractor, or hire, any employee of the other party while such person is an employee of the other party and until such person has not been an employee of the other party for 6 months provided that solicitations and subsequent hirings initiated through general newspaper or website advertisements and other general circulation materials not directly targeted at such individuals shall not be deemed solicitations in violation of this sentence.

m. **Modification.** The parties may only modify or amend this Agreement by a writing signed by both parties; provided, however, that Client may increase Client's licensed Designated User, property, unit, etc. count (as applicable) by delivering to Yardi a signed copy of Yardi's standard, approved form for such changes.

n. **Force Majeure.** Excusable delays shall be governed by FAR 52.212-4(f).

o. **Right to Audit and Compliance.** In accordance with Yardi's obligations to credit bureaus, credit reporting agencies, and including Yardi's obligation to help prevent and detect potentially fraudulent and/or suspicious activity, Client acknowledges and agrees that Yardi may conduct random as well as regular monitoring of users' access to and use of the Yardi Cloud and Licensed Programs as they relate to this Agreement in order to validate that users are accessing and using the Yardi Cloud and Licensed Programs for legitimate purposes and in accord with this Agreement. Additionally, pursuant to any obligations Yardi has, or may have, under any laws or regulations concerning the prevention of identity theft, financial fraud, money laundering, terrorist financing, etc., Client agrees to comply with any standard Yardi "know-your-client" requirements, processes, and/or procedures.

p. **Signature; Counterparts.** This Agreement is not binding on the parties until both parties have signed it and have received

a copy signed by the other party. However, both signatures need not appear on the same copy of this Agreement, so long as both signed copies have identical contents. The parties may transmit signatures on this Agreement by electronic transmission, which shall be binding upon the parties. Counterparts with original signatures shall be provided to the other party within 5 days of electronic transmission; however, the failure to provide the original counterpart shall have no effect on this Agreement's enforceability or binding nature. If executed in counterparts, this Agreement will be as effective as if simultaneously executed.

YOLO COUNTY HOUSING AUTHORITY ("Client")

By: _____
Date: _____
Print Name: _____
Title: _____

YARDI SYSTEMS, INC. ("Yardi")

By: _____
Date: _____
Print Name: _____
Title: _____

Rev. 010319

SCHEDULE A

Fee Schedule

Yardi Pin #: 100106624

Yardi Order #: 311832

Annual Fees						
Description	Unit of Measure (UOM)	Count	\$/UOM	\$/UOM Concession	Net \$/UOM	Annual Fee
GSA: Voyager Property Management, PHA	Unit	2,687	\$16.72	\$0.00	\$16.72	\$44,926.64
GSA: Affordable	Unit	54	\$3.67	\$0.00	\$3.67	\$198.18
Legal	Unit	2,687	\$5.00	(\$5.00)	\$0.00	\$0.00
GSA: PHA Budgeting & Forecasting	Unit	2,687	\$3.67	\$0.00	\$3.67	\$9,861.29
GSA: PHA Handheld/Mobile Inspections	Unit	2,687	\$1.67	\$0.00	\$1.67	\$4,487.29
RENTCafé PHA Portal Package	Unit	2,000	\$24.00	(\$3.00)	\$21.00	\$42,000.00
RENTCafé PHA Portal Package	Unit	687	\$24.00	(\$24.00)	\$0.00	\$0.00
Total						\$101,473.40

Monthly Fees				
Description	UOM	Count	\$/UOM	Monthly Fee
Payment Processing v2	transaction	TBD	per PPv2 Fees	TBD
Total				TBD

One-Time Fees						
Description	UOM	Count	\$/UOM	\$/UOM Concession	Net \$/UOM	One-Time Fee
GSA: Implementation/Training	hour	208	\$189.41	\$0.00	\$189.41	\$39,397.28
GSA: Phone Support	hour	250	\$113.64	\$0.00	\$113.64	\$28,410.00
Conversion Services: PHA Conversion	each	1	\$10,000.00	(\$1,400.00)	\$8,600.00	\$8,600.00
Total						\$76,407.28

Total Fees Due						
Annual Fee						\$101,473.40
Monthly Fee					TBD	billed monthly
One-Time Fee						\$76,407.28
Sub-Total						\$177,880.68
Sales Tax						as applicable
Total Due						\$177,880.68

Additional Terms	
1.	PAYMENT TERMS (excluding applicable taxes): \$76,407.28 due 30 days from the Effective Date; \$101,473.40 due on or before June 30, 2022.
2.	Client may request future paperwork to increase/decrease the licensed Unit count by a minimum of 25 Units. Client may access Yardi Client Central to increase/decrease the licensed Unit count online without a minimum.
3.	Property worksheet to be provided at a later date.
4.	Additional terms are set forth in the following schedules to this Agreement: B – Yardi SaaS Select Subscription Services and Governance Schedule C – Additional Terms D – Data Processing
5.	Client's Fees not otherwise designated as GSA in this Schedule A (Fee Schedule) are subject to increase on each Anniversary Date; such increases shall not exceed the percentage increase outlined by the U.S. Department of Labor (per the Bureau of Labor Statistics' Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W): U.S. City Average table) for the preceding year.

SCHEDULE B

Yardi SaaS Select Subscription Services and Governance Schedule

Data and File Management

Yardi will provide Voyager Licensed Program data and file management services per the following guidelines.

1. Voyager Licensed Program production database backup files will be maintained for 14 days on a server accessible by Client via secure transfer server from which Client may retrieve the Voyager Licensed Program database backups at any time; and.
2. Voyager Licensed Program production data will be replicated in near-real-time both locally within the Voyager Licensed Program production data center, as well as to a separate, Voyager Licensed Program off-site disaster recovery location.

Licensed Programs Support and Governance of Use

Yardi will provide consulting and technical support for the Voyager Licensed Program per the following guidelines.

1. Implementation, consulting and support of the Voyager Licensed Program and the Voyager Licensed Program deployed components, where applicable.

Annual Fees Include

Client's annual Fees include access to the Yardi Cloud, Voyager Licensed Program, Voyager Licensed Program updates/upgrades, and 2 application support hours per \$1,000.00 of Client's annual Fees. Clients installing the Voyager Licensed Program for the first time shall receive 150 additional application support hours for the first year only (i.e., until Client's first Anniversary Date) at no additional charge. Yardi will debit all application support services (in ¼-hour increments with a ¼-hour minimum) against Client's above-noted Voyager Licensed Program application support allotment except when related to a Software Error. "**Software Error**" means a reproducible failure of the Voyager Licensed Program to materially perform as specified in the Voyager Licensed Program Documentation. Client acknowledges that data preparation and post conversion data clean-up is inherent in any data conversion, and such additional efforts associated with a Client data conversion – if performed by Yardi – will be debited against Client's application support service allotment. Notwithstanding the multi-year Term set forth in the Agreement, Client's annual Fees and included annual application support allotment apply for annual periods ending on each Anniversary Date, and shall not include unused application support time from prior annual periods. If Client needs additional application support hours at any time, Client may purchase additional hours at Yardi's then-current prevailing application support rate at the time Client needs the hours.

SCHEDULE C

Additional Terms

Product Terms:

1. **Payment Processing v2:** Client has read, understood, and agrees to be bound by the additional payment processing terms and conditions set forth at https://clientcentral.yardi.com/core_custompage/Payment-Processing-PP2-PayFac and incorporated into this Agreement by this reference, as they may be amended from time to time (the "**Payment Processing Terms**"). Client agrees that such Payment Processing Terms shall govern Client's use of Yardi's Payment Services, CHECKscan, and Walk-In Rent Collection/Rent Payment Services. Client's specific pricing, below, shall take precedence over that pricing outlined in the Payment Processing Terms, so long as this section remains in effect. Client shall implement Payment Processing v2 for **2,687** Units.
 - a. **Definitions.**
 - (1) "**ACH**" means a nationwide funds transfer network that enables participating financial institutions to electronically credit, debit and settle entries to bank accounts.
 - (2) "**Chargeback**" means a Transaction that is disputed at the request of either the User or by the User's card issuer. A Chargeback will cause the amount of the original sale and a Chargeback fee to be deducted from the Client's bank account.
 - (3) "**Check 21**" means the Check Clearing for the 21st Century (Check 21) Act and all regulations pertaining to the Check 21 Act.
 - (4) "**CHECKscan**" means the process by which paper checks are scanned and converted into an electronic form for payment and automatically recorded within the software.
 - (5) "**Check Bill-Pay Payments**" means a payment made by the Check 21 payment services provided by Yardi and (if applicable) JHA MC pursuant to these Payment Processing Terms.
 - (6) "**Payment Services**" means Yardi's online payment and payment processing services with respect to Bill-Pay Payments and User charges made using Payment Network-branded payment methods and ACH methods.
 - (7) "**Retrieval Fee**" means a request made by a User for a sales draft or supporting documentation in order to substantiate a Transaction.
 - (8) "**Third Party Payment Services (TPPS)**" means any non-Yardi online payment services designated by Yardi as supported by Yardi with respect to Bill-Pay Payments and User charges made using Payment Network branded payment methods and ACH methods.
 - (9) "**Transaction**" means a debit or a credit submitted for processing by a User, including but not limited to prospective tenant application fees, tenant rent payments, other document fees, applicable service fees, and re-submission of rejected items, but not including a Bill-Pay Payment.
 - (10) "**Users**" means tenants and prospective tenants managed by Client, who make a Transaction as defined above. With respect to CONDOCafé Certificates only, Users shall mean tenants and prospective tenants managed by Client, and other third parties including but not limited to real estate brokers and attorneys who make a Transaction as defined above.
 - (11) "**Yardi Bill-Pay Payment**" and "**Bill-Pay Payment**" means the ACH or physical check payment made through Payment Processing v2.
 - b. **Fees.** In the event Client upgrades from Payment Processing Transactions to Payment Processing v2, Yardi shall continue to charge Client for Transactions at the rate previously negotiated for Payment Processing Transactions for a period of 3 months from the effective date of the document in which Payment Processing v2 was initially licensed to allow Client to implement the upgrade. In the event Client implements the upgrade in less than 3 months, Transactions shall begin to be billed at the Payment Processing v2 rates outlined below once the upgrade goes live.
 - (1) **Client-Paid Transactions:** Client acknowledges and agrees to pay the following Fees for each of the following Transactions or Bill-Pay Payment type (which apply per Transaction or Bill-Pay Payment):
Payment Processing (for accounts receivable):
 - a) **CHECKscan: \$0.50**
 - b) **ACH: \$0.95**
 - c) **Signature Debit Cards:** see online terms provided in the hyperlink above
 - d) **Credit Cards:** see online terms provided in the hyperlink above
 - e) **Monthly transaction minimum:** If Client fails to meet the monthly transaction minimum outlined in Schedule A (Fee Schedule), if applicable, Yardi shall charge Client for the remaining Transactions (i.e., the Transactions required to satisfy the aforementioned monthly minimum) at the CHECKscan rate outlined above. Client will be invoiced for actual Transactions processed for 9 months commencing on the effective date of the document in which Payment Processing v2 was initially licensed. Thereafter, Client will be invoiced the monthly minimum or actual usage, whichever is greater.
Yardi Bill-Pay (for accounts payable):
 - a) **ACH and Check Writing via Check Bill-Pay Payments: \$1.00**
TPPS (for accounts receivable):
 - a) **TPPS Change of Service: \$950.00** per addition/change to a third party payment processor
 - b) **TPPS CHECKscan:** see Payment Processing (for accounts receivables) above
 - c) **TPPS ACH:** see Payment Processing (for accounts receivables) above
TPPS (for accounts payable):
 - a) **TPPS Change of Service: \$950.00** per addition/change to a third party payment processor
 - b) **TPPS ACH and Check Writing via Check Bill-Pay Payments:** see Yardi Bill-Pay (for accounts payable) above
 - (2) **Tenant-Paid Transactions.** (i) Client desires that Yardi assess each User directly any Fees applicable to each User-initiated Transaction. (ii) Notwithstanding any other term to the contrary, for all Transactions that are designated by Client as the responsibility of User, any fees or charges imposed by a processing institution, corre-

spondent bank, merchant bank or other institution other than the original Transaction Fee (such as Charge-backs and Retrieval Fees) shall at all times be the sole responsibility of Client and not User, which Client acknowledges and agrees to pay.

- (3) The Fees set forth above may be amended by Yardi in its reasonable sole discretion. Yardi will, upon Client's written request, provide Client with the then-current schedule of Fees.

2. **RentCafe PHA Portal Package** includes the following:

- a. RentCafe PHA Online Applications, RentCafe PHA Applicant and Resident Portals, RentCafe PHA Online Certifications, RentCafe PHA Landlord Portal, and the RentCafe Affordable Portal Package.
- b. Leading practice Workflows and Forms (which are not subject to customizations). Any changes to the Workflows require further scoping between Yardi and Client and a Custom Programming Request.

Allotted DUs included:

1. Agreement includes unlimited residential DUs

Implementation/Training Details:

1. Implementation/Training- In the event Client is purchasing Voyager for the first time, Yardi has advised Client that a minimum of 72 hours of implementation/training or use of a third party Contractor is necessary for a proper basic implementation. Any unused implementation/training may be applied toward future goods/services.

Conversion Details:

1. PHA Conversion: TenMast database(s) for MTCS data file, tenant, vendor, owner, and waitlist information

Concession Details:

1. Recurring concessions outlined in Schedule A (Fee Schedule) are contingent upon Client maintaining the initial licensing and associated Fee indicated for the corresponding product. If Client reduces licensing which decreases a product's Fee by more than 10%, the product's concession shall be reduced in correlation to the Fee reduction. For example, if Client reduces a product's Fee by 50%, the annual concession for that product shall be reduced by 50%.
2. For products licensed at multiple rates: In the event Client's portfolio is expanded, additional licenses shall be added to invoicing at the highest rate being charged for the applicable product. In the event Client's portfolio is reduced, the lowest rates being charged for the applicable product shall be the first rates removed from invoicing.

Other Terms:

1. Yardi licenses/services are sold separately unless otherwise stated.
2. Client acknowledges that additional licenses/services [i.e., in addition to those initially set forth in Schedule A (Fee Schedule)] require additional Fees at Client's then-current, cumulative, CPI-increased base rate (which base rate shall be annually CPI-increased upon invoicing approximately 60 days prior to each Anniversary Date) for the additional licenses/services at the time of Client's request. Subject to: (i) at least 5 business days' prior written notice from Client; (ii) Client's execution of an amendment to the Agreement; and (iii) payment of additional Fees, Yardi will increase Client's licensed maximum number of licenses.
3. Yardi reserves the right to audit Client's database at any time solely to confirm the scope of Client's use of the Licensed Programs relative to Client's contractual license.
4. In accord with Schedule A (Fee Schedule), Client may add additional licenses/services at any time, and any associated Annual Fee increases shall be prorated from the period the addition is made through the end of Client's then-current billing cycle. Client may also remove licenses/services upon the first day of each billing period (i.e., reduce Client's Annual Fee by such removals) through the execution of future addenda or online orders placed through Yardi Client Central.
5. Client acknowledges and agrees that ETL for 1 foreign database is included with the core system, and it is to be used solely for the purpose of onboarding property data into the Client's database and with any other Yardi product for which ETL is recommended for use by Yardi to enhance product function. The foreign database included is not to be used as an interfacing tool with external systems except when ETL services are purchased separately.
6. In exchange for an extended year 1 as outlined in this Agreement, Client agrees to consider licensing the Procure to Pay and Yardi Aspire modules in year 2 of the Agreement.

SCHEDULE D

DATA PROCESSING

Client has read, understood, and agrees to be bound by the additional terms and conditions in the latest version of the Data Processing Addendum (DPA) posted at <https://resources.yardi.com/legal/data-processing-addendum/> (which will be updated from time to time and is incorporated into this Agreement by this reference), and allows Client to use Yardi's privacy and data compliance tools.

Information

SUBJECT

Review and Approve Amendments with the County of Yolo for Transitional Housing Property Management Services

Attachments

Staff Report

Att. A. Third Amendment to Agr. No. 19-133 Staff Report

Att. B. Third Amendment Agreement

Att. C. Second Amendment to Agr. No. 19-79 Staff Report

Att. C. Second Amendment Agreement

Form Review

Form Started By: Julie Dachler
Final Approval Date: 03/18/2022

Started On: 03/18/2022 02:49 PM



Yolo County Housing Commission

Meeting Date: March 23, 2022
Brief Title: Transitional Housing Property Management Services
From: Sandra Sigrist, Interim Executive Director
Staff Contact: Sandra Sigrist, Interim Executive Director

Subject

Review and Approve Amendments with the County of Yolo for Transitional Housing Property Management Services

(No Financial Impact) (Sigrist)

Recommended Action

Review and Approve Amendments with the County of Yolo for Transitional Housing Property Management Services

Reason for Recommended Action/Background

Due to shifting needs of the County, payment for the service related to the Meadowlark Property will be shifting from Probation to the Health & Human Services Agency through the execution of these two amendments. YCH will continue to provide the same services as it has in the past. This action is simply to allow the County to properly reflect which department is responsible for service expenses and payments to YCH.

Attachments

Third Amendment to Agreement No. 19-133 between the County of Yolo and Yolo County Housing Authority

Second Amendment to Agreement No. 19-79 between the County of Yolo and Yolo County Housing Authority

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

Attachment A



County of Yolo

www.yolocounty.org

To: The Chair and Members of the Board of Supervisors

Consent-Health & Human Services # 22.

Adult & Aging

Board of Supervisors

Meeting Date: 03/22/2022

Brief Title: Third Amendment for Yolo County Housing Authority Property Management Services

From: Nolan Sullivan, Interim Director, Health and Human Services Agency

Staff Contact: Ian Evans, Adult and Aging Branch Director, Health and Human Services Agency, x8297

Subject

Approve third amendment to Agreement No. 19-133 with Yolo County Housing Authority to increase total funding in the amount of \$150,879.19. This action will increase funding for fiscal year 2021-22 by \$107,257.38, and add additional funding for fiscal year 2022-23 in the amount of \$43,621.81, for a new total contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025 for the provisions of property and physical asset management services . (No general fund impact) (Sullivan)

Recommended Action

Approve third amendment to Agreement No. 19-133 with Yolo County Housing Authority to increase total funding in the amount of \$150,879.19. This action will increase funding for fiscal year 2021-22 by \$107,257.38, and add additional funding for fiscal year 2022-23 in the amount of \$43,621.81, for a new total contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025 for the provisions of property and physical asset management services .

Strategic Plan Goal(s)



Thriving Residents



Safe Communities

Reason for Recommended Action/Background

In 2010 the County of Yolo and the Yolo County Housing Authority (YCHA) entered into a Memorandum of Understanding for the purpose of obtaining housing that could be used by the County to operate transitional housing programs for enrollees of County specialty mental health services programming. The funds that originally paid for the purchase and renovation of the two residences were Mental Health Services Act (MHSA) monies allocated to the County of Yolo. Said funds were provided to Yolo County Housing Authority (YHCA) pursuant to the Memorandums of Understanding dated June 21, 2010, which stated that YCHA shall purchase and renovate two single family residences, lease the properties to the County and provide property and physical asset management for the properties at; 1) 214 Trinity Street, Woodland, Ca 95695 (APN 064-195-08-1); and 2) 2439 Meadowlark Circle, West Sacramento, Ca 95691 (APN 045-772-07-1). Additionally, the Memorandum of Understanding specified that YCHA will maintain the physical and structural safety of the structures and yards, provide maintenance and repairs for the properties. YCHA shall respond within 24 hours to emergency maintenance or repair requests. YCHA shall respond within 72 hours to hazard maintenance or repair requests.

On or about June 25, 2019 the County and YCHA entered into Agreement No. 19-133, which replaced and superseded the 2010 Memorandum of Understanding.

Approval of this third amendment will add funding to cover the maintenance costs for the Trinity Property for FY2021-22; and the continued operation of transitional housing programs for enrollees in County specialty mental health service programs.

Performance measures are not associated with this Agreement.

Collaborations (including Board advisory groups and external partner agencies)

County Counsel has approved this Agreement as to form.

Competitive Bid Process/Vendor Performance

Per the Procurement Policy dated January 1, 2019, the services included in this agreement are exempt from the competitive selection process, as this agreement is with a local government entity.

The Department confirms Yolo County Housing Authority has performed satisfactorily on the current agreement.

Fiscal Information

Fiscal impact (see budgetary detail below)

Fiscal Impact of this Expenditure

Total cost of recommended action	\$107,257
Amount budgeted for expenditure	\$107,257
Additional expenditure authority needed	\$0
On-going commitment (annual cost)	\$43,622

Source of Funds for this Expenditure

MHSA	\$107,257
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Further explanation as needed

The action increases the contract maximum by \$150,879.19, by adding \$107,257.38 for fiscal year 2021-22 and \$43,621.81 for Fiscal Year 2022-23 for a new contract maximum of \$308,213.92 for the period of July 1, 2018 through June 30, 2025. No general funds are required by this action. These services will be funded by Mental Health Services Act (MHSA) revenues. The amount of \$107,257.38 is included in HHSA's adopted budget for FY 2021-22.

The following is the breakdown of funding for this agreement.

Fiscal Year 2017-18:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	HMT A & HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$5,300	\$6,400	\$11,700
Property Taxes, Assessments, & Fees	\$25	\$1,325	\$1,350
Property Insurance	\$225	\$275	\$500
Background Checks & Other Direct Costs	\$200	\$200	\$400
Maintenance	\$2,900	\$2,900	\$5,800

Sub-Total	\$13,150	\$15,600	\$28,750
Extraordinary Maintenance/Emergency Repairs	\$1,000	\$1,000	\$2,000
Capital Improvements	\$0	\$0	\$0
Flood Insurance	\$0	\$1,382.92	\$1,382.92
Total	\$14,150	\$17,982.92	\$32,132.92

Fiscal Year 2018-19:

Budget Items	HMT A (214 Trinity Street, Woodland, Ca. 95695	HMT B (2439 Meadowlark Circle, West Sacramento, Ca. 95691	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$8,026	\$6,499	\$14,525
Property Taxes, Assessments, & Fees	\$0	\$1,750	\$1,750
Property Insurance (Including Flood Ins.)	\$209	\$2,782	\$2,991
Background Checks & Other Direct Cost	\$50	\$150	\$200
Standard Maintenance	\$4,008	\$2,233	\$6,241
Sub-Total	\$16,793	\$17,914	\$34,707
Extraordinary Maintenance/Emergency Repairs)	\$6,500		\$6,500
Capital Improvements	\$0	\$0	\$0
Total			\$41,207

Fiscal Year 2019-20:

Budget Items	HMT A (214 Trinity Street, Woodland, Ca. 95695	HMT B (2439 Meadowlark Circle, West Sacramento, Ca. 95691	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$5,100	\$11,462	\$16,562
Utilities	\$3,800	\$7,500	\$11,300
Property Taxes, Assessments, & Fees	\$0	\$2,133	\$2,133
Property Insurance (Including Flood Ins.)	\$332	\$4,000	\$4,332
Background Checks & Other Direct Cost	\$865	\$650	\$1,515
Standard Maintenance	\$5,370	\$3,500	\$8,870
Sub-Total	\$15,467	\$29,245	\$44,712
Extraordinary Maintenance/Emergency Repairs)	\$3,500	\$1,500	\$5,000
Total	\$18,967	\$30,745	\$49,712

Fiscal Year 2020-21:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,100	\$4,780.80	\$9,880.80
Utilities	\$5,300	\$2,109.00	\$7,409.00
Property Taxes,	\$0	\$2,255.28	\$2,255.28
Assessments, & Fees			
Property Insurance (Including Flood Ins.)	\$332	\$3,481.00	\$3,813.00
Background Checks &	\$865	\$769.28	\$1,634.28
Other Direct Cost			
Standard Maintenance	\$5,000	\$790.45	\$5,790.45
Sub-Total	\$16,597	\$0	\$30,782.81
Extraordinary			
Maintenance/Emergency Repairs)	\$3,500	\$0	\$3,500
Total	\$20,097	\$14,185.81	\$34,282.81

Fiscal Year 2021-22:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,100	\$5,000	\$10,100
Utilities	\$5,559	\$2,800	\$8,359
Property Taxes,	\$0	\$1,300	\$1,300
Assessments, & Fees			
Property Insurance (Including Flood Ins.)	\$353	\$4,000	\$4,353
Background Checks &	\$150	\$1,000	\$1,150
Other Direct Cost			
Standard Maintenance	\$6,630	\$2,500	\$9,130
Sub-Total	\$17,792	\$16,600	\$34,392
Extraordinary			
Maintenance/Emergency Repairs)	\$3,500	\$5,000	\$8,500
Rehab/Repairs	\$	\$64,365.38	\$64,365.38
Total	\$21,292	\$85,965.38	\$107,257.38

Fiscal Year 2022-23:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,253.00	\$5,000.00	\$10,253.00
Utilities	\$5,781.36	\$2,800.00	\$8,581.36

Property Taxes,	\$0	\$1,300.00	\$1,300.00
Assessments, & Fees			
Property Insurance	\$375.95	\$4,000.00	\$4,375.95
(Including Flood Ins.)			
Background Checks &	\$150.00	\$1,000.00	\$1,150.00
Other Direct Cost			
Standard Maintenance	\$6,961.50	\$2,500.00	\$9,461.50
Sub-Total	\$18,521.81	\$16,600.00	\$35,121.81
Extraordinary			
Maintenance/Emergency	\$3,500.00	\$5,000.00	\$8,500.00
Repairs)			
Total	\$22,021.81	\$21,600.00	\$43,621.81

Attachments

Att. A. Third Amendment

Form Review

Inbox	Reviewed By	Date
Nolan Sullivan	Nolan Sullivan	03/15/2022 10:20 AM
Financial Services	Tom Haynes	03/15/2022 11:38 AM
County Counsel	Hope Welton	03/15/2022 12:04 PM
Madison York	Madison York	03/15/2022 02:47 PM
Elisa Sabatini	Elisa Sabatini	03/15/2022 09:40 PM
Form Started By: Kimberly Mayfield		Started On: 11/03/2021 12:43 PM
Final Approval Date: 03/15/2022		

THIRD AMENDMENT
(BOS Agreement No. ____ - ____)

This Third Amendment to Agreement No. 19-133 (“Third Amendment”) is made and entered into as of the last date signed below herein by and between the County of Yolo, a political subdivision of the State of California (“County”) and Yolo County Housing, a public body corporation and politic (“YCH”), jointly referred to as the “Parties” herein, and who agree as follows

WHEREAS, on or about June 25, 2019, the Parties entered into Agreement No. 19-133 (“Agreement”); and

WHEREAS, on or about June 23, 2020, the Parties amended the Agreement via the First Amendment; and

WHEREAS, on or about June 8, 2021, the Parties further amended the Agreement via the Second Amendment; and

WHEREAS, the Parties would now like to amend the Agreement to:

1. Revise **Paragraph B.2. of Exhibit B** to increase funding in the amount of \$150,879.19 by;
 - a. adding funding in the amount of \$107,257.38 for Fiscal Year (FY) 2021-22; and
 - b. adding funding in the amount of \$43,621.81 for FY 2022-23 for a new contract maximum of \$308,213.92.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

2. **Paragraph B.2 of Exhibit B** is hereby amended to read as follows:

2. Any other provision of this Agreement notwithstanding, the maximum payment obligation to YCH through **June 30, 2025** shall be no greater than **THREE HUNDRED EIGHT THOUSAND TWO HUNDRED THIRTEEN DOLLARS AND NINETY-TWO CENTS (\$308,213.92)** specified as follows.

Fiscal Year 2017-18:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	HMT A & HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$5,300	\$6,400	\$11,700
Property Taxes, Assessments, & Fees	\$25	\$1,325	\$1,350
Property Insurance	\$225	\$275	\$500
Background Checks & Other Direct Costs	\$200	\$200	\$400
Maintenance	\$2,900	\$2,900	\$5,800
Sub-Total	\$13,150	\$15,600	\$28,750
Extraordinary Maintenance/Emergency Repairs	\$1,000	\$1,000	\$2,000
Capital Improvements	\$0	\$0	\$0
Flood Insurance	\$0	\$1,382.92	\$1,382.92
Total	\$14,150	\$17,982.92	\$32,132.92

Fiscal Year 2018-19:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$4,500	\$4,500	\$9,000
Utilities	\$8,026	\$6,499	\$14,525
Property Taxes, Assessments, & Fees	\$0	\$1,750	\$1,750
Property Insurance (Including Flood Ins.)	\$209	\$2,782	\$2,991
Background Checks & Other Direct Cost	\$50	\$150	\$200
Standard Maintenance	\$4,008	\$2,233	\$6,241
Sub-Total	\$16,793	\$17,914	\$34,707
Extraordinary Maintenance/Emergency Repairs)	\$6,500		\$6,500
Capital Improvements	\$0	\$0	\$0
Total			\$41,207

Fiscal Year 2019-20:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	HMT A and HMT B Contract Total
Administrative (Includes Salaries)	\$5,100	\$11,462	\$16,562
Utilities	\$3,800	\$7,500	\$11,300
Property Taxes, Assessments, & Fees	\$0	\$2,133	\$2,133
Property Insurance (Including Flood Ins.)	\$332	\$4,000	\$4,332
Background Checks & Other Direct Cost	\$865	\$650	\$1,515
Standard Maintenance	\$5,370	\$3,500	\$8,870
Sub-Total	\$15,467	\$29,245	\$44,712
Extraordinary Maintenance/Emergency Repairs)	\$3,500	\$1,500	\$5,000
Total	\$18,967	\$30,745	\$49,712

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Fiscal Year 2020-21:

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,100	\$4,780.80	\$9,880.80
Utilities	\$5,300	\$2,109.00	\$7,409.00
Property Taxes, Assessments, & Fees	\$0	\$2,255.28	\$2,255.28
Property Insurance (Including Flood Ins.)	\$332	\$3,481.00	\$3,813.00
Background Checks & Other Direct Cost	\$865	\$769.28	\$1,634.28
Standard Maintenance	\$5,000	\$790.45	\$5,790.45
Sub-Total	\$16,597	\$0	\$30,782.81
Extraordinary Maintenance/Emergency Repairs)	\$3,500	\$0	\$3,500
Total	<u>\$20,097</u>	<u>\$14,185.81</u>	<u>\$34,282.81</u>

Fiscal Year 2021-22

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,100	\$5,000	\$10,100
Utilities	\$5,559	\$2,800	\$8,359
Property Taxes, Assessments, & Fees	\$0	\$1,300	\$1,300
Property Insurance (Including Flood Ins.)	\$353	\$4,000	\$4,353
Background Checks & Other Direct Cost	\$150	\$1,000	\$1,150
Standard Maintenance	\$6,630	\$2,500	\$9,130
Sub-Total	\$17,792	\$16,600	\$34,392
Extraordinary Maintenance/Emergency Repairs)	\$3,500	\$5,000	\$8,500
Rehab/Repairs	\$	\$64,365.38	\$64,365.38
Total	<u>\$21,292</u>	<u>\$85,965.38</u>	<u>\$107,257.38</u>

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Fiscal Year 2022-23

Budget Items	HMT A (214 Trinity Street, Woodland, CA 95695)	HMT B (2439 Meadowlark Circle, West Sacramento, CA 95691)	Total
Administrative (Includes Salaries)	\$5,253.00	\$5,000.00	\$10,253.00
Utilities	\$5,781.36	\$2,800.00	\$8,581.36
Property Taxes, Assessments, & Fees	\$0	\$1,300.00	\$1,300.00
Property Insurance (Including Flood Ins.)	\$375.95	\$4,000.00	\$4,375.95
Background Checks & Other Direct Cost	\$150.00	\$1,000.00	\$1,150.00
Standard Maintenance	\$6,961.50	\$2,500.00	\$9,461.50
Sub-Total	\$18,521.81	\$16,600.00	\$35,121.81
Extraordinary Maintenance/Emergency Repairs)	\$3,500.00	\$5,000.00	\$8,500.00
Total	<u>\$22,021.81</u>	<u>\$21,600.00</u>	<u>\$43,621.81</u>

County and YCH acknowledge and agree that the source of funds for the purchase and renovation of the Residences was Mental Health Services Act monies allocated to the County of Yolo. Said funds were provided to YCH for the purchase and renovation of the Residences pursuant to the Memorandums of Understanding between County and YCH dated January 10, 2008 and June 24, 2008 for the purpose of obtaining housing that could be used by County for operating transitional housing programs for mental health clients.

- Except as specifically amended by this Third Amendment and all prior amendments, the Agreement shall remain in full force and effect according to its terms.

[Signatures Follow]

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IN WITNESS WHEREOF the Parties have executed this Third Amendment as of the day and year last set forth below.

YOLO COUNTY HOUSING

By: _____
Gary Sandy, Chair
Board of Commissioners

ATTEST:
Julie Dachtler, Clerk

By: _____
Deputy (Seal)

APPROVED AS TO FORM:

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

COUNTY OF YOLO

By: _____
Angel Barajas, Chair
Board of Supervisors

ATTEST:
Julie Dachtler, Senior Deputy Clerk

By: _____
Deputy (Seal)

APPROVED AS TO FORM:

By: Philip J. Pogledich
Philip J. Pogledich, County Counsel

By: Nolan R. Sullivan
Nolan Sullivan, Interim Director
Health and Human Services Agency

Attachment B



County of Yolo

www.yolocounty.org

To: The Chair and Members of the Board of Supervisors

Consent-Law & Justice Services # 20.

Probation

Board of Supervisors

Meeting Date: 03/22/2022

Brief Title: Amend Transitional Housing Property Management Agreement with Yolo County Housing

From: Dan Fruchtenicht, Chief Probation Officer, Probation Department

Staff Contact: Beth Gabor, Manager of Operations & Strategy, Probation Department, x5303

Subject

Approve second amendment to Agreement No. 19-79 with Yolo County Housing for transitional housing property management services to remove the Meadowlark Property. (No general fund impact) (Fruchtenicht/Gabor)

Recommended Action

Approve and authorize the Chair to sign the second amendment to Agreement No. 19-79 with Yolo County Housing for transitional housing property management services to remove the Meadowlark Property (2438 Meadowlark Circle in West Sacramento), which will be managed subsequently pursuant to a separate agreement (Agreement No. 19-133).

Strategic Plan Goal(s)



Thriving Residents



Safe Communities

Reason for Recommended Action/Background

On March 23, 2021, the Board of Supervisors authorized amendments to two agreements with Yolo County Housing to transfer property management services pertaining to 2438 Meadowlark Circle in West Sacramento from Agreement No. 19-133 with the Health & Human Services Agency to Agreement No. 19-79 with the Probation Department to facilitate implementation of a Diversionary Housing Project. As the Diversionary Housing Project will no longer be utilizing the Meadowlark Property, this action is one of two necessary to transfer responsibility for property oversight of the Meadowlark Property back to the Health & Human Services Agency. The second action is found in a subsequent item on this agenda.

Collaborations (including Board advisory groups and external partner agencies)

Yolo County Housing, Health & Human Services Agency, County Counsel

Competitive Bid Process/Vendor Performance

Not Applicable

Fiscal Information

No Fiscal Impact

Fiscal Impact of this Expenditure

Total cost of recommended action	
Amount budgeted for expenditure	
Additional expenditure authority needed	\$0
On-going commitment (annual cost)	

Source of Funds for this Expenditure

General Fund	\$0
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Attachments

Att. A. 2nd Amendment
Att. B. Agmt No 19-79 (prior to proposed amendment)
Att. C. 1st Amendment to Agmt No 19-79

Form Review

Inbox	Reviewed By	Date
Danin Fruchtenicht	Danin Fruchtenicht	03/14/2022 04:03 PM
Financial Services	Melissa Patterson	03/14/2022 04:37 PM
County Counsel	Hope Welton	03/15/2022 09:34 AM
Clint Pyeatt	Clint Pyeatt	03/17/2022 10:26 AM
Form Started By: Beth Gabor		Started On: 01/31/2022 04:18 PM
Final Approval Date: 03/17/2022		

Yolo County Housing Agreement No. 22-_____

Yolo County Agreement No. 22-_____

SECOND AMENDMENT TO AGREEMENT NO. 19-79 RELATED TO PROPERTY MANAGEMENT SERVICES

THIS SECOND AMENDMENT to Agreement 19-79 is entered into as of this 23rd day of March, 2022, by and between the County of Yolo, a political subdivision of the State of California ("County") and Yolo County Housing, a public body corporate and politic ("YCH"), referred to as "the Parties" herein and who agree as follows:

RECITALS

WHEREAS, the Parties entered into Agreement No. 19-79 on April 23, 2019 ("Agreement") which included various property and physical assessment services for a residence located in the City of Woodland at 166 Buckeye Street ("Buckeye Property"); and

WHEREAS, the Parties amended the Agreement on March 23, 2021 ("First Amendment") to include an additional residential property, located at 2438 Meadowlark Circle in West Sacramento ("Meadowlark Property"); and

WHEREAS, the Parties would like to now amend the Agreement to remove the Meadowlark Property as it will be managed moving forward pursuant to Agreement No. 19-133, being amended; and

NOW, THEREFORE, for good and valuable consideration, the Parties hereby agree as follows:

AGREEMENT

1. Section 2 (Term) of the Agreement is hereby amended to include the following additional language:

The Meadowlark Property shall be removed from this Agreement and all related leasing, compensation and other arrangements that rely on this Agreement shall terminate upon the execution of the Second Amendment by the Parties. All other terms and conditions of this Agreement, including the Exhibits hereto, shall be deemed to only apply to the Buckeye Property, as previously identified and defined.

2. Except as specifically amended by this Second Amendment, the Agreement shall remain in full force and effect according to its terms as to the Buckeye Property.

[Signatures Follow]

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IN WITNESS WHEREOF, the Parties have executed this Second Amendment as of the day and year set forth above.

YOLO COUNTY HOUSING

By: _____
Gary Sandy, Chair
Board of Commissioners

ATTEST:
Julie Dachtler, Clerk

By: _____
Deputy (Seal)

APPROVED AS TO FORM:

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

COUNTY OF YOLO

By: _____
Angel Barajas, Chair
Board of Supervisors

ATTEST:
Julie Dachtler, Senior Deputy Clerk

By: _____
Deputy (Seal)

APPROVED AS TO FORM:

By: Philip J. Pogledich
Philip J. Pogledich, County Counsel

Information

SUBJECT

Presentation and Public Hearing on YCH Annual Plan Update and Capital Fund 5-Year Plan/Annual Statement

Attachments

Staff Report

Att. A. Draft FY 2022 Annual Plan Update to FY2020- FY2024 Five-Year Agency Plan

Att. B. Draft 2022 Capital Fund Five-Year Plan and Annual Plan Statement

Att. C. Public Comment and Response, Legal Services of Northern California

Att. D. Resolution

Form Review

Form Started By: Julie Dachler
Final Approval Date: 03/18/2022

Started On: 03/18/2022 01:52 PM



Yolo County Housing Commission

Meeting Date: March 23, 2022
Brief Title: Annual Plan and Capital Fund Plan Updates
From: Sandra Sigrist, Interim Executive Director
Staff Contact: Tasha Aje'Scott, Housing Programs Manager

Subject

Presentation and public hearing to consider adoption of a resolution approving the FY 2022 Annual Plan Update and approve the Capital Fund Plan Update and Annual Statement

(No Financial Impact) (Sigrist)

Recommended Actions

1. Receive a presentation providing a framework for today's hearing and approval requests.
2. Hold a public hearing to solicit public comment regarding the FY 2022 Annual Plan Update and Capital Fund Plan Update and Annual Statement; and
3. After testimony, comments and incorporating recommended changes, adopt a Resolution confirming adoption of the FY 2022 Annual Plan; and
4. Approve the Five-Year Capital Fund Plan Update, Annual Plan Statement, and provide associated Budget Authority; and
5. Authorize the YCH Interim Executive Director to submit all documents as approved to Housing and Urban Development (HUD) as required.

Strategic Plan Goal(s)

Strategic Priority 2: Investing in Development

Reason for Recommended Action/Background

As part of its federal funding mandates, Yolo County Housing (YCH) is required to have an adopted Five-Year Agency Plan for its Housing Choice Voucher (HCV) and Low

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Rent Public Housing (LRPH) programs. In addition, every year YCH must adopt an Annual Update to the Plan. The most recent plan was adopted on April 28, 2021, with subsequent amendments associated with repositioning or redevelopment of Public Housing being approved on September 8, 2021, and January 26, 2022. Annual Updates, including the one before the Commission today, must review how the Agency will handle its federally funded Housing Admissions, Occupancy, Residency, Capital Fund Plan and Strategic Plans. The Five-Year Agency Plan and the Annual Update are developed using HUD templates and guidelines for submission.

In addition to the Five-Year Agency Plan, HUD requires a Capital Fund Five-Year Plan which is also updated annually. Congress appropriates funds that can be used for capital improvements and operational needs. The Capital Funds received annually by public housing authorities vary year-to-year, with rolling encumbrance and expenditure deadlines across fiscal years. As previously presented to the Commission, the program has been underfunded nationally for decades; this underfunding is reflected locally in extended deferral of maintenance needs across the portfolio.

In conformance with HUD requirements, both the FY 2022 Annual Plan and Capital Plan Updates were circulated to the public and stakeholders for a 45-day comment period ahead of today's public hearing. A Public Notice for both was published in local newspapers and on the YCH website. The comment period began on February 7, 2022, and ended on March 23, 2022, with the public hearing scheduled for Wednesday, March 23, 2022, at 3:00pm.

Public Comment - Resident Advisory Board and Legal Services of Northern California

To seek opinions, ideas and input of individuals who live in federally funded housing, the agency holds a Resident Advisory Board (RAB) discussion. The Resident Advisory Board (RAB) members are comprised of both YCH public housing residents and YCH housing choice voucher participants. RAB members met via a zoom meeting on Thursday, December 9, 2021, and again on March 15, 2022, to review and provide input on the FY 2022 Annual Plan and Capital Fund Plan Updates. RAB members were offered copies of the presentation and the Plan Updates for review prior to the meeting. Nine (9) individuals were invited; three (3) participated in the December 9, 2021 RAB; Twelve (12) individuals were invited; four (4) participated in the March 15, 2022 RAB.

The public comments from both meetings to be incorporated into the plan were as follows:

December 9, 2021:

- A Public Housing participant stated she'd like to understand more. She mentioned wanting security cameras at her property and the information helps

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her understand timing for projects. She also requested smoking areas for residents who smoke to “get out of the elements” (it is a non-smoking property).

- Two Housing Choice Voucher participants asked about policies and requested clarification specifically on animals being on leash (requesting fences) and exceptions to family income. Information on applying for Reasonable Accommodation was provided.
- Overall participants reported they enjoyed the interaction, stating it was informative and that consistent communication is appreciated.

March 15, 2022

- Two Public Housing participants brought up the following concerns:
 - Public dumping of trash, furniture, and appliances at their locations. Staff discussed reviewing the frequency of Housing Authority removal of these items.
 - Security – mailboxes being opened, night-time activity Thursday through Saturday at one location, and substance-using neighbors creating noise and disturbance at another location. Staff discussed reviewing the mailbox set-up/stability, nighttime lighting, and Police/Sheriff patrols across the locations.
- A Housing Choice Voucher participant brought up concerns regarding racism and described hostilities she has experienced in her local community, including at her current residence. The participant inquired about the number of Black American staff working at the Housing Authority. Staff replied in general terms regarding ethnicities and race of staff currently working at the Housing Authority. Staff also referred participants with Fair Housing concerns to contact Legal Services of Northern California (LSNC) for additional information and assistance.

In addition to the two RAB meetings, staff also provided a copy of the Annual Plan Update to Legal Services of Northern California (LSNC) for their review and comments. Their comments and the agency response are provided as attachments to this Staff Report.

No additional public comments were received.

Fiscal Information

Timely submission and approval of the Annual Plan and Capital Fund Plan Updates is the basis for receipt of federal funds from HUD. Failure to adopt the Plans would result in the loss of funding and subsidy.

Today’s action provides agency staff with the budget authority to expend Capital Fund as allocated by HUD and as outlined in the Capital Fund Plan Update. Moving forward, Capital Fund expenditure authority will be included as a part of the overall agency Budget Authority process when that is brought to the Commission for approval.

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Attachments:

- Draft FY 2022 Annual Plan Update to FY2020 - FY2024 Five-Year Agency Plan
- Draft 2022 Capital Fund Five-Year Plan and Annual Plan Statement
- Public Comment and Response, Legal Services of Northern California
- Resolution

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

Attachment A

TABLE OF CONTENTS

	<u>TAB N°</u>
FY2022 ANNUAL UPDATE TO FY2020 - FY2024 FIVE-YEAR AGENCY PLAN	1
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LANGUAGE ASSISTANCE PLAN	3
REASONABLE ACCOMMODATIONS POLICY	4
CERTIFICATIONS	5

**FY2022 ANNUAL UPDATE TO THE FY2020 -
FY2024 FIVE-YEAR AGENCY PLAN**

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p> PHA Name: <u>Yolo County Housing</u> PHA Code: <u>CA044</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2022</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: <u>431</u> Number of Housing Choice Vouchers (HCVs): <u>1,961</u> Total Combined Units/Vouchers: <u>2,392</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p style="margin-left: 40px;"> The FY2022 Agency Plan Annual Update will be available for review during the 45-day Public Hearing Notice period. Interested parties can review the FY2022 Agency Plan Annual Update and supporting documents as follows: </p> <ul style="list-style-type: none"> On the Yolo County Housing's website at: ych.ca.gov At the Yolo County Housing's main administration building at: 147 W. Main St., Woodland, CA 95695 At the following Yolo County Housing Public Housing locations: <ul style="list-style-type: none"> -El Rio Villas – 62 Shams Way, Winters, CA 95694 -Las Casitas – 685 Lighthouse Drive, West Sacramento, CA 95605 -Yolano Donnelly – 1230 Lemen, Woodland, CA 95776 <p style="margin-left: 40px;"> Supporting documents to the FY2022 Agency Plan Annual Update are also available at YCH's Main Office. </p> <p style="margin-left: 40px;"> A copy of the FY2022 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year. </p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements	
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): Please see pages 2 – 41 of the FY2022 Annual Plan for information regarding this section.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p>

	<div data-bbox="175 136 1279 262"> <input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers. <input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies. <input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). </div> <div data-bbox="175 331 1432 430"> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> </div> <div data-bbox="175 451 820 478"> <p>Please see pages 42 – 46 of the FY2022 Annual Plan regarding this section.</p> </div>
B.3	<div data-bbox="175 556 332 583">Progress Report.</div> <div data-bbox="175 604 1242 632"> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> </div> <div data-bbox="175 653 852 680"> <p>Please see pages 46 - 49 of the FY2022 Annual Update for the Progress Report.</p> </div>
B.4	<div data-bbox="175 730 1425 758">Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</div> <div data-bbox="245 779 1442 831"> <p>The most recent Capital Fund Five-Year Action Plan covering FY2021-FY2025 was submitted with the FY2021 Annual Update to the FY2020 – FY2024 Five-Year Agency Plan and was approved by HUD in October of 2021.</p> </div> <div data-bbox="245 852 1442 926"> <p>The Capital Fund Five-Year Action Plan covering the years FY2022 – FY2026 will be discussed in the same Public Hearing as the FY2022 Agency Plan Annual Update. A copy of the FY2022 – FY2026 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period.</p> </div> <div data-bbox="245 947 1421 999"> <p>Please see pages 49 of the FY2022 Annual Update for information regarding the most recently approved Capital Fund Program Five-Year Action Plan. A copy of the Five-Year Action Plan is on file at YCH's Main Administrative Office.</p> </div>
B.5	<div data-bbox="175 1050 462 1077">Most Recent Fiscal Year Audit.</div> <div data-bbox="175 1098 673 1125">(a) Were there any findings in the most recent FY Audit?</div> <div data-bbox="175 1146 240 1199"> <div data-bbox="175 1146 240 1173">Y N</div> <div data-bbox="175 1173 240 1199"><input type="checkbox"/> <input checked="" type="checkbox"/></div> </div> <div data-bbox="224 1220 1409 1272"> <p>(b) If yes, please describe: The Audit for FYE 6/30/2021 is currently in process. There were no findings in the most recently completed Audit for FYE 6/30/2020. A copy of the FY2020 Audit is included as an attachment to the FY2022 Annual Plan.</p> </div>
C.	Other Document and/or Certification Requirements.
C.1	<div data-bbox="175 1381 581 1409">Resident Advisory Board (RAB) Comments.</div> <div data-bbox="175 1430 641 1457">(a) Did the RAB(s) have comments to the PHA Plan?</div> <div data-bbox="175 1488 240 1541"> <div data-bbox="175 1488 240 1516">Y N</div> <div data-bbox="175 1516 240 1541"><input type="checkbox"/> <input checked="" type="checkbox"/></div> </div> <div data-bbox="224 1583 1432 1638"> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. To be added once the RAB meeting is held.</p> </div>
C.2	<div data-bbox="175 1686 544 1713">Certification by State or Local Officials.</div> <div data-bbox="175 1734 1409 1787"> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> </div>
C.3	<div data-bbox="175 1843 1432 1871">Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</div> <div data-bbox="175 1892 1312 1944"> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> </div>

C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>		
C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: YCH's Public Housing Program is classified as a Standard Performer while the Housing Choice Voucher Program is classified as a High Performer. Therefore, this section is not applicable.</p>		
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>		
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 1024 1451 1474"> <tr> <th data-bbox="180 1024 1451 1066">Fair Housing Goal:</th></tr> <tr> <td data-bbox="180 1066 1451 1474"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Please see page 51 of the FY2022 Annual Update for information regarding Affirmatively Furthering Fair Housing.</p> </td></tr> </table>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Please see page 51 of the FY2022 Annual Update for information regarding Affirmatively Furthering Fair Housing.</p>
Fair Housing Goal:			
<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Please see page 51 of the FY2022 Annual Update for information regarding Affirmatively Furthering Fair Housing.</p>			

YOLO COUNTY HOUSING

FY2022 ANNUAL UPDATE TO THE FY2020– FY2024 FIVE-YEAR AGENCY PLAN

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A. PHA Information

A.1 PHA Name:	Yolo County Housing
PHA Code:	CA044
PHA Type:	Standard Performing PHA
PHA Plan for Fiscal Year Beginning:	07/2022
Public Housing Units:	431
Housing Choice Vouchers:	1,961
Total Combined Units/Vouchers:	2,392
PHA Plan Submission Type:	Annual Plan

Availability of Information

The FY2022 Agency Plan Annual Update will be available for review during the 45-day Public Hearing Notice period. Interested parties can review the FY2022 Agency Plan Annual Update and supporting documents as follows:

- On the Yolo County Housing's website at: ych.ca.gov
- At the Yolo County Housing's main administration building at: 147 W. Main St., Woodland, CA 95695
- At the following Yolo County Housing Public Housing locations:
 - El Rio Villas – 62 Shams Way, Winters, CA 95694
 - Las Casitas – 685 Lighthouse Drive, West Sacramento, CA 95605
 - Yolano Donnelly – 1230 Lemen, Woodland, CA 95776

A copy of the FY2022 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year.

Introduction

Yolo County Housing (YCH) is dedicated to providing quality affordable housing and community development services to all persons within its service area. Yolo County Housing was first created in 1950. Its primary programs are funded by the United States Department of Housing and Urban Development (HUD) and through the State of California Housing and Community Development (HCD). The Housing Authority and its allied organizations provide assistance to approximately 3,000 households. Housing assistance is provided throughout the region and can be found in Woodland, West Sacramento, Davis, Winters, Esparto, Yolo, Knight's Landing, Madison and Dixon (Solano County).

YCH provides year-round rental assistance through low cost housing that it owns and manages, as well as through housing that it owns in partnership. It also provides assistance through its Housing Choice Voucher Program, its Project-Based Voucher program and through its Housing Choice Voucher Homeownership program. Additional units are available as well as through housing programs provided by its non-profit subsidiary, New Hope Community Development Corporation.

YCH also provides decent and safe temporary housing to migrant farmworker families during the County's growing season. YCH operates two centers in Yolo County. In addition, YCH also provides staff and services to the Dixon Housing Authority and manages its Dixon Migrant Center.

YCH provides space that is used by a number of local City, County, University and non-profit organizations to provide after-school and educational programs for youth, as well as senior meal programs and classes to City and County residents regardless of whether or not they receive other services through YCH.

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements

Statement of Housing Needs and Strategy for Addressing Housing Needs

Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the

remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	8,430	5	5	5	3	4	4
Income >30% but <=50% of AMI	4,575	4	4	4	3	3	3
Income >50% but <80% of AMI	4,450	3	3	3	3	2	3
Elderly	2,705	4	3	3	4	2	3
Families with Disabilities	3,745	4	4	4	5	4	4
White	7,900	3	3	3	3	3	3
Black	790	3	3	3	3	3	3
Hispanic	5,240	3	3	3	3	3	3
Native American	90	3	3	3	3	3	3
Asian	2,805	3	3	3	3	3	3
Pacific Islander	45	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2014 - 2018
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	931		n/a
Extremely low income (<=30% AMI)	585	62.8%	
Very low income (>30% but <=50% AMI)	250	26.9%	
Low income (>50% but <80% AMI)	86	9.2%	
Over Income	10	1.1%	
Families with children	351	37.7%	
Elderly families	190	20.4%	
Families with Disabilities	303	32.5%	
White	528	56.7%	
African American	222	23.8%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	55	5.9%	
Native Hawaiian/Pacific Islander	12	1.3%	
Other/Declined	17	1.8%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes: How long has it been closed (# of months)? 60 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Displaced by Government Action, Mainstream Voucher Applicants and Family Unification Voucher Applicants)			

Information current as of 9/15/2021.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Knight's Landing			
	# of families	% of total families	Annual Turnover
Waiting list total	1,854		
Extremely low income (<=30% AMI)	1,445	78.0%	
Very low income (>30% but <=50% AMI)	292	15.8%	
Low income (>50% but <80% AMI)	91	4.9%	
Over Income	26	1.4%	
Families with children	1,412	76.2%	
Elderly families	435	23.5%	
Families with Disabilities	0	0.0%	
White	672	36.3%	
African American	579	31.3%	
Amer. Indian/Alaskan Native	46	2.5%	
Asian	68	3.7%	
Native Hawaiian/ Other Pacific Islander	32	1.8%	
Other/Declined	113	6.1%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	268	14.5%	
2 BR	931	50.3%	
3 BR	594	32.1%	
4 BR	58	3.2%	
5 BR	2	0.1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Winters			
	# of families	% of total families	Annual Turnover
Waiting list total	2,754		
Extremely low income (<=30% AMI)	2,123	77.1%	
Very low income (>30% but <=50% AMI)	444	16.2%	
Low income (>50% but <80% AMI)	151	5.5%	
Over Income	36	1.3%	
Families with children	1,530	55.6%	
Elderly families	198	7.2%	
Families with Disabilities	762	27.7%	
White	1,034	37.6%	
African American	771	28.0%	
Amer. Indian/Alaskan Native	59	2.2%	
Asian	112	4.1%	
Native Hawaiian/ Other Pacific Islander	51	1.9%	
Other/Declined	137	5.0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	919	33.4%	
2 BR	1,151	41.8%	
3 BR	564	20.5%	
4 BR	109	4.0%	
5 BR	9	0.4%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Yolo (city)			
	# of families	% of total families	Annual Turnover
Waiting list total	1,052		
Extremely low income (<=30% AMI)	853	81.1%	
Very low income (>30% but <=50% AMI)	156	14.9%	
Low income (>50% but <80% AMI)	33	3.2%	
Over Income	10	1.0%	
Families with children	513	48.8%	
Elderly families	191	18.2%	
Families with Disabilities	480	45.7%	
White	428	40.7%	
African American	349	33.2%	
Amer. Indian/Alaskan Native	25	2.4%	
Asian	33	3.2%	
Native Hawaiian/ Other Pacific Islander	18	1.8%	
Other/Declined	36	3.5%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	774	73.6%	
2 BR	123	11.7%	
3 BR	112	10.7%	
4 BR	43	4.1%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: West Sacramento			
	# of families	% of total families	Annual Turnover
Waiting list total	2,169		
Extremely low income (<=30% AMI)	1,823	84.1%	
Very low income (>30% but <=50% AMI)	282	13.0%	
Low income (>50% but <80% AMI)	53	2.5%	
Over Income	11	0.5%	
Families with children	610	28.2%	
Elderly families	527	24.3%	
Families with Disabilities	1,345	62.1%	
White	1,018	47.0%	
African American	598	27.6%	
Amer. Indian/Alaskan Native	56	2.6%	
Asian	71	3.3%	
Native Hawaiian/ Other Pacific Islander	22	1.1%	
Other/Declined	69	3.2%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	1,268	58.5%	
2 BR	621	28.7%	
3 BR	235	10.9%	
4 BR	44	2.1%	
5 BR	2	0.1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Esparto			
	# of families	% of total families	Annual Turnover
Waiting list total	667		
Extremely low income (<=30% AMI)	536	80.4%	
Very low income (>30% but <=50% AMI)	102	15.3%	
Low income (>50% but <80% AMI)	21	3.2%	
Over Income	8	1.2%	
Families with children	327	49.1%	
Elderly families	106	15.9%	
Families with Disabilities	0	0.0%	
White	286	42.9%	
African American	213	32.0%	
Amer. Indian/Alaskan Native	23	3.5%	
Asian	17	2.6%	
Native Hawaiian/ Other Pacific Islander	11	1.7%	
Other/Declined	17	2.6%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	183	27.5%	
2 BR	333	50.0%	
3 BR	135	20.3%	
4 BR	16	2.4%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: Woodland			
	# of families	% of total families	Annual Turnover
Waiting list total	2,199		
Extremely low income (<=30% AMI)	1,851	84.2%	
Very low income (>30% but <=50% AMI)	284	13.0%	
Low income (>50% but <80% AMI)	52	2.4%	
Over Income	12	0.6%	
Families with children	1,234	56.2%	
Elderly families	533	24.3%	
Families with Disabilities	246	11.2%	
White	1,126	51.2%	
African American	522	23.8%	
Amer. Indian/Alaskan Native	63	2.9%	
Asian	58	2.7%	
Native Hawaiian/ Other Pacific Islander	26	1.2%	
Other/Declined	81	3.7%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	1,410	64.2%	
2 BR	546	24.9%	
3 BR	203	9.3%	
4 BR	40	1.9%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Information current as of 2/1/2022.

Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of days public housing units are off-line:
- Reduce turnover time for vacated public housing units:
- Reduce time to renovate public housing units: Some renovations have been delayed while YCH analyzes possible redevelopment possibilities at each property. Once the property redevelopment is finalized, most properties will begin to be renovated based on the improvements needed at each property.
- Maintain or increase Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction, while preserving the maximum number of families able to be assisted: Payment standards are reviewed and adjusted based on the current rental market on an annual or more frequent basis as needed to allow the maximum number of families to be assisted.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required: YCH is in the process of analyzing possible repositioning activities which will include determining the proper bedroom size allocation of any scenario.
- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: As of October 2021, the HCV lease-up rate is approximately 79%. Staff is working hard to increase this rate but, the high rental prices in the local market slows leasing as voucher holders have a tough time finding affordable properties to rent.

Strategy 2: Increase the number of affordable housing units by:

- Apply for additional Housing Choice Voucher units should they become available: Over the last few years, YCH has applied for and received additional vouchers through the Mainstream Voucher Program (79), Family Unification Program (26), Veterans Affairs Supportive Housing Program (52) and Emergency Housing Vouchers (67). YCH will continue to analyze opportunities for applying for additional vouchers as they become available.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing: YCH is currently reviewing the possibility of using mixed-finance housing to redevelop its public housing properties.
- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance: As YCH analyzes possible redevelopment opportunities, the inclusion of other housing resources besides PH, HCV and PBRA is highly likely to be included in the process.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing: Goal was exceeded: Due to the population served, YCH consistently exceeds this goal.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based housing choice voucher assistance: Due to the population served, YCH consistently exceeds this goal.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working: YCH has an admissions preference for working families which is also given to elderly and disabled families.
- Adopt rent policies to support and encourage work but, that are mindful

of current unemployment rates, seasonal employment and low wage jobs: YCH updates the flat rents annually to stay current with the rental market trends and to provide a more affordable rent for those families who may have employment incomes which may make paying 30% of income unreasonable.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Maintain housing that is designated for elderly occupants. YCH continues to maintain the public housing properties, Riverbend Senior Manor I and II for elderly occupants. YCH also continues to manage twenty-two (22) project-based vouchers at Blue Mountain Terrace in Winters and five (5) project-based vouchers at Walnut Terrace in Davis.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing: YCH has scheduled needed 504 improvements at all sites through the use of funds from various upcoming Capital Fund Program.
- Affirmatively market to local non-profit agencies that assist families with disabilities: YCH continues to conduct outreach and notifies non-profits throughout the jurisdiction concerning programs and services through its' participation on Board and or Committees of the Yolo County HPAC (Continuum of Care), Yolo Family Strengthening Network, Yolo Healthy Aging Alliance and Yolo NAMI. Additional organizations are also notified of opening of any wait lists in the Housing Choice or Project Based Voucher programs.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs. Upon the opening of any wait list, YCH completes outreach to available publications that target race/ethnicities in accordance with its fair housing plan.

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units: At voucher issuance, YCH staff provides information to families concerning the opportunity to locate housing outside of these areas.

Reasons for Selecting Strategies

- Funding constraints – Although increased funding was received through the 2018 to 2021 Capital Fund Programs, rising operations and renovation costs as well as local housing costs continue to put a strain on YCH's budgets.
- Influence of the housing market on PHA programs – The continued rise of rents in the housing market continues to negatively affect the Housing Choice Voucher Program by reducing the number of families that YCH can serve.

Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions

YCH's policies governing resident eligibility, selection, and admission including admissions preferences for both the Public Housing and Housing Choice Voucher Programs are described in this section. Unit assignment policies for public housing and wait list procedures for both programs are also described.

The Admissions and Continued Occupancy Policy (ACOP) covers the specific requirements

for admission to the Public Housing Program. These requirements for the HCV Program are stated in the Administrative Plan. The information listed below highlights some of the main factors used in determining eligibility and admission to both programs and is not meant to be exhaustive. YCH completes reviews annually of both the ACOP and Administrative Plan. The purpose of these reviews is to make sure both plans are compliant with current regulations as well to analyze and revise, as necessary, any policies related to the operational efficiency of each program.

Public Housing – Admissions and Continued Occupancy Policy (ACOP)

Deconcentration Policy

It is Yolo County Housing's (YCH) policy to provide for deconcentration of poverty and encourage income mixing. The goal of this policy is to lessen the concentration of poverty and to create mixed-income communities within YCH's public housing developments. This will be accomplished through admissions practices designed to bring in higher income residents to lower income developments and lower income residents into higher income developments. Toward this end, YCH will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Deconcentration Policy is intended to work in conjunction with YCH's annual income targeting requirements. Regulations require that 40 percent of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30 percent of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

YCH will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

The full Deconcentration Policy is part of the ACOP and can be reviewed at YCH's main administrative office located at 147 West Main Street in Woodland or on the agency website at www.ych.ca.gov. Interested parties can also request a copy through the YCH mailbox, myhousing@ych.ca.gov.

Eligibility

All families who are admitted to Public Housing must be individually determined eligible under the terms of YCH's Admissions and Continued Occupancy Policy (ACOP). In order to be determined eligible, an applicant family must meet ALL of the following requirements:

- a. The applicant family must qualify as a family as defined in Part B of the ACOP.
- b. The single person applicant must qualify as a single person as defined in Part B of the ACOP.
- c. The applicant's Annual Income as defined in Part B of the ACOP (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of YCH jurisdiction.
- d. The applicant family must conform to the Occupancy Standards contained in the ACOP regarding unit size and type and the family will occupy unit as its sole place of residence.
- e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained YCH shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
- f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing and Section 8 Housing Choice Voucher Program.
- g. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

- h. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity convictions shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by YCH, and/or if the circumstances leading to eviction no longer exists.
- i. If YCH determines that any applicant or household member is a person currently engaging in illegal use of drugs, or currently engaged in criminal activity, or a person convicted of methamphetamine production, a person subject to sex offender registration, a person showing a pattern of alcohol abuse; YCH has the right to use criminal conviction records to make such determinations. Any of the above are subject to denial. In accordance with HUD guidance outlined in PIH Notice 2015-19, YCH will not consider an arrest as evidence of criminal activity for the purpose of denial of admission to the public housing program. YCH may consider the conduct of the individual is not suitable for tenancy if there is sufficient evidence other than the arrest record.

The Quality Housing and Work Responsibility Act (QHWRA) stipulates that individuals convicted of manufacturing or producing methamphetamine on federal property will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

- j. Notwithstanding any other provision of the law, YCH shall prohibit admission to public housing for any household with a member who YCH determines is illegally using a controlled substance; or, YCH determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to public housing to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, YCH may consider whether such household member:

- i. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);

- ii. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or
 - iii. Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- k. YCH shall prohibit admission for any applicant or member of the applicant's household that YCH determines is subject to a lifetime registration requirement under a state sex offender registration program. YCH will conduct sexual offender registration background checks on all household members, ten (10) years of age or older.

Denial of Admission

Conditions for Denial

- a. The applicant or resident currently owes rent or other amounts to a PHA or to another agency in connection with HCV, Public Housing, or any other subsidized affordable housing program operated by the PHA.
- b. The applicant has committed any fraud in connection with federal housing assistance program.
- c. New admission has breached an "Agreement to Repay" any monies due YCH. If the applicant owes money as a prior participant, the applicant will not be accepted, nor placed on the waiting list, until payment in full has been received.
- d. The applicant family must have no record of eviction or for disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse; or, any ongoing pattern over the last three years of tenancy history that would reasonably be expected to adversely affect:
 - 1. The health, safety, or welfare of other residents;
 - 2. The peaceful enjoyment of the neighborhood by other residents; or
 - 3. The physical environment and fiscal stability of the neighborhood.

- e. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping that meets the definition of a health and safety code violation. For example, this could include the creation of fire hazards, infestation due to improperly disposed of garbage/trash, serious neglect of the premises affecting neighbors and the community, neglect to mitigate mildew/mold issues in unit caused by tenant. This is verified through photographic or documented evidence by previous or current landlords. When a qualified agency is successfully working with the applicant family to improve its housekeeping, the decision as to eligibility shall be reached by the Housing Programs Manager and/or his/her designee.
- f. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations.
- g. Selected families must have capacity to comply with all terms and conditions of the lease.
- h. A former resident who owes a balance to YCH or any other PHA will not be considered for re-admission until the account is paid in full.

Selection

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and personnel. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support YCH's determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. All applicants shall complete a pre-application online and shall provide all information requested in the system.
2. As the applicant nears the top of the waiting list, applicants shall complete and sign a full application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The application shall include:
 - Names and ages of all family members
 - Sex and relationship of all members
 - Street address and phone numbers

- Mailing address (if P.O. Box or other permanent address)
- Amount(s) and source(s) of income received by household members
- Information regarding disabilities (used to determine qualifications or allowances and deductions)
- Information related to qualification for preferences
- Social Security Numbers
- Race/ethnicity
- Requests for specific accommodation needed to fully utilize program and services
- Proof of citizenship
- Proof of student status
- Previous address
- Current landlord verification
- Name of emergency contact person and address
- Criminal background check (all records, once reviewed, will be discarded)
- Non-family references
- Assets
- Credit check

3. Applications for the public housing program will be completed during a one on one interview between the applicant family and YCH personnel and shall be maintained on YCH's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. YCH reserves the right to require the signature of any or all adult members of the applicant household.
4. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated YCH personnel for the purpose of determining eligibility.
5. Should applicants fail to provide required verification documentation within time frame established by YCH, their case will be placed in an inactive status and will be required to reapply.
6. YCH will normally take applications from a central location that will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.
7. YCH reserves the right to establish times for taking applications, including by appointment. YCH staff may, at its discretion, provide for application interviews

outside normal hours when necessary for hardship reasons.

8. Insofar as possible, application interviews shall be conducted in private.
9. Pre-applications shall be updated as applicants report changes in income and family circumstances. All modifications to pre-applications shall be properly documented and the transaction initialed by the staff member making the change. In the event an applicant fails to report changes and is selected from the waiting list, the pre-application will be considered incomplete until the information is verified. If the change does not require a redetermination of eligibility (addition of a minor child, change in income that does not exceed the established income limits, or similar minor change), the Pre-application will retain its original pre-application date and time. If the change does require a redetermination of eligibility requiring a new background check, credit check, or similar significant change, the pre-application will be assigned a new date and time once eligibility is redetermined.
10. All active pre-applications will be purged periodically; however, typically no less than once every 3 years. Notification shall be sent via U. S. Mail to each applicant informing them that unless they confirm their continued interest, the application will be retired from the active file. The family's response must be in writing and may be delivered in person, by mail, or by fax. It is the family's responsibility to ensure that YCH receives the confirmation. In the event that confirmation from the family is not received within 15 calendar days, the family will receive a 2nd and final notice informing them that they will be removed from the waiting list unless confirmation is received within the 15 calendar days of the second notice. In the event that confirmation is not received within 15 calendar days, the family will be removed from the waiting list without further notification. When a notification is returned as undeliverable, the family will be removed from the waiting list without further notification. If a family is removed from the waiting list for failure to confirm their continued interest, they may, within 90 calendar days of the date of the second notification, request an administrative review to review the application and may be reinstated for good cause as determined by YCH. After 90 calendar days, reinstatement will not be considered.
11. Applicants on YCH waiting lists for any other type of assisted housing have no status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other YCH wait list should they make an application for "Low-Rent" public housing.
12. Once an applicant is housed in a public housing unit, they will be removed from

all other public housing wait lists as outlined in the Tenant Selection and Assignment Plan.

13. YCH shall maintain such records as are necessary to document the disposition of all applications.

YCH will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will YCH discriminate because of religion, age, physical or mental disability, medical condition, pregnancy, parenthood, familial status, marital status, military or veteran status, political affiliation, actual or perceived sexuality, or gender identity.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

Preferences

YCH will offer the following preferences for the Public Housing Program. During the pre-application period, families can update their preferences in writing. Preferences will be verified at the time of full application (determination of eligibility) and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

Yolo County Resident

The residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the creed, familial status, sexual orientation, race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of determination of eligibility. [1 Point]

Veteran Preference

Any individual who served in the active military, naval, or air service of the United States who received an honorable discharge or was released from active duty under honorable conditions. This preference also applies to veterans and the surviving spouses of U.S. veterans. [1 Point]

Working Preference

Families with at least one adult who is employed and has been employed for at least 6 months at an average of at least 20 hours per week at the time of determination of eligibility. This definition includes families where at least one adult was employed and is receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability. [1 Point]

Involuntarily Displaced

Families who, within 2 years of the determination of eligibility, are displaced through no fault of their own for one or more of the following reasons. Families will receive credit for this preference only once, regardless of whether or not they qualify under more than one of the instances below. [2 Points]

Natural Disaster

Families that are displaced as a result of a federally-declared natural disaster that extensively damaged or destroyed their dwelling.

Governmental Action

Families that are displaced as a result of governmental action or that reside in dilapidated housing that is cited by local government officials or a local code enforcement agency. This preference applies to housing that does not provide safe, adequate shelter, has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of the family or has been declared unfit for habitation.

Victims of Domestic Violence

Families where the head or spouse is the victim of domestic violence. This preference must be documented by a referral from a social service agency, restraining order, proof of residency in a domestic violence shelter, or other similar means.

Witness Protection

Families that are part of a Witness Protection Program and, after a threat assessment, the applicable law enforcement agency recommends housing the family to avoid or reduce the risk of violence against the family.

Hate Crime

Families who are displaced due to a family member being the victim of one or more hate crimes and the family has vacated the unit because of the crime. Documentation of a hate crime includes a police report clearly indicating the nature of the crime or referral from local law enforcement.

Section 8 Participant

Families who were terminated by YCH from YCH Section 8 Housing Choice Voucher Program solely due to the lack of funding for their assistance. [1 Point]

At pre-application, the family will be placed on the waiting list based upon their total points, thereafter ordered by date and time of application. Preferences will be verified at the time of full application (determination of eligibility) and families must meet the qualification requirements at that time.

Applicants are responsible for updating any information and reporting any changes to their mailing address, contact information, preferences, income, and family composition. Applicants are advised that the failure to update information may dramatically affect their position on the waiting list and full eligibility is determined from the full application.

In the event of a declared natural disaster in or around the service area, YCH may, at its discretion, provide preference to those families displaced as a result of natural disaster and will house evacuees as priority over current applicants on the waiting list. Disaster-affected families that were currently residing in public housing prior to the disaster will be first offered a unit in public housing, if available.

Unit Offers

One unit offer: YCH operates site-based wait lists in its public housing portfolio. If YCH makes a unit offer to an applicant from the designated site wait list and that unit is rejected, the applicant will be removed from that site-based wait list. The family will remain on any and all other site-based wait lists. (For example, a family is determined eligible for Vista Montecito in Esparto. If the family denies the unit because they want to live in West Sacramento, the family will be removed from the Vista Montecito wait list but will remain on all other site-based wait list unless they request "in writing" to be removed.)

When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy

loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an applicant moves nears the top of the waiting list, YCH will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the very near future, and to inform the applicant about the requirements for move-in (i.e. utility deposits, security deposits, etc.).
- b. Upon availability for occupancy, an applicant will be offered a unit and the opportunity to see it.
- c. Upon offer of an apartment, the applicant shall have 5 (five) calendar days to accept or reject the unit offered. Additional business days may be granted if necessary to allow the applicant to inspect the apartment or as a reasonable accommodation. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

Unit Refusals

- a. Applicants will be made one (1) offer of a unit of appropriate size and type from the site-based wait list. Should the family reject the offer, the family will be removed from that site-based wait list unless the family refuses for good cause.
- b. Applicants not responding to an offer of housing by YCH shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.
- c. An applicant will have five (5) calendar days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.
- d. Any other wait list the applicant may be on will remain unaffected.

- e. In accordance with the YCH Reasonable Accommodation Policy appendix to the ACOP, a unit refusal may be reasonable as an accommodation due to disability. (Example: Unit offer is two story and the disabled individual has difficulty climbing stairs.)
- f. Good Cause for refusal of unit:
 - Unit is not ready for move-in at the time of the offer of housing. Ready for move in means the unit has no Uniform Physical Condition Standard (UPCS) deficiencies.
 - Inaccessibility to source of employment, education, or job training, children's day care, educational program for children with disabilities, so that accepting the unit offer would require the family undue hardship.
 - The family demonstrates to YCH's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy.
 - A health professional verifies temporary hospitalization or recovery from illness of the head of household, other household members or live in aide.
 - Elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing as outlined in ACOP.

Housing Choice Voucher Program – Administrative Plan

Eligibility

YCH is responsible for ensuring that each individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by YCH to confirm eligibility and determine the level of assistance.

To be eligible for the HCV program, each applicant family must:

- Qualify as a family as defined by HUD and YCH. A family, regardless of actual or perceived sexual orientation, gender identity, or marital status, may be a single person or group of persons. Family as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. YCH has the discretion to determine if any other group of persons qualifies as a family.
- Have income at or below HUD specified income limits. To be income-

eligible, a family must be a very low-income family or a low-income family which has been “continuously assisted” under the 1937 Housing Act. A very low-income family is a family whose annual income does not exceed 50 percent of the median income for Yolo County, adjusted for family size. A low-income family is a family whose annual income does not exceed 80 percent of the median income for Yolo County, adjusted for family size.

- Qualify on the basis of citizenship or the eligible immigrant status of family members. Housing assistance is only available to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible immigration status. At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
- Provide social security number information for all family members as required. Every family member must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued.
- Consent to YCH’s collection and use of family information as provided for in YCH-provided consent forms. HUD requires each adult family member, and the head of household, spouse, or co-head, regardless of age to sign form HUD-9886, Authorization for the Release of information/Privacy Act Notice, and other consent forms as needed to collect information relevant to the family’s eligibility and level of assistance.
- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

Although an applicant may be eligible for the Housing Choice Voucher Program, it does not mean that they will be provided assistance. HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity. YCH will admit an otherwise eligible family who was evicted from federally assisted housing within the past three (3) years for drug-related criminal activity, if YCH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program as approved by YCH, or the person who committed the crime, is no longer living in the household.

- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member that is subject to a lifetime registration requirement under a state sex offender registration program.

If any household member is currently engaged in, or has engaged in any drug-related or violent criminal activity, within the last three years, the family will be denied admission.

HUD authorizes YCH to deny assistance based upon the family's previous behavior in assisted housing. YCH will deny assistance to an applicant family if:

- The family does not provide information that HUD or YCH determines is necessary to the administration of the program.
- The family does not provide complete and true information to YCH.
- Any public housing agency has terminated assistance under the program for any family member within the last three (3) years.
- Any family member has been evicted from federally assisted housing in the last three (3) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any other federal housing program.
- The family owes rent or other amounts to any public housing agency in connection with the HCV, Certificate, Moderate Rehabilitation, or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.
- The family has breached the terms of a repayment agreement entered into with YCH, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.
- A family member has engaged in or threatened violent or abusive behavior towards YCH personnel.

YCH is authorized to obtain criminal conviction records from law enforcement agencies

to screen applicants for admission to the HCV program. This authority assists YCH in complying with HUD requirements and in-house policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to access these records, YCH requires each applicant household to submit a consent form signed by each adult household member.

Selection

As vouchers become available, families on the wait list must be selected for assistance in accordance with the policies listed in the agency's Administrative Plan.

Wait List

Each eligible applicant household shall be placed on the waiting list based on preference and then by date and time of application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

YCH will maintain information that permits proper selection from the Waiting List. The Waiting List will be organized to contain the following information for each applicant.

- Applicant name
- Family unit size (number of bedrooms for subsidy standards)
- Date and time of application
- Preference score
- Racial or ethnic designation of the head of household

YCH shall make known to the public that applications are being taken at least 10 business days prior to the date applications will first be accepted. Publicity will include:

- (i) The dates, times, and location where families may apply;
- (ii) The programs for which applications will be taken;
- (iii) A brief description of the program; and
- (iv) Limitations, if any, on whom may apply.

Public notice shall be in the form of, but not be limited to, newspaper ads and radio announcements. YCH will give the public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. YCH communicates the wait list opening via e-mail to our partners, advertises the opening date in newspapers of the main cities located in Yolo County, global media and our website. The wait list is open online so applicants can immediately place their name on the waitlist.

YCH also partners with agencies that provide services to the most vulnerable families, such as shelters for persons experiencing homelessness, health and human services agencies, agencies that provide services to victims of domestic violence, mental health services providers, churches, Native American organizations, agencies that serve minority groups, global media, local libraries, senior centers, etc.

YCH provides training for our partners through a workshop where they can view the application and learn the process to apply. Partner agencies such as county libraries, Health and Human services and others that have computer labs make their computers available to applicants who do not own a device with internet access so they can apply.

All notices will comply with all HUD fair housing requirements.

YCH shall make known to the public that the waiting list will be closed and pre-applications will no longer be taken until further notice. Public notice may be in the form of, but will not be limited to, newspaper ads and radio announcements. YCH may give the public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

Closing the waiting list is defined that no applications will be received except for applicants that are direct referrals from local government agencies that are displaced as a result of governmental action. Once the referral is verified and accepted by YCH, the person is placed on the waiting list in accordance with this policy.

Selection and Special Funding Sources

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

Targeted Funding

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

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

- Mainstream Voucher Program - YCH will utilize its HCV waiting list for this program. If YCH has closed its HCV waiting list, it will reopen the waiting list to accept Mainstream applicant families when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.
- Shelter Plus Care Program
- Emergency Housing Vouchers
- Veterans Affairs Supportive Housing (VASH)
- Family Unification Program Vouchers

Preferences

YCH offers the following preferences for the Housing Choice Voucher Program. Preferences will be verified at the time of full application (determination of eligibility) and any change in preference status may change the applicant family's total score and may change their position on the waiting list.

- Displaced by Government Action
 - a. Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:
 - b. Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family Has been declared unfit for habitation by a government agency.
 - c. Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.
 - d. Displaced due to a family member being the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.
- Working Families/Elderly/Disabled: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference

is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.

- **Residency Preference:** Applicants who live, work or are hired to work in the County of Yolo at the time of application qualify for this preference.
- **Military Preference:** Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.
- **Youth Exiting the Family Unification Program:** Participants whose FUP funding is expiring and will have an adequate lack of housing as a result of their termination from the program.
- **Mainstream Voucher Families – Eligible Mainstream Voucher Families,** who are non-elderly persons with disabilities and their families.

Point Values of Preferences

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

Section 8 participants who have been terminated due to over-leasing or lack of federal funding. At the time a participant is terminated due to over-leasing or lack of federal funding, that person’s name will automatically be placed atop the waiting list.

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

Preference (Points)

- Residency in Yolo County (1 point)
- Working/Permanently Disabled/Elderly (2 points)
- Members of Military/Veterans (1 point)
- Youth Exiting FUP (1 point)
- Mainstream Voucher Limited Preference for Non-Elderly Disabled Families (1 point)
- Involuntarily Displaced (2 points)

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

Financial Resources

The table included on the following page lists Yolo County Housing's anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2022.

Funding Source	Amount	Use
FY2022 PH Operating Fund	\$1,521,781	PH Operations
FY2022 Capital Fund Program	\$1,125,478	PH Modernization
FY2021 Capital Fund Program	\$1,125,478	PH Modernization
FY2020 Capital Fund Program	\$815,042	PH Modernization
FY2019 Capital Fund Program	\$758,931	PH Modernization
Housing Choice Voucher Program	\$14,871,078	HCV Operations
HCV Administrative Fees	\$1,341,334	HCV Operations
Public Housing Dwelling Rent	\$2,548,591	PH Operations
Interest	\$4,200	PH/HCV Operations
Other Income	\$65,000	PH Operations
Total	\$24,176,913	

Note: The Capital Fund amount for FY2022 is based on the FY2021 amount. The Capital Fund amounts for FY2021, FY2020 and FY2019 are the unobligated amounts as of 12/31/2021.

Rent Determination

Public Housing

Determining the Total Tenant Payment is a two-step process. Total Tenant Payment shall be the highest of the following rounded to the nearest dollar:

- a. 30 percent of monthly Adjusted Income; or
- b. A minimum rent amount of \$25. Note: QHWRA (Quality Housing Work Responsibility Act) established certain exceptions to the minimum rent requirements relating to hardship, which are discussed in the Rent Collection Policy of the ACOP.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

The Flat Rent amount for each apartment is updated on an annual basis and is equivalent to 80% of the Fair Market Rent for Yolo County minus any utility cost allowance received.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

Housing Choice Voucher

Family share of rent shall be calculated based on:

- 30% of the monthly adjusted income of the family; or,
- 10% of the monthly income of the family; or,
- Welfare Rent (payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated), or
- Minimum Rent.

YCH has established a minimum rent policy to require families to pay a minimum monthly rent of \$25. This minimum rent shall include any amount allowed for utilities.

Operations and Management

In addition to the Admission and Occupancy Policies for each program, other management policies have been developed to help YCH staff operate in a consistent and effective manner. The following includes a list of the more significant policies adopted by YCH:

- Cash Management
- Disposition of Property
- Insurance
- Repayment Policy
- Maintenance
- Safety
- Procurement
- Smoke-Free Housing

Because YCH owns the Public Housing properties, it is important to ensure they are properly maintained. YCH's highly trained and effective maintenance staff is responsible for completing work orders in a timely fashion.

To ensure sanitary conditions are maintained, periodic pest control visits are made to all apartments.

Grievance Procedure

Public Housing

All Public Housing residents have the right to appeal decisions or actions of the YCH staff through application of the Grievance Procedure. The full Grievance Procedure is part of the ACOP and can be reviewed at YCH's main administrative office.

The Grievance Procedure cannot be used in cases of criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and any drug-related criminal activity on or near the premises.

Applicants are afforded an informal review process if they believe they have been wrongly denied eligibility to the Program. The informal review process provides the applicant with an opportunity to present new information or refute existing information. The informal review process is covered in the ACOP.

Housing Choice Voucher

YCH must give an applicant to the HCV Program an opportunity for an informal review of the decision to deny assistance to the applicant.

In addition, YCH must give a participant of the HCV Program an opportunity for an informal hearing to consider whether certain decisions relating to the individual circumstances of the participant are in accordance with the law, HUD regulations and YCH policies.

The process for conducting an informal review and informal hearing are included in the HCV Administrative Policy.

Homeownership Programs

Public Housing

YCH does not currently operate a public housing homeownership program.

Housing Choice Voucher - Tenant Based Assistance

Yolo County Housing has established a housing choice voucher tenant-based homeownership option in Yolo County, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option.

Any voucher eligible program participant who has been issued a Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following:

- 1) A family must meet the requirements for continued participation in the YCH Tenant-based HCV Program.
- 2) The homeownership option will be included in all Briefing and Re-Housing classes as well as media and community announcements. Current HCV participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3) A family in which the head of household or co-head has previously received assistance and has defaulted on a mortgage obtained through the Homeownership Option is barred from participation.
- 4) Participant families must be any of the following: "first-time homeowners," in which no family member owned any present ownership interest in a residence of any family member in the last three years; residents of limited equity cooperatives; or, a family of which a member is a person with disabilities, and use of the Homeownership Option is needed as a reasonable accommodation. (Title to a mobile home is not considered as homeownership for purposes of this option.)
- 5) Participants in the HCV Homeownership Option must attend and satisfactorily complete the pre-purchase homeownership counseling program and be deemed to be "mortgage ready" before a homeownership voucher will be issued. Participants are also required to attend and complete post-purchase, ongoing homeownership counseling. At a minimum, the counseling will cover the following:

- Home maintenance

- Budgeting and money management
 - Credit counseling
 - Negotiating the purchase price of a home
 - Financing
 - Locating the home
 - De-concentration issues
 - Family must only purchase a home that passes HQS inspection and has been satisfactory according the independent inspection
- 6) The head of household and/or co-head must be currently employed on a fulltime basis (as defined by HUD to average 30 hours per week) and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household, spouse or co-head is disabled or elderly are exempted from this requirement. Families that include a person with disabilities may request an exemption as a reasonable accommodation.
 - 7) The family's income must be equal to or exceed the HUD minimum income requirement, currently set at 2000 hours times the current Federal minimum wage or \$14,500. Welfare assistance will not be counted (used) for meeting the income requirement, except for households in which the head or co-head is elderly or disabled and for households that include a disabled person other than head or co-head. ("Welfare assistance" includes federal housing assistance or the housing component of a welfare grant; Jobs and Family Services assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a federal, state or local program that provides assistance available to meet family living or housing expenses.)
 - 8) Participants may be enrolled in the Family Self-Sufficiency (FSS) Program but are not required to do so for qualifying in the program. Participants enrolled in the FSS will have a preference over non-FSS families. Funds accumulated in the escrow account may be advanced for purchase of the home or home maintenance, subject to the guidelines of the FSS Program.
 - 9) YCH requires the applicant for the program to be a current participant of the Voucher program and must have been in the program for at least one year, and be a participant in good standing.

The full homeownership plan can be found in the Administrative Plan for the Housing Choice Voucher Program.

Community Service and Self-Sufficiency Programs

It is the policy of YCH to enhance and promote economic and social self-sufficiency. As such, YCH shall provide the following for the enhancement of the economic and social self-sufficiency of assisted families:

- **Income mix** (YCH may establish and utilize income-mix criteria for the selection of residents.)
- **Targeting** (mandatory): Not less than 40% of dwelling units owned by YCH shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.
- **Cooperation Agreements for Economic Self-Sufficiency** (mandatory): YCH shall enter into cooperation agreements with state, local, and other agencies providing assistance to covered families under welfare or public assistance programs. The cooperation agreements shall facilitate the administration of this policy and the sharing of information regarding rents, income, assistance, or other information that may assist YCH or welfare or public assistance agency to carry out its functions. YCH shall also seek to include in cooperation agreements with welfare or public assistance agencies provisions to provide for economic self-sufficiency services within the properties owned by YCH, provide for services designed to meet the unique employment-related needs of residents, and provide for placement of work fare positions on-site.

Community Service Requirement

As a condition of continued occupancy, with the exception of excluded residents, each adult resident of YCH shall:

- a. Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides; or,
- b. Participate in an economic self-sufficiency program for eight (8) hours per month.

Definition of “economic self-sufficiency program”: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, work fare, financial or household management, apprenticeship, or other activities as approved by YCH.

Safety and Crime Prevention

YCH's three largest Public Housing locations are in Woodland (Yolano and Donnelly, with a total of 132 units), West Sacramento (Riverbend Manor I & II, and Las Casitas, with a total of 139 units) and Winters (El Rio I, II, III & IV, with a total of 124 units). These locations comprise 395 of YCH's total 431 public housing units, representing the primary site-based communities of individuals and families who benefit from YCH subsidy programs. There is wide variance in the communities surrounding the properties, as well as across the individuals and families housed at the locations.

Residents have continued to express concerns about their sense of safety at the West Sacramento Public Housing site. YCH has held a few small, in person conversations with some of these residents to discern a path forward that will best resolve the concerns. Today's presentation builds on two prior safety overviews and narrows the presentation's focus to solely address West Sacramento, with updated summary law enforcement response data spanning six-month intervals between January 2018 and June 2021 as well as proposed upcoming interventions by YCH. Some of the previously proposed interventions have now been completed (i.e., Resident Council workgroup, responding to requested site improvements and site beautification). In addition, staff are continuing to connect with residents by telephone and in periodic small, socially distanced groups with all attendees wearing masks.

Combining the more recent law enforcement data with the historical information demonstrates that the issues drawing law enforcement involvement at the West Sacramento site are primarily social impact issues, rather than criminal activity. Nonetheless, these social impact issues continue to generate significant law enforcement response to the site, and do not yet demonstrate a continuing downward trend. Rather, compared to the lowest overall law enforcement call number in a 6-month period (July – Dec 2018), both of the most recent two 6-month periods (July – Dec 2020 and January – June 2021) showed a slightly higher call volume, indicating a need for continued response planning by YCH:

<u>Time Period</u>	<u>Total Calls</u>
July – Dec 2018	50
July – Dec 2020	54
Jan – June 2021	58

To best support the varying needs of each community moving forward, YCH will partner with the local law enforcement and other involved agencies to both obtain periodic data and to implement location-specific initiatives most relevant to the area's residents.

Yolo County Housing 2021 Initiatives by location:

- Yolano Donnelly – One community clean-up day occurred, with minimal participation. Further days are on hold based on COVID-19 protocols and re-opening; law enforcement and the PHA have partnered on installation of a security camera and security patrols started in the fall; a Tag & Tow procedure has been formalized, and staff are working on increased landscaping work, including removal of bushes that hinder sight to a back parking lot of Yolano. Additionally, law enforcement held a “Popsicles with the Police” neighborhood night out-styled event (“Unidos La Policia Trabajando Junto Con La Comunidad Hispana” – “United, the police working together with the Hispanic community”) on September 16th and was well attended by residents of both Yolano and Donnelly.
- Riverbend Manor/Las Casitas – Interventions have been updated following the August data review, to focus largely on social support interventions. A senior resident liaison specifically for the Riverbend Manor location has been added and plans for a resident liaison consultation/training group (to include liaisons across the portfolio) are underway.
- El Rio Villas – In addition to addressing an increased “Pride in your Community” brand at the site (hampered by COVID-19 protocols and limited re-opening), the Capital Fund improvement of accessible walkways was completed. Additionally, to address water safety, and provide an opportunity for resident participation in location improvement, the El Rio Villas site also became a project recipient of the State’s Integrated Regional Water Management (IRWM) Disadvantaged Communities Grant Program. The project will assess the drinking water and wastewater needs of the community, and YCH will include interested residents in the assessment process.

Implementation of the above strategies will be long-term in nature, with additional/alternative strategies addressed as needed over time.

Pet Policy

Yolo County Housing has adopted a Pet Policy covering the ownership of pets in its’ public housing developments. The policy explains the YCH’s policy on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the Agency. The full Pet Policy is an appendix to the Admissions and Continued Occupancy Plan (ACOP) and is available for review at the main office during normal operating hours or accessible on the agency website:

Asset Management

YCH's twelve (12) public housing properties have been grouped into three (3) Asset Management Projects (AMPs). The AMPs were determined using various factors including proximity, number of units, etc. Each AMP operates as though it is a separate entity with dedicated management and maintenance. Each AMP has its own budget which is monitored very closely.

Management continually assesses all properties to determine how to keep operating costs down and extend the property life by addressing capital improvement needs. Also, as some properties begin to reach the end of their useful life, management will need to determine what can be done to help keep the properties affordable for low-income residents.

Substantial Deviation

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Agency pertaining to the Authority's Goals and Objectives. This includes revising or modifying the Agency's Goals and Objectives.

As part of the possible conversion to Rental Assistance Demonstration (RAD), YCH is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

Significant Amendment/Modification

A "Significant Amendment or Modification" to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.

- Any change with regard to demolition or disposition, designation, homeownership programs, conversion or RAD activities.

B.2 New Activities

Introduction

It is the intent of the Housing Authority of the County of Yolo (Yolo County Housing, or YCH) to commence ongoing Public Housing repositioning activities using options available under Housing and Urban Development (HUD)'s authority. These activities may include, and are not limited to:

- Mixed Finance Modernization or Development
- Demolition and/or Disposition
- Designated Housing for Elderly and/or Disabled Families
- Conversion of Public Housing to Tenant-Based Assistance
- Conversion of Public Housing to Project-Based Assistance using RAD (Rental Assistance Demonstration)
- Project-Based Vouchers

Starting in 2022, the agency intends to implement various activities with the existing Public Housing which will likely result in Section 8 Project-Based Voucher (PBV) projects, Tenant-Based Voucher assistance options, and mixed-income projects. The activities will likely involve phased relocation of some tenants currently in Public Housing and will allow for substantial rehabilitation and/or new construction utilizing available funding such as bond financing, low-income tax credit funding, affordable housing loans, and/or other funding as available. Resulting projects may include mixed-income residential, community services and community-serving retail, which may include the phased replacement of the existing multifamily Public Housing owned and operated by YCH or other affiliated entities.

2022 Potential Applications for one or more activities include:

Yolano Village	60 units
Donnelly Circle	72 units
Yolito	10 units
Ridgecut Homes	10 units
El Rio Villa I	30 units
El Rio Villa II	26 units
El Rio Villa III	50 units
El Rio Villa IV	18 units

Vista Montecito	16 units
Riverbend Sr. Manor I	39 units
Riverbend Sr. Manor II	24 units
Las Casitas	76 units

Mixed Finance Modernization or Development

Mixed finance modernization is under consideration, which could be accomplished in a partnership, which may include YCH and other yet-to-be-determined partners, and which could use Public Housing Capital funds, rental subsidy, Project Based Vouchers, Project Based Rental Assistance and/or other available Federal, State, local, grant, private and loan funding options.

Demolition and/or Disposition

The agency is considering potential demolition and/or disposition of select low-income Public Housing properties throughout the County of Yolo. This could allow the subject properties to be removed from Public Housing and could allow for substantial rehabilitation and/or new construction to preserve the unit's long-term affordability.

Designated Housing for Elderly and/or Disabled Families

This designated housing is under consideration and could include demolition or rehabilitation and/or new construction of residential units designed for elderly and/or disabled families.

Conversion of Public Housing to Tenant-Based Assistance and Conversion of Public Housing to Project-Based Assistance using RAD

These conversions may include demolition, rehabilitation, and new construction of residential units to preserve long-term affordability.

Project-Based Vouchers

This consideration includes Yolo County Housing engaging in initiatives to improve, rehabilitate and/or build new construction and/or replace Public Housing buildings, properties or sites, and assigning Project-Based Vouchers to the resulting units to preserve long-term affordability.

Occupancy by Over-Income Families

Federal Regulations allow that a PHA which owns or operates less than 250 public housing units may lease a unit to an over-income family provided that certain criteria are met. Since YCH's portfolio includes more than 250 public housing units, this section is not applicable.

Occupancy by Police Officers

If it is deemed necessary to increase security for public housing residents, a PHA may allow police officers who are not otherwise eligible for the Public Housing Program, to live in a public housing dwelling unit. At this time, YCH has decided not to allocate any dwelling units for this purpose.

Non-Smoking Policies

To promote a healthier living environment for residents and to eliminate the harmful effects of second hand smoke and increased fire hazards, YCH has instituted a Smoke-Free Policy. This policy made all properties owned by the Agency Non-Smoking effective July 1, 2018.

The full Policy is included as part of the Admissions and Continued Occupancy Policy (ACOP) and can be reviewed at YCH's main office or on the website at www.ych.ca.gov.

Project-Based Vouchers

To expand the availability of affordable housing in Yolo County, YCH uses project-based vouchers. The current Annual Contributions Contract with HUD allows YCH to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing. HAP contracts cannot be renewed or entered into if more than twenty (20%) of the base allocation is utilized for PBV. YCH is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available and/or authorized by HUD.

Currently, YCH uses approximately 13.3% (240 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. YCH published a RFP for New Construction or Rehab properties and awarded 102 additional project-based vouchers. 75 vouchers were awarded to new construction projects serving homeless populations with wrap-around services and 5 were awarded to a rehabilitation project at a senior housing complex.

The following table provides information on the apartment complexes which currently have project-based contracts with YCH:

PBV HAP Contracts

Complex	Units	Effective Date	City
Fair Plaza Senior Apts.	27	10/1/2008	Woodland
Homestead Apts.	14	2/1/2009	Davis
Eleanor Roosevelt Circle	15	4/1/2009	Davis
Terracina at Springlake	15	8/15/2012	Woodland
New Harmony	17	2/1/2013	Davis
Esperanza Crossing	10	6/20/2013	Esparto
Cesar Chavez Plaza	10	11/8/2013	Davis
Hotel Woodland VASH	15	12/1/2014	Woodland
West Beamer Place	20	10/1/2018	Woodland
Esperanza Crossing II	10	10/1/2017	Esparto
Walnut Terrace	5	2/11/2021	Davis
Blue Mountain Terrace	22	6/24/2021	Winters
Mercy – 1801 West Capitol	60	10/20/2021	West Sacramento

Commitments

Complex	Units	City	Award Date	AHAP Executed	Projected HAP
Friends of the Mission – East Beamer Way Micro-Neighborhood	15	Woodland	1/17/2019	TBD	TBD

The implementation of project-based vouchers up to 20% of the Annual Budget Authority will increase the quality of affordable housing and expand housing opportunity to low-income families in Yolo County which is consistent with the Agency Plan's Goals and Objectives.

Units with Approved Vacancies for Modernization

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, YCH does not have a need to request this approval from HUD. YCH reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

Other Capital Grant Programs

Currently, YCH is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. YCH reserves the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

B.3 Progress Report in Meeting Goals and Objectives in Prior Five-Year Agency Plan

Strategic Priority 1 - Building Up our Communities

Goal: Expand our partnerships with local jurisdictions.

Progress

- Working with the City of Davis, City of Winters and the County of Yolo to write proposals for the Community Development Block Grant (CDBG) COVID-19 allocations (CV 1st, 2nd and 3rd rounds) and will be implementing the funded programs/projects as funded for housing/services to support the homeless, the at-risk of homelessness and Operation Homekey participants.
- Working with the County, we have requested the State to repurpose some of the County's state HOME funds into TBRA to provide housing for homeless and Operation Roomkey participants.
- Working with our partners on additional grant applications for development/predevelopment funds through SB 2.
- Working with various participating cities/county on Housing Element and zoning for affordable housing.
- YCH became a member in a Joint Exercise of Powers Agreement with the California Statewide Communities Development Authority, Community Improvement Authority.

Goal: Work to expand opportunity and self-sufficiency and remain prepared for emergencies.

Progress

- Continue to implement the Family Self-Sufficiency Program for the benefit of

Voucher and Public Housing recipients.

- Working with the Operational Area (OA) on joint pandemic response.
- Budgeted funding to retool our public spaces, such as lobbies, to improve pandemic response.
- Worked with the OA, Joint Emergency Management Services (JEMS) and PGE on Planned Service Power Shutoffs (PSPS).

Strategic Priority 2 - Investing in Development

Goal: Complete Rental Assistance Demonstration (RAD) analysis and move forward with Plan implementation

Progress

- In the process of finalizing RAD plan for presentation to the RAD Subcommittee.
- As feasible, plan to begin RAD implementation in first half of FY2023.

Goal: Complete build out of 100 units current development planning

- Construction of 85 units in West Sacramento, with 60 Project-Based Vouchers allocated, was completed in the fall of 2021.
- A Developer RFQ for six lots of homeownership units for farmworker families is pending issuance in the spring of 2022.

Goal: Continue advocating for federal and state support for our program and protection of key funding sources. Continue our advocacy for financial products that serve our communities.

Progress

- Continued to work with Housing and Urban Development (HUD) on strategies for increasing local housing through repositioning activities.
- Received a donation of 8.2 acres of land from the County of Yolo. Land will be sold and proceeds used to further future affordable housing projects in Yolo County.

Strategic Priority 3 - Investing in our People

Goal: Evaluate and restructure the organization of 2020 to prepare for capacity growth and rethinking the organization's management and overall department structure.

Progress

- This item has been slightly tweaked to accommodate an organizational restructure that will both allow for capacity growth over time, but also take into consideration the current economic state and move into recession, to ensure long term viability, cash flow and operational sustainability.

Goal: Continue and expand employee centered training program and strengthen our middle management leadership capacity.

Progress

- Budget includes funding for training and education throughout the organization, including access to online training modules, to ensure continued learning of current and new employees during current circumstances.

Goal: Expand opportunity within the YCH umbrella for resident and participant job training

Progress

- Used a portion of CARE funds to launch the Resident Maintenance Trainee program at three large public housing campuses located in West Sacramento, Woodland and outside the City of Winters. In the FY 2021-2022 budget cycle, YCH will consider continuation of this valuable trainee program to assist with filling future vacancies in permanent maintenance department staffing due to attrition.
- Increased the number of Tenant Liaisons across the Public Housing sites. In 2022, plans include initiating a monthly "check-in"/job readiness meeting with all active liaisons.

Strategic Priority 4 - Expanding our Capacity and Building our Systems

Goal: Continue to automate processes with an eye towards greater self-sufficiency, improved interfaces, and self-service by residents through improved systems.

Progress

- Working with new electronic system vendor for a potential 2022 transition away from Tenmast to a more user-friendly/comprehensive platform.
- Paused full implementation of a rental accounts and payment system pending transition away from Tenmast.

Goal: Continue to invest in technology and systems to improve efficiency and customer services.

Progress

- Full implementation of new mobile carrier and new landline/computer access of the phone system for improved field communications.
- Transitioned from a Google-based platform to a Microsoft-based platform for improved organization of agency work.

B.4 Capital Improvements

As the Capital Fund Program has been decoupled from the Agency Plan, YCH provides information concerning the CFP in separate documents. These documents include the proposed CFP Five-Year Action Plan for FY2022 – FY2026 as well as Performance and Evaluation Reports for all open CFP grants. YCH received \$1,125,478 in funding through the CFP in FY2021. This amount was used to project the next five years. Each document will be discussed in the same Public Hearing as the FY2022 Agency Plan Annual Update. All of the above documents will be available for review during the 45-day Public Hearing notice period as well.

The most recent Capital Fund Five-Year Action Plan covering FY2021 – FY2025 was approved by the Housing Commission in April 2021 and HUD in October of 2021.

B.5 Most Recent Fiscal Year Audit

The Fiscal Year Audit for FYE June 30, 2021, is currently in the process of being completed. The most recently completed Fiscal Year Audit covers FYE June 30, 2020. There were no financial statement findings discovered during the 2020 audit. In addition, there were no questioned costs of the major federal award programs. A copy of the 2020 Audit is included with the Annual Update.

C. Other Documents and/or Certification Requirements

C.1 Resident Advisory Board Comments

Any comments received from the Resident Advisory Board will be added once they have had a chance to review the FY2022 Annual Update.

C.2 Certification by State or Local Officials

YCH will submit Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form will be submitted to HUD as an electronic attachment to the FY2022 Annual Update.

C.3 Civil Rights Certification

Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with the PHA Plans and Related Regulations, will be submitted as an electronic attachment to the FY2022 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

C.4 Challenged Elements

No elements of the FY2022 Agency Plan Annual Update have been challenged.

C.5 Troubled PHA

Yolo County Housing is **not** a Troubled PHA and therefore, this section is not applicable.

D. Affirmatively Furthering Fair Housing (AFFH)

D.1 Affirmatively Furthering Fair Housing

YCH is in the process of developing Goals and Strategies related to affirmatively furthering fair housing. Once the Goals and Strategies have been developed, they will be included in the Agency Plan.

Other

Violence Against Women Act

It is YCH's policy to make all applicants and residents aware that the agency has a Violence Against Women Act Policy (VAWA). A copy of the policy can be reviewed on YCH's website, www.ych.ca.gov. All applicants are presented with a copy of the policy when they apply. In addition, residents are presented with the policy at initial lease up and all reexams. Lastly, YCH provides the VAWA notice with every proposed termination to families as well. This policy makes sure that no applicants and residents are discriminated against because they are a victim of domestic violence.

Although YCH has not established any goals, activities or programs regarding VAWA, a wait list preference has been implemented in the Public Housing Program for victims of domestic violence. This preference allows victims of domestic violence to move up the wait list which may enable families to receive housing sooner. Staff has reviewed and updated the Administrative Plan for the Housing Choice Voucher Program. During the update, a wait list preference was added for victims of domestic violence to be consistent with the ACOP.

In addition, YCH staff provides outreach through our partnerships with local social service agencies including Empower Yolo which provides services to victim of domestic violence in Yolo County. In our public housing portfolio, we provide client services support to families when a potential VAWA incident occurs. This includes referrals to agencies such as Empower Yolo, Legal Services of Northern California, etc. that can provide additional wraparound services to victims in addition to following our VAWA Emergency Transfer procedures.

Language Assistance Plan

In 2009, staff developed the initial YCH Language Assistance Plan adopted by the YCH Board of Commissioners. The Plan was subsequently reviewed by Legal Services of Northern California (LSNC), and with their recommended changes incorporated, the initial

Plan was adopted by the Board of Commissioners in February 2010. Since the initiation of the Language Assistance Plan, YCH has maintained staff who are certified as possessing spoken bilingual skills, or as possessing spoken and written bilingual skills. In addition, and as detailed in the plan, Limited English Persons (LEP) who inquire about YCH programs are provided direct assistance by any YCH staff person through the use of "iSpeak cards". The iSpeak cards are available in every YCH office, and each staff person maintains the card at their desks. If staff encounter a family that requires translation services, YCH is under contract with Certified Languages International (CLI) who provides access to an interpreter over the phone to provide translation during staff interaction with the client. CLI is also used during appointments if a translator is not available in person. Additionally, there is oftentimes a bilingual family member who will accompany or advocate for an applicant or program participant during phone or in-person interactions. Once approved, the revised Language Assistance Plan will be translated into Spanish and Russian for access by LEP in the HUD-funded YCH public and affordable housing programs.

The Language Assistance Plan was revised and adopted by the Commission in December 2020. A full copy of the updated Language Assistance Plan is included with the Plan.

Reasonable Accommodation Policy

In 2009, YCH contracted with an outside consulting firm, National Facility Consultants (NFC), to create a Section 504 Compliance and Transition Plan. It was recommended at that time that YCH update their Reasonable Accommodation Policy and Procedures. An updated draft was developed, then reviewed by LSNC, and subsequently adopted by the Board of Commissioners in February 2010. In addition to the Policy, staff worked with LSNC on the development of the request forms, verification forms and notification forms used throughout the reasonable accommodation request process as applicable. To address recent changes in law, LSNC has now recommended updates to include family members or authorized representatives of a person with a disability can act on their behalf, clarification that YCH will not charge a fee as a condition of processing a request, and that YCH will keep an individuals' information confidential as legally required. In addition, information specific to verification of a request by YCH is now updated and detailed. Finally, language regarding Assistance Animals is incorporated. Annually, YCH staff receive fair housing training from LSNC during their Fair Housing Conference. Once approved, the revised Reasonable Accommodation Policy, Grievance Procedure and applicable forms will be translated into Spanish and Russian for access by Limited English Persons (LEP) in the HUD-funded YCH public and affordable housing programs. A full copy of the updated Reasonable Accommodation Policy is included with the Plan.

Attachment B

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**FY2022 – FY2026 CAPITAL FUND
PROGRAM FIVE-YEAR ACTION PLAN**

Capital Fund Program - Five-Year Action Plan

Approved By:

Approval Date:

Status: Draft

Part I: Summary						
PHA Name : Housing Authority of the County of Yolo		Locality (City/County & State)				
PHA Number: CA044		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2022	Work Statement for Year 2 2023	Work Statement for Year 3 2024	Work Statement for Year 4 2025	Work Statement for Year 5 2026
	AUTHORITY-WIDE	\$385,595.00	\$385,595.00	\$385,595.00	\$335,595.00	\$329,595.00
	EL RIO VILLA III (CA044000002)	\$633,883.00	\$539,883.00	\$599,883.00		\$300,000.00
	DONNELLY CIRCLE (CA044000001)	\$106,000.00	\$200,000.00			\$350,000.00
	LAS CASITAS (CA044000003)			\$140,000.00	\$789,883.00	\$145,883.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$385,595.00
ID0017	Operations(Operations (1406))	Transfer of funds to cover operating costs.		\$225,095.00
ID0020	PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)	Costs related to PHA Staff/Commissioner training.		\$7,500.00
ID0024	Resident Training(Management Improvement (1408)-Other)	Costs related to providing resident training.		\$500.00
ID0028	Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)	Fees related to development of Five Year Agency Plan and other policies.		\$5,000.00
ID0032	Update Utility Allowance(Management Improvement (1408)-Other)	Fees related to the update of public housing utility allowances.		\$4,000.00
ID0039	Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Costs related to updating computer software and associated training.		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0041	Administration (Administration (1410)-Other,Administration (1410)-Salaries)	Staff costs related to administering the CFP.		\$82,500.00
ID0046	A and E Fees (Contract Administration (1480)-Other Fees and Costs)	A and E Fees related to the completion of CFP work items at El Rio villa I		\$50,000.00
ID0050	Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)	Fees related to completion of updates to the Capital Fund Five-Year Action Plan.		\$6,000.00
	EL RIO VILLA III (CA044000002)			\$633,883.00
ID0078	Interior Modernization at El Rio Villa I(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) DONNELLY CIRCLE (CA044000001)	Interior modernization at El Rio Villa I including bathroom, kitchen, painting, plumbing, flooring, doors and lighting. (30 apts.)		\$633,883.00
				\$106,000.00
ID0079	Replace HVAC Systems at El Rio Villa I(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Replace 14 HVAC systems at El Rio Villa I. (Phase 2)		\$106,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Subtotal of Estimated Cost			\$1,125,478.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$385,595.00
ID0018	Operations(Operations (1406))	Transfer of funds to cover operating costs.		\$225,095.00
ID0021	PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)	Costs related to PHA Staff/Commissioner training.		\$7,500.00
ID0025	Resident Training(Management Improvement (1408)-Other)	Costs related to providing resident training.		\$500.00
ID0029	Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)	Fees related to developing the Five-Year Agency Plan and other policies.		\$5,000.00
ID0034	Update Utility Allowances(Management Improvement (1408)-Other)	Fees related to the update of public housing utility allowances.		\$4,000.00
ID0037	Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Fees related to computer software updates and associated training.		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0042	Administration (Administration (1410)-Other,Administration (1410)-Salaries)	Staff costs related to the administration of the CFP.		\$82,500.00
ID0047	A and E Fees (Contract Administration (1480)-Other Fees and Costs)	A and E Fees related to completion of work items at El Rio Villa II		\$50,000.00
ID0051	Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)	Fees related to updates of the Capital Fund Program Five-Year Action Plan.		\$6,000.00
	EL RIO VILLA III (CA044000002)			\$539,883.00
ID0080	Interior Modernization at El Rio Villa II(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) DONNELLY CIRCLE (CA044000001)	Interior modernization at El Rio Villa II including bathroom, kitchen, painting, plumbing, flooring, doors and lighting. (26 apts.)		\$539,883.00
				\$200,000.00
ID0081	Replace HVAC Systems at El Rio Villa II(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Mechanical)	Replace 26 HVAC systems at El Rio Villa II.		\$200,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Subtotal of Estimated Cost			\$1,125,478.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$385,595.00
ID0022	PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)	Costs related to the completion of PHA Staff/Commissioner training.		\$7,500.00
ID0030	Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)	Costs related to the development of the Five-Year Agency Plan and Policies		\$5,000.00
ID0035	Update Utility Allowances(Management Improvement (1408)-Other)	Fees related to the update of the public housing utility allowances.		\$4,000.00
ID0038	Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Costs related to updating computer software and associated training.		\$5,000.00
ID0043	Administration (Administration (1410)-Other,Administration (1410)-Salaries)	Administrative costs related to CFP		\$82,500.00
ID0044	Resident Training(Management Improvement (1408)-Other)	Costs relates to providing resident training.		\$500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0048	A and E Fees (Contract Administration (1480)-Other Fees and Costs)	A and E Fees related to the completion of CFP work items.		\$50,000.00
ID0052	Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)	1480 - Capital Fund Update		\$6,000.00
ID0072	Operations(Operations (1406))	Transfer of funds to cover operating costs.		\$225,095.00
	EL RIO VILLA III (CA044000002)			\$599,883.00
ID0082	Interior Modernization at El Rio Villa III(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at El Rio Villa III including bathroom, kitchen, painting, plumbing, flooring, doors and lighting. (Phase 1 - 10 apts.)		\$200,883.00
ID0083	Replace HVAC Systems at El Rio Villa III(Dwelling Unit-Interior (1480)-Other)	Replace 50 HVAC systems at El Rio Villa III.		\$300,000.00
ID0084	Replace HVAC Systems at El Rio Villa IV(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Mechanical)	Replace 18 HVAC systems at El Rio Villa IV.		\$99,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAS CASITAS (CA044000003)			\$140,000.00
ID0085	Replace HVAC Systems at Las Casitas (Dwelling Unit-Interior (1480)-Mechanical)	Replace 25 HVAC systems at Las Casitas. (Phase 1)		\$140,000.00
	Subtotal of Estimated Cost			\$1,125,478.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	LAS CASITAS (CA044000003)			\$789,883.00
ID0067	Interior modernization at Riverbend Sr. Manor II(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Riverbend Manor II including bathroom, kitchen, painting, plumbing, flooring doors and lighting. (Phase I - 10 apts.)		\$229,883.00
ID0068	Interior modernization at Riverbend Sr. Manor I(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Riverbend Manor I including bathroom, kitchen, painting, plumbing, flooring doors and lighting. Phase I - 10 apts.)		\$229,500.00
ID0091	A and E Fees (Contract Administration (1480)-Other Fees and Costs)	A and E Fees related to the completion of CFP work items.		\$50,000.00
ID0093	Replace HVAC Systems at Las Casitas(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Replace 51 HVAC systems at Las Casitas. (Phase 2)		\$280,500.00
	AUTHORITY-WIDE (NAWASD)			\$335,595.00
ID0086	Operations(Operations (1406))	Transfer of funds to cover operating costs.		\$225,095.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0087	PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)	Costs related to the completion of PHA Staff/Commissioner Training		\$7,500.00
ID0088	Resident Training(Management Improvement (1408)-Other)	Costs relates to providing resident training.		\$500.00
ID0089	Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)	Costs related to the development of the Five-Year Agency Plan and Policies		\$5,000.00
ID0090	Update Computer Software and Training (Management Improvement (1408)-Other)	Costs related to updating computer software and associated training.		\$5,000.00
ID0092	Administration (Administration (1410)-Other,Administration (1410)-Salaries)	Administrative costs related to CFP		\$82,500.00
ID0094	Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)	Fees related to updating the Capital Fund Five-Year Action Plan.		\$6,000.00
ID0095	Update Utility Allowances(Management Improvement (1408)-Other)	Fees related to the update of the public housing utility allowances.		\$4,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Subtotal of Estimated Cost			\$1,125,478.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2026	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$329,595.00
ID0096	Operations(Operations (1406))	Transfer of funds to cover operating costs.		\$225,095.00
ID0097	PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)	Costs related to the completion of PHA Staff/Commissioner Training		\$7,500.00
ID0098	Resident Training(Management Improvement (1408)-Other)	Costs relates to providing resident training.		\$500.00
ID0099	Five-Year Agency Plan/Policy Development(Management Improvement (1408)-Other)	Costs related to the development of the Five-Year Agency Plan and Policies		\$5,000.00
ID0100	Update Computer Software and Training (Management Improvement (1408)-Other)	Costs related to updating computer software and associated training.		\$5,000.00
ID0102	Administration (Administration (1410)-Other,Administration (1410)-Salaries)	Administrative costs related to CFP		\$82,500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2026	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0103	Update Utility Allowances(Management Improvement (1408)-Other)	Fees related to the update of the public housing utility allowances.		\$4,000.00
	LAS CASITAS (CA044000003)			\$145,883.00
ID0101	A and E Fees (Contract Administration (1480)-Other Fees and Costs)	A and E Fees related to the completion of CFP work items.		\$50,000.00
ID0106	Las Casitas Demolition Costs(Dwelling Unit - Demolition (1480))	Costs related to demolition activities consistent with property redevelopment. To include asbestos and lead-based paint removal. (PHA-Wide)		\$50,000.00
ID0109	Water and Sewer Line Replacement(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace outdated water and sewer service lines at property.		\$45,883.00
	DONNELLY CIRCLE (CA044000001)			\$350,000.00
ID0104	Donnelly Circle Demolition Costs(Dwelling Unit - Demolition (1480))	Costs related to demolition activities consistent with property redevelopment. To include asbestos and lead-based paint removal. (PHA-Wide)		\$200,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2026	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0107	Water and Sewer Line Replacement(Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace outdated water and sewer service lines at property.		\$150,000.00
	EL RIO VILLA III (CA044000002)			\$300,000.00
ID0105	El Rio Villa Demolition Costs(Dwelling Unit - Demolition (1480))	Costs related to demolition activities consistent with property redevelopment. To include asbestos and lead-based paint removal. (PHA-Wide)		\$200,000.00
ID0108	Water and Sewer Line Replacement(Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace outdated water and sewer service lines at property.		\$100,000.00
	Subtotal of Estimated Cost			\$1,125,478.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2022
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$225,095.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)		\$7,500.00
Resident Training(Management Improvement (1408)-Other)		\$500.00
Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowance(Management Improvement (1408)-Other)		\$4,000.00
Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2022
Development Number/Name General Description of Major Work Categories		Estimated Cost
Administration (Administration (1410)-Other,Administration (1410)-Salaries)		\$82,500.00
A and E Fees (Contract Administration (1480)-Other Fees and Costs)		\$50,000.00
Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)		\$6,000.00
Subtotal of Estimated Cost		\$385,595.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2023
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$225,095.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)		\$7,500.00
Resident Training(Management Improvement (1408)-Other)		\$500.00
Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2023
Development Number/Name General Description of Major Work Categories		Estimated Cost
Administration (Administration (1410)-Other,Administration (1410)-Salaries)		\$82,500.00
A and E Fees (Contract Administration (1480)-Other Fees and Costs)		\$50,000.00
Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)		\$6,000.00
Subtotal of Estimated Cost		\$385,595.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	3	2024
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)		\$7,500.00
Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update Computer Software and Training (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$5,000.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries)		\$82,500.00
Resident Training(Management Improvement (1408)-Other)		\$500.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2024
Development Number/Name General Description of Major Work Categories		Estimated Cost
A and E Fees (Contract Administration (1480)-Other Fees and Costs)		\$50,000.00
Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)		\$6,000.00
Operations(Operations (1406))		\$225,095.00
Subtotal of Estimated Cost		\$385,595.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	4	2025
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$225,095.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)		\$7,500.00
Resident Training(Management Improvement (1408)-Other)		\$500.00
Five Year Agency Plan/Policy Development(Management Improvement (1408)-Other)		\$5,000.00
Update Computer Software and Training (Management Improvement (1408)-Other)		\$5,000.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries)		\$82,500.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	4	2025
Development Number/Name General Description of Major Work Categories		
Capital Fund Update(Contract Administration (1480)-Other Fees and Costs)		\$6,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Subtotal of Estimated Cost		\$335,595.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2026
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$225,095.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Staff Training)		\$7,500.00
Resident Training(Management Improvement (1408)-Other)		\$500.00
Five-Year Agency Plan/Policy Development(Management Improvement (1408)-Other)		\$5,000.00
Update Computer Software and Training (Management Improvement (1408)-Other)		\$5,000.00
Administration (Administration (1410)-Other,Administration (1410)-Salaries)		\$82,500.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2026
Development Number/Name General Description of Major Work Categories		Estimated Cost
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Subtotal of Estimated Cost		\$329,595.00

**FY2021 CFP PERFORMANCE AND
EVALUATION REPORT AS OF 12/31/2021**

Part I: Summary									
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450121 Replacement Housing Factor Grant No:		FFY of Grant: 2021		FFY of Grant Approval: 2021			
		Date of CFFP:							
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report									
Line	Summary by Development Account	Total Estimated Cost Original	Revised ²	Obligated	Total Actual Cost ¹				
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³	\$225,095.00		\$0.00	\$0.00				
3	1408 Management Improvements	\$22,000.00		\$0.00	\$0.00				
4	1410 Administration (may not exceed 10% of line 21)	\$82,500.00		\$0.00	\$0.00				
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs								
8	1440 Site Acquisition								
9	1450 Site Improvement								
10	1460 Dwelling Structures								
11	1465.1 Dwelling Equipment - Nonexpendable								
12	1470 Nondwelling Structures								
13	1475 Nondwelling Equipment								
14	1480 General Capital Fund	\$795,883.00		\$0.00	\$0.00				
15	1485 Demolition								
16	1492 Moving to Work Demonstration								
17	1495.1 Relocation Costs								
18a	1499 Development Activities ⁴								
18b	1501 Collateralization or Debt Service paid by the PHA								
19	9000 Collateralization or Debt Service paid Via System of Direct Payment								
20	1502 Contingency (may not exceed 8% of line 21)								
21	Amount of Annual Grant: (sum of line 2- 20)	\$1,125,478.00		\$0.00	\$0.00				
22	Amount of Line 21 Related to LBP Activities								
23	Amount of Line 21 Related to Section 504 Activities								
24	Amount of Line 21 Related to Security - Soft Costs								

Part I: Summary		FFY of Grant: 2021	
PHA Name: Yolo County Housing	Grant Type and Number Capital Fund Program Grant No: CA01P04450121 Replacement Housing Factor	FFY of Grant Approval: 2021	
Grant No: Date of CFFP:			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant	<input type="checkbox"/> Reserve for Disasters/Emergencies		
Summary by Development Account	Total Estimated Cost	Total Actual Cost¹	
Line	Original	Revised²	Obligated
25	Amount of Line 21 Related to Security - Hard Costs		Expended
26	Amount of Line 21 Related to Energy Conservation Measures		
Signature of Executive Director	Date	Signature of Public Housing Director	Date

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages									
PHA Name: Yolo County Housing				Grant Type and Number Capital Fund Program Grant No: CA01P04450121 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2021		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Operations								
PHA-Wide	Operations	1406	LS	\$225,095.00		\$0.00	\$0.00		
	Subtotal 1406			\$225,095.00		\$0.00	\$0.00		
	Management Improvements								
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$7,500.00		\$0.00	\$0.00		
PHA-Wide	Resident Training	1408	LS	\$500.00		\$0.00	\$0.00		
PHA-Wide	Five-Year Agency Plan/Policy Development	1408	LS	\$5,000.00		\$0.00	\$0.00		
PHA-Wide	Update Utility Allowances	1408	LS	\$4,000.00		\$0.00	\$0.00		
PHA-Wide	Update computer software system and provide training	1408	LS	\$5,000.00		\$0.00	\$0.00		
	Subtotal 1408			\$22,000.00		\$0.00	\$0.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages		Federal FY of Grant: 2021			
PHA Name: Yolo County Housing		Grant Type and Number			
		Capital Fund Program Grant No: CA01P04450121 CFFP (Yes/No):			
		Replacement Housing Factor Grant No:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Status of Work
				Original	Revised ¹
				Funds Obligated ²	Funds Expended ²
	Administration				
PHA-Wide	Administrative costs related to the CFP	1410	LS	\$82,500.00	\$0.00
	Subtotal 1410			\$82,500.00	\$0.00
	General Capital Fund				
PHA-Wide	A&E Design Fee	1480	LS	\$50,000.00	\$0.00
PHA-Wide	Capital Fund Program Update Fee	1480	LS	\$6,000.00	\$0.00
Ridgecut Homes	Interior modernization including bathroom, kitchen, painting, plumbing, flooring, doors, and lighting	1480	10 units	\$250,883.00	\$0.00
Ridgecut Homes	Replace HVAC systems	1480	10 units	\$75,000.00	\$0.00
Vista Montecito	Replace HVAC systems	1480	16 units	\$120,000.00	\$0.00
Yolito	Replace HVAC systems	1480	10 units	\$75,000.00	\$0.00
El Rio Villa I	Replace HVAC systems (Phase 1)	1480	16 units	\$119,000.00	\$0.00
Riverbend Senior Manor I	Replace roofing	1480	5 bldgs.	\$100,000.00	\$0.00
	Subtotal 1480			\$795,883.00	\$0.00
	Total CFP Amount			\$1,125,478.00	\$0.00

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**FY2020 CFP PERFORMANCE AND
EVALUATION REPORT AS OF 12/31/2021**

Part I: Summary									
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450120 Replacement Housing Factor		FFY of Grant: 2020		FFY of Grant Approval: 2020			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)		Final Performance and Evaluation Report			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹				
		Original							
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³	\$229,042.00		\$222,834.00	\$0.00				
3	1408 Management Improvements	\$22,000.00		\$0.00	\$0.00				
4	1410 Administration (may not exceed 10% of line 21)	\$82,500.00		\$82,500.00	\$0.00				
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs								
8	1440 Site Acquisition								
9	1450 Site Improvement								
10	1460 Dwelling Structures								
11	1465.1 Dwelling Equipment - Nonexpendable								
12	1470 Nondwelling Structures								
13	1475 Nondwelling Equipment								
14	1480 General Capital Fund	\$786,834.00		\$0.00	\$0.00				
15	1485 Demolition								
16	1492 Moving to Work Demonstration								
17	1495.1 Relocation Costs								
18a	1499 Development Activities ⁴								
18b	1501 Collateralization or Debt Service paid by the PHA								
19	9000 Collateralization or Debt Service paid Via System of Direct Payment								
20	1502 Contingency (may not exceed 8% of line 21)	\$0.00		\$0.00	\$0.00				
21	Amount of Annual Grant: (sum of line 2- 20)	\$1,120,376.00		\$305,334.00	\$0.00				
22	Amount of Line 21 Related to LBP Activities								
23	Amount of Line 21 Related to Section 504 Activities								
24	Amount of Line 21 Related to Security - Soft Costs								
25	Amount of Line 21 Related to Security - Hard Costs								

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary			
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450120 Replacement Housing Factor	
		FFY of Grant: 2020 FFY of Grant Approval: 2020	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Obligated
26	Amount of Line 21 Related to Energy Conservation Measures		Expended
Signature of Executive Director		Signature of Public Housing Director	Date

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages									
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450120 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2020			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Operations								
PHA-Wide	Operations	1406	LS	\$222,834.00		\$222,834.00	\$0.00		
	Subtotal 1406			\$222,834.00		\$222,834.00	\$0.00		
	Management Improvements								
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$7,500.00		\$0.00	\$0.00		
PHA-Wide	Resident Training	1408	LS	\$500.00		\$0.00	\$0.00		
PHA-Wide	Five-Year Agency Plan/Policy Development	1408	LS	\$5,000.00		\$0.00	\$0.00		
PHA-Wide	Update Utility Allowances	1408	LS	\$4,000.00		\$0.00	\$0.00		
PHA-Wide	Update computer software system and provide training	1408	LS	\$5,000.00		\$0.00	\$0.00		
	Subtotal 1408			\$22,000.00		\$0.00	\$0.00		
	Administration								
PHA-Wide	Administrative costs related to the CFP	1410	LS	\$82,500.00		\$82,500.00	\$0.00		
	Subtotal 1410			\$82,500.00		\$82,500.00	\$0.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA01P04450120 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2020			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	General Capital Fund								
PHA-Wide	A&E Design Fee	1480	LS	\$25,000.00		\$0.00	\$0.00		
PHA-Wide	Capital Fund Program Update Fee	1480	LS	\$6,000.00		\$0.00	\$0.00		
CA044000003	Replace HVAC systems at Riverbend Sr. Manor II	1480	24 units	\$136,099.00		\$0.00	\$0.00		
CA044000001	Interior modernization at Yolito including bathroom, kitchen, plumbing, flooring, doors, and lighting	1480	10 units	\$235,735.00		\$0.00	\$0.00		
CA044000001	Interior modernization at Vista Montecito including bathroom, kitchen, plumbing, flooring, doors, and lighting	1480	16 units	\$384,000.00		\$0.00	\$0.00		
	Subtotal 1480			\$786,834.00		\$0.00	\$0.00		
	Contingency								
PHA-Wide	Contingency funds	1502	LS	\$0.00		\$0.00	\$0.00		
	Subtotal 1502			\$0.00		\$0.00	\$0.00		
	Total CFP			\$1,120,376.00		\$305,334.00	\$0.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**FY2019 CFP PERFORMANCE AND
EVALUATION REPORT AS OF 12/31/2021**

Part I: Summary			
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450119 Replacement Housing Factor	
Grant No: Date of CFFP:		FFY of Grant: 2019	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	\$289,616.75	\$289,616.75
3	1408 Management Improvements	\$22,000.00	\$19,019.35
4	1410 Administration (may not exceed 10% of line 21)	\$82,500.00	\$82,500.00
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment - Nonexpendable		
12	1470 Nondwelling Structures		
13	1475 Nondwelling Equipment		
14	1480 General Capital Fund	\$770,734.25	\$14,783.71
15	1485 Demolition		\$14,783.71
16	1492 Moving to Work Demonstration		
17	1495.1 Relocation Costs		
18a	1499 Development Activities ⁴		
18b	1501 Collateralization or Debt Service paid by the PHA		
19	9000 Collateralization or Debt Service paid Via System of Direct Payment		
20	1502 Contingency (may not exceed 8% of line 21)		
21	Amount of Annual Grant: (sum of line 2- 20)	\$1,164,851.00	\$405,919.81
22	Amount of Line 21 Related to LBP Activities		
23	Amount of Line 21 Related to Section 504 Activities		
24	Amount of Line 21 Related to Security - Soft Costs		
25	Amount of Line 21 Related to Security - Hard Costs		

Part I: Summary			
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450119 Replacement Housing Factor	
		FFY of Grant: 2019	
		FFY of Grant Approval: 2019	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	
Line	Summary by Development Account	Original	Revised²
26	Amount of Line 21 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0274
Expires 8/31/2017

Part II: Supporting Pages									
PHA Name: Yolo County Housing				Grant Type and Number Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2019		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Operations								
PHA-Wide	Operations	1406	LS	\$289,616.75		\$289,616.75	\$289,616.75		
	Subtotal 1406			\$289,616.75		\$289,616.75	\$289,616.75		
	Management Improvements								
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$7,500.00		\$4,222.21	\$4,222.21		
PHA-Wide	Resident Training	1408	LS	\$500.00		\$0.00	\$0.00		
PHA-Wide	Five-Year Agency Plan/Policy Development	1408	LS	\$5,000.00		\$0.00	\$0.00		
PHA-Wide	Update Utility Allowances	1408	LS	\$4,000.00		\$0.00	\$0.00		
PHA-Wide	Update computer software system and provide training	1408	LS	\$5,000.00		\$14,797.14	\$14,797.14		
	Subtotal 1408			\$22,000.00		\$19,019.35	\$19,019.35		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages							
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2019		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²
	Administration						
PHA-Wide	Administrative costs related to the CFP	1410	LS	\$82,500.00		\$82,500.00	\$82,500.00
	Subtotal 1410			\$82,500.00		\$82,500.00	\$82,500.00
	General Capital Fund						
PHA-Wide	A&E Design Fee	1480	LS	\$25,000.00		\$14,783.61	\$14,783.61
PHA-Wide	Capital Fund Program Update Fee	1480	LS	\$6,000.00		\$0.00	\$0.00
PHA-Wide	Physical Condition Assessment for RAD	1480	LS	\$37,000.00		\$0.00	\$0.00
PHA-Wide	Phase I Environmental Site Assessment	1480	LS	\$27,000.00		\$0.00	\$0.00
PHA-Wide	RAD Consulting Fees	1480	LS	\$40,000.00		\$0.00	\$0.00
PHA-Wide	Asbestos and Lead Testing	1480	LS	\$20,000.00		\$0.00	\$0.00
CA044000003	Replace HVAC systems at Riverbend Sr. Manor I	1480	39 units	\$202,384.00		\$0.00	\$0.00
CA044000003	Replace office and community room roofing at Riverbend Sr. Manor I	1480	LS	\$30,000.00		\$0.00	\$0.00
CA044000001	ADA improvements at Yolano Drive	1480	LS	\$10,000.00		\$0.00	\$0.00
CA044000001	ADA improvements at Donnelly Circle	1480	LS	\$15,700.00		\$0.00	\$0.00
CA044000002	ADA improvements at Vista Montecito	1480	LS	\$10,000.00		\$0.00	\$0.00
CA044000002	ADA improvements at El Rio Villa I	1480	LS	\$25,000.00		\$0.00	\$0.00
CA044000002	ADA improvements at El Rio Villa II	1480	LS	\$25,000.00		\$0.00	\$0.00
	(Continued on next page)						

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0274
Expires 8/31/2017

Part II: Supporting Pages				Grant Type and Number			Federal FY of Grant: 2019		
PHA Name: Yolo County Housing				Capital Fund Program Grant No: CA01P04450119 CFFP (Yes/No):					
				Replacement Housing Factor Grant No:					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	General Capital Fund - continued								
CA044000002	ADA improvements at El Rio Villa III	1480	LS	\$40,000.00		\$0.00	\$0.00		
CA044000002	ADA improvements at El Rio Villa IV	1480	LS	\$25,000.00		\$0.00	\$0.00		
CA044000002	Exterior painting at El Rio Villa I	1480	LS	\$25,000.00		\$0.00	\$0.00		
CA044000002	Exterior painting at El Rio Villa II	1480	LS	\$40,000.00		\$0.00	\$0.00		
CA044000002	Exterior painting at El Rio Villa III	1480	LS	\$40,000.00		\$0.00	\$0.00		
CA044000002	Exterior painting at El Rio Villa IV	1480	LS	\$25,296.25		\$0.00	\$0.00		
CA044000001	Exterior painting at Yolito	1480	LS	\$25,000.00		\$0.00	\$0.00		
CA044000002	Exterior painting at Vista Montecito	1480	LS	\$25,000.00		\$0.00	\$0.00		
CA044000003	Exterior painting at Las Casitas (Phase 1)	1480	LS	\$36,073.00		\$0.00	\$0.00		
CA044000003	ADA improvements at Riverbend Sr. Manor I and II	1480	LS	\$10,400.00		\$0.00	\$0.00		
CA044000003	ADA improvements to office/community room at Riverbend Sr. Manor I and II	1480	LS	\$5,881.00		\$0.00	\$0.00		
	Subtotal 1480			\$770,734.25		\$14,783.61	\$14,783.61		
	Total CFP			\$1,164,851.00		\$405,919.71	\$405,919.71		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0274
Expires 8/31/2017

Federal FFY of Grant: 2019[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**FY2018 CFP PERFORMANCE AND
EVALUATION REPORT AS OF 12/31/2021**

Part I: Summary									
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450118 Replacement Housing Factor		FFY of Grant: 2018					
Grant No:		Date of CFFP:		FFY of Grant Approval: 2018					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021						<input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expend			
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³	\$289,913.00		\$289,913.00		\$289,913.00			
3	1408 Management Improvements	\$40,000.00		\$40,000.00		\$40,000.00			
4	1410 Administration (may not exceed 10% of line 21)	\$82,500.00		\$82,500.00		\$82,500.00			
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs								
8	1440 Site Acquisition								
9	1450 Site Improvement								
10	1460 Dwelling Structures								
11	1465.1 Dwelling Equipment - Nonexpendable								
12	1470 Nondwelling Structures								
13	1475 Nondwelling Equipment								
14	1480 General Capital Fund	\$760,473.00		\$760,473.00		\$397,056.60			
15	1485 Demolition								
16	1492 Moving to Work Demonstration								
17	1495.1 Relocation Costs								
18a	1499 Development Activities ⁴								
18b	1501 Collateralization or Debt Service paid by the PHA	\$0.00		\$0.00		\$0.00			
19	9000 Collateralization or Debt Service paid Via System of Direct Payment								
20	1502 Contingency (may not exceed 8% of line 21)								
21	Amount of Annual Grant: (sum of line 2- 20)	\$1,172,886.00		\$1,172,886.00		\$809,469.60			
22	Amount of Line 21 Related to LBP Activities								
23	Amount of Line 21 Related to Section 504 Activities								
24	Amount of Line 21 Related to Security - Soft Costs								
25	Amount of Line 21 Related to Security - Hard Costs								

Part I: Summary			
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA01P04450118 Replacement Housing Factor	
		FFY of Grant: 2018	
		FFY of Grant Approval: 2018	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021		<input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised²
26	Amount of Line 21 Related to Energy Conservation Measures		Obligated
			Expended
		Total Actual Cost¹	
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages											
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA01P04450118 CFFP (Yes/No):			Federal FY of Grant: 2018					
Development Number Name/HA-Wide Activities			General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
							Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report

[illegible]

Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

FY2017 FINAL CFP PERFORMANCE AND EVALUATION REPORT

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CA01P04450117 Replacement Housing Factor		FFY of Grant: 2017
PHA Name: Yolo County Housing		Grant No:	FFY of Grant Approval: 2017	
Date of CFFP:				
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:				
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Final Performance and Evaluation Report 01/20/2022				
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost ¹
		Original	Revised ²	Expend
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) ³	\$159,957.00	\$159,957.00	\$159,957.00
3	1408 Management Improvements	\$32,000.00	\$32,000.00	\$32,000.00
4	1410 Administration (may not exceed 10% of line 21)	\$79,978.00	\$79,978.00	\$79,978.00
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment - Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Non-dwelling Equipment			
14	1480 General Capital Fund	\$306,769.43	\$306,769.43	\$306,769.43
15	1485 Demolition			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18a	1499 Development Activities ⁴			
18b	1501 Collateralization or Debt Service paid by the PHA	\$221,082.57	\$221,082.57	\$221,082.57
19	9000 Collateralization or Debt Service paid Via System of Direct Payment			
20	1502 Contingency (may not exceed 8% of line 21)			
21	Amount of Annual Grant: (sum of line 2- 20)	\$799,787.00	\$799,787.00	\$799,787.00
22	Amount of Line 21 Related to LBP Activities			
23	Amount of Line 21 Related to Section 504 Activities			
24	Amount of Line 21 Related to Security - Soft Costs			
25	Amount of Line 21 Related to Security - Hard Costs			

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CA01P04450117 Replacement Housing Factor		FFY of Grant: 2017
PHA Name: Yolo County Housing		Grant No: Date of CFFP: _____		FFY of Grant Approval: 2017
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Final Performance and Evaluation Report 01/20/2022		
Summary by Development Account		Total Estimated Cost		
Line		Original	Revised ²	Obligated
26	Amount of Line 21 Related to Energy Conservation Measures			Expended
		Total Actual Cost ¹		
Signature of Executive Director		Signature of Public Housing Director		Date

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

[illegible]

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**FY2017-FY2021 CFP FIVE-YEAR ACTION
PLAN REVISION #1**

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : Housing Authority of the County of Yolo		Locality (City/County & State) <input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No: 2)				
PHA Number: CA044						
A.	Development Number and Name	Work Statement for Year 1 2017	Work Statement for Year 2 2018	Work Statement for Year 3 2019	Work Statement for Year 4 2020	Work Statement for Year 5 2021
	AUTHORITY-WIDE	\$605,017.57	\$461,833.00	\$461,833.00	\$461,833.00	\$470,185.00
	DONNELLY CIRCLE (CA044000001)	\$52,500.00	\$62,450.00	\$89,954.00	\$131,619.00	\$92,500.00
	EL RIO VILLA III (CA044000002)	\$142,269.43	\$123,425.00		\$35,000.00	\$133,869.00
	LAS CASITAS (CA044000003)		\$152,079.00	\$248,000.00	\$171,335.00	\$103,233.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year 1		2017		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$605,017.57
ID0001	Operations(Operations (1406))	Operations		\$159,957.00
ID0002	PHA Staff/Commissioner Training(Management Improvement (1408)-Other, Management Improvement (1408)-Staff Training)	PHA Staff/Commissioner Training		\$8,500.00
ID0004	Agency Plan/Update Policies(Management Improvement (1408)-Other)	Develop 5-Year Agency Plan/Update Policies		\$5,000.00
ID0005	Update Utility Allowances(Management Improvement (1408)-Other)	Update Utility Allowances		\$4,000.00
ID0006	Update computer software system/training(Management Improvement (1408)-System Improvements)	Update computer software system and provide training		\$13,000.00
ID0007	Administration(Administration (1410)-Other)	Administrative costs related to the CFP		\$79,978.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		1	2017	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0008	A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)	A&E Design Fee		\$25,000.00
ID0009	Environmental Assessments(Contract Administration (1480)-Other Fees and Costs)	Environmental Assessments		\$10,000.00
ID0010	Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)	Capital Fund Program Update Fee		\$5,000.00
ID0016	Replace sewer lines(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains)	Replace sewer lines		\$14,400.00
ID0017	Replace ranges(Dwelling Unit-Interior (1480)-Appliances)	Replace ranges		\$2,500.00
ID0018	Replace refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace refrigerators		\$1,600.00
ID0019	Computer equipment upgrades(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace computer equipment		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year 1 2017				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0020	Debt Service(Debt Service Bond Payment-Paid by PHA (150))	Debt Service for CFFP		\$221,082.57
ID0068	Physical Needs Assessment(Management Improvement (1408)-Other)	Physical Needs Assessment		\$10,000.00
ID0105	RAD Consulting Fees(Contract Administration (1480)-Other Fees and Costs)	Fees to complete conversion activities related to Rental Assistance Demonstration (RAD).		\$40,000.00
	DONNELLY CIRCLE (CA044000001)			\$52,500.00
ID0011	ADA Site Improvements(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Landscape)	ADA site improvements at Knights Landing		\$15,500.00
ID0012	ADA Site Improvements(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Signage)	ADA site improvements at Yolito		\$15,500.00
ID0013	Sewer lift station improvements(Non-Dwelling Site Work (1480)-Site Utilities)	Sewer lift station improvements at Yolito		\$21,500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2017		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EL RIO VILLA III (CA044000002)			\$142,269.43
ID0014	Water storage tank improvements(Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Water storage tank improvements at El Rio Villa I, II, III and IV		\$113,934.43
ID0015	ADA site improvements (Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Signage)	ADA site improvements at Las Casitas		\$28,335.00
	Subtotal of Estimated Cost			\$799,787.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$461,833.00
ID0021	Operations(Operations (1406))	Operations		\$159,957.00
ID0022	PHA Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)	PHA Staff/Commissioner Training		\$8,500.00
ID0023	Resident Training (Management Improvement (1408)-Other)	Resident Training		\$1,500.00
ID0025	Agency Plan/Update Policies(Management Improvement (1408)-Other)	Develop 5-Year Agency Plan/Update Policies		\$5,000.00
ID0026	Update Utility Allowances(Management Improvement (1408)-Other)	Update Utility Allowances		\$4,000.00
ID0027	Update computer software system/training(Management Improvement (1408)-System Improvements)	Update computer software system and provide training		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0028	Administration(Administration (1410)-Other)	Administrative costs related to the CFP		\$79,978.00
ID0029	A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)	A&E Design Fee		\$25,000.00
ID0030	Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)	Capital Fund Program Update Fee		\$5,000.00
ID0046	Debt Service(Debt Service Bond Payment-Paid by PHA (1501))	Debt Service for CFFP		\$167,898.00
	DONNELLY CIRCLE (CA044000001)			\$62,450.00
ID0031	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Yolano		\$19,250.00
ID0032	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Ridge Cut Homes		\$13,300.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0034	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Yolio		\$14,200.00
ID0035	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Donnelly Circle		\$11,900.00
ID0044	ADA Site Improvements(Dwelling Unit-Interior (1480)-Other,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Signage)	ADA Improvements at Donnelly Circle		\$3,800.00
	EL RIO VILLA III (CA04000002)			\$123,425.00
ID0036	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Vista Montecito		\$9,100.00
ID0040	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at El Rio Villa I		\$25,000.00
ID0041	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at El Rio Villa II		\$25,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2018	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0042	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at El Rio Villa III		\$39,325.00
ID0043	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at El Rio Villa IV		\$25,000.00
	LAS CASITAS (CA0440000003)			\$152,079.00
ID0037	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Riverbend Sr. Manor I & II		\$10,400.00
ID0038	HVAC Replacement(Dwelling Unit-Interior (1480)-Mechanical)	Replace HVAC systems at Riverbend Sr. Manor I (Phase 1)		\$133,860.00
ID0039	ADA Dwelling Improvements(Dwelling Unit-Interior (1480)-Other)	ADA Dwelling Improvements at Las Casitas		\$1,400.00
ID0045	ADA Site Improvements(Dwelling Unit-Interior (1480)-Other,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Signage)	ADA Improvements at Riverbend I and II		\$6,419.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2	2018	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Subtotal of Estimated Cost			\$799,787.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$461,833.00
ID0047	Operations(Operations (1406))	Operations		\$159,957.00
ID0048	PHA Staff/Commissioner Training(Management Improvement (1408)-Other, Management Improvement (1408)-Staff Training)	PHA Staff/Commissioner Training		\$8,500.00
ID0049	Resident Training (Management Improvement (1408)-Other)	Resident Training		\$1,500.00
ID0050	Agency Plan/Update Policies(Management Improvement (1408)-Other)	Develop 5-Year Agency Plan/Update Policies		\$5,000.00
ID0051	Update Utility Allowances(Management Improvement (1408)-Other)	Update Utility Allowances		\$4,000.00
ID0052	Update computer software system/training(Management Improvement (1408)-System Improvements)	Update computer software system and provide training		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0053	Administration(Administration (1410)-Other)	Administrative costs related to the CFP		\$79,978.00
ID0055	A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)	A&E Design Fee		\$25,000.00
ID0056	Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)	Capital Fund Program Update Fee		\$5,000.00
ID0061	Debt Service(Debt Service Bond Payment-Paid by PHA (1501))	Debt Service for CFFP		\$167,898.00
	LAS CASITAS (CA044000003)			\$248,000.00
ID0057	HVAC Replacement(Dwelling Unit-Interior (1480)-Mechanical)	Replace HVAC systems at Riverbend Sr. Manor I (Phase II)		\$78,000.00
ID0058	HVAC Replacement(Dwelling Unit-Interior (1480)-Mechanical)	Replace HVAC systems at Riverbend Sr. Manor II		\$120,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0060	Roofing Replacement(Non-Dwelling Exterior (1480)-Roofs)	Replace community room and office roofing at Riverbend Sr. Manor I		\$50,000.00
	DONNELLY CIRCLE (CA0440000001)			\$89,954.00
ID0059	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Yolito including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$89,954.00
	Subtotal of Estimated Cost			\$799,787.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2020	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$461,833.00
ID0062	Operations(Operations (1406))	Operations		\$159,957.00
ID0063	Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)	PHA Staff/Commissioner Training		\$8,500.00
ID0064	Resident Training (Management Improvement (1408)-Other)	Resident Training		\$1,500.00
ID0065	Agency Plan/Update Policies(Management Improvement (1408)-Other)	Develop 5-Year Agency Plan/Update Policies		\$5,000.00
ID0066	Update Utility Allowances(Management Improvement (1408)-Other)	Update Utility Allowances		\$4,000.00
ID0067	Update computer software system/training(Management Improvement (1408)-System Improvements)	Update computer software system and provide training		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2020	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0071	Administration(Administration (1410)-Other)	Administrative costs related to the CFP		\$79,978.00
ID0072	A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)	A&E Design Fee		\$25,000.00
ID0073	Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)	Capital Fund Program Update Fee		\$5,000.00
ID0083	Debt Service(Debt Service Bond Payment-Paid by PHA (1501))	Debt Service for CFFP		\$167,898.00
	DONNELLY CIRCLE (CA044000001)			\$131,619.00
ID0074	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Yolito		\$16,559.00
ID0075	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Knights Landing		\$16,560.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2020	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0079	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Donnelly Circle, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$35,000.00
ID0081	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Yolano Drive, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$35,000.00
ID0082	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Knights Landing, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$28,500.00
	LAS CASITAS (CA044000003)			\$171,335.00
ID0076	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Riverbend Sr. Manor I, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$35,000.00
ID0077	Roofing Replacement(Dwelling Unit-Exterior (1480)-Roofs)	Replace roofing at Riverbend Sr. Manor I		\$101,335.00
ID0078	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior modernization at Riverbend Sr. Manor II, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$35,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2020	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	EL RIO VILLA III (CA04000002)			\$35,000.00
ID0080	Interior Dwelling Modernization(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) Subtotal of Estimated Cost	Interior modernization at Vista Montecito, including bathroom, kitchen, plumbing, flooring, doors, and lighting		\$35,000.00
				\$799,787.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$470,185.00
ID0084	Operations(Operations (1406))	Operations		\$159,957.00
ID0085	Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)	PHA Staff/Commissioner Training		\$8,500.00
ID0086	Resident Training (Management Improvement (1408)-Other)	Resident Training		\$1,500.00
ID0087	Agency Plan/Update Policies(Management Improvement (1408)-Other)	Develop 5-Year Agency Plan/Update Policies		\$5,000.00
ID0088	Update Utility Allowances(Management Improvement (1408)-Other)	Update Utility Allowances		\$4,000.00
ID0089	Energy Audit(Management Improvement (1408)-Other)	Energy Audit		\$8,352.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0090	Update computer software system/training(Management Improvement (1408)-System Improvements)	Update computer software system and provide training		\$5,000.00
ID0091	Administration(Administration (1410)-Other)	Administrative costs related to the CFP		\$79,978.00
ID0092	A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)	A&E Design Fee		\$25,000.00
ID0093	Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)	Capital Fund Program Update Fee		\$5,000.00
ID0104	Debt Service(Debt Service Bond Payment-Paid by PHA (1501))	Debt Service for CFFP		\$167,898.00
	DONNELLY CIRCLE (CA044000001)			\$92,500.00
ID0094	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Donnelly Circle		\$55,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0100	Site - Underground Gas Line Replacement - Phase I (Dwelling Unit-Site Work (1480)-Other)	Replace underground gas line from unit to gas meter. Phase I		\$12,500.00
ID0103	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Yolano Drive		\$25,000.00
	LAS CASITAS (CA0440000003)			\$103,233.00
ID0095	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Riverbend Sr. Manor I.		\$33,275.00
ID0096	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Riverbend Sr. Manor II.		\$17,400.00
ID0097	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Las Casitas		\$52,558.00
	EL RIO VILLA III (CA0440000002)			\$133,869.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0098	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at El Rio Villa I		\$26,750.00
ID0099	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at El Rio Villa II		\$20,150.00
ID0100	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at El Rio Villa III		\$37,809.00
ID0101	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at El Rio Villa IV		\$20,000.00
ID0101	Site - Underground Gas Line Replacement - Phase I(Dwelling Unit-Site Work (1480)-Other)	Replace underground gas line from unit to gas meter. Phase I		\$12,500.00
ID0102	Install individual water meters(Dwelling Unit-Site Work (1480)-Other)	Install individual water meters at Vista Montecito		\$16,660.00
	Subtotal of Estimated Cost			\$799,787.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$159,957.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)		\$8,500.00
Agency Plan/Update Policies(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update computer software system/training(Management Improvement (1408)-System Improvements)		\$13,000.00
Administration(Administration (1410)-Other)		\$79,978.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name	General Description of Major Work Categories	Estimated Cost
A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)		\$25,000.00
Environmental Assessments(Contract Administration (1480)-Other Fees and Costs)		\$10,000.00
Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)		\$5,000.00
Replace sewer lines(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains)		\$14,400.00
Replace ranges(Dwelling Unit-Interior (1480)-Appliances)		\$2,500.00
Replace refrigerators(Dwelling Unit-Interior (1480)-Appliances)		\$1,600.00
Computer equipment upgrades(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2017
Development Number/Name General Description of Major Work Categories		Estimated Cost
Debt Service(Debt Service Bond Payment-Paid by PHA (1501))		\$221,082.57
Physical Needs Assessment(Management Improvement (1408)-Other)		\$10,000.00
RAD Consulting Fees(Contract Administration (1480)-Other Fees and Costs)		\$40,000.00
Subtotal of Estimated Cost		\$605,017.57

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2018
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$159,957.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)		\$8,500.00
Resident Training (Management Improvement (1408)-Other)		\$1,500.00
Agency Plan/Update Policies(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update computer software system/training(Management Improvement (1408)-System Improvements)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2018	
Development Number/Name General Description of Major Work Categories		Estimated Cost
Administration(Administration (1410)-Other)		\$79,978.00
A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)		\$25,000.00
Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)		\$5,000.00
Debt Service(Debt Service Bond Payment-Paid by PHA (1501))		\$167,898.00
Subtotal of Estimated Cost		\$461,833.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2019
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$159,957.00
PHA Staff/Commissioner Training(Management Improvement (1408)-Other, Management Improvement (1408)-Staff Training)		\$8,500.00
Resident Training (Management Improvement (1408)-Other)		\$1,500.00
Agency Plan/Update Policies(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update computer software system/training(Management Improvement (1408)-System Improvements)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2019
Development Number/Name General Description of Major Work Categories		Estimated Cost
Administration (Administration (1410)-Other)		\$79,978.00
A&E Design Fee (Contract Administration (1480)-Other Fees and Costs)		\$25,000.00
Capital Fund Program Update Fee (Contract Administration (1480)-Other Fees and Costs)		\$5,000.00
Debt Service (Debt Service Bond Payment-Paid by PHA (1501))		\$167,898.00
Subtotal of Estimated Cost		\$461,833.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	4	2020
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$159,957.00
Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)		\$8,500.00
Resident Training (Management Improvement (1408)-Other)		\$1,500.00
Agency Plan/Update Policies(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Update computer software system/training(Management Improvement (1408)-System Improvements)		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	4	2020
Development Number/Name General Description of Major Work Categories		Estimated Cost
Administration(Administration (1410)-Other)		\$79,978.00
A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)		\$25,000.00
Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)		\$55,000.00
Debt Service(Debt Service Bond Payment-Paid by PHA (1501))		\$167,898.00
Subtotal of Estimated Cost		\$461,833.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	5	2021
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$159,957.00
Staff/Commissioner Training(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training)		\$8,500.00
Resident Training (Management Improvement (1408)-Other)		\$1,500.00
Agency Plan/Update Policies(Management Improvement (1408)-Other)		\$5,000.00
Update Utility Allowances(Management Improvement (1408)-Other)		\$4,000.00
Energy Audit(Management Improvement (1408)-Other)		\$8,352.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (\$)		
Work Statement for Year	5	2021
Development Number/Name General Description of Major Work Categories		Estimated Cost
Update computer software system/training(Management Improvement (1408)-System Improvements)		\$5,000.00
Administration(Administration (1410)-Other)		\$79,978.00
A&E Design Fee(Contract Administration (1480)-Other Fees and Costs)		\$25,000.00
Capital Fund Program Update Fee(Contract Administration (1480)-Other Fees and Costs)		\$5,000.00
Debt Service(Debt Service Bond Payment-Paid by PHA (1501))		\$167,898.00
Subtotal of Estimated Cost		\$470,185.00



Yolo County Housing Authority

147 W. Main Street
Woodland, CA 95695

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

March 17, 2022

Brielle Mansell
Legal Services of Northern California
619 North Street
Woodland, CA 95695

Re: Response to Comments Received Via Email on March 9, 2022, regarding the YCH
FY2022 Annual Plan Update to the Five-Year Agency Plan

Dear Ms. Mansell,

Thank you for providing public comments regarding the FY 2022 Annual Update to the Five-Year Agency Plan! We have reviewed the comments and are providing the following responses. Your email and this letter will be included as attachments in the staff report to the Housing Commission:

1. Payment Standards

The Annual Update commits to increasing voucher lease-up rates by “establishing payment standards that will enable families to rent throughout the jurisdiction.” (FY2022 Annual Update, page 11.) However, we are finding that tenants are unable to lease-up because the Yolo County payment standards are too low.

We recommend adding an analysis to the Annual Update, which shows the number of participants that were unable to lease-up in the last fiscal year. We also recommend increasing the payment standards to reflect the dramatic rent increases we have seen during the COVID-19 pandemic.

Response: Our current voucher allocation is 1951, however we currently have only 1785 leased (this number can change daily). We attribute the low leasing rate to the high cost of rent in the area and our attrition rate of 8.5%.

We have raised our payment standard to 100% Fair Market Rent (110% for all of Davis, and 110% for one-bedrooms in all areas of the County) and have expanded our Project Based Voucher portfolio to assist with voucher utilization.

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

2. Public Housing Repositioning

The Annual Update discusses the Public Housing Repositioning project under the “New Activities” section and the “Strategic Priority 2- Investing in Development” section. (FY2022 Annual Update, page 42 and 47.) However, both sections are vague and do not actually provide an update on the project.

We recommend adding more detail about this project’s progress in the Annual Update. Specifically, we recommend adding a projected timeline, which at least includes the estimated dates for (1) determining which repositioning programs will be used and (2) the phased relocation of tenants. We recognize that YCH may not be able to provide this information at this time. If this is the case, we recommend YCH commits to notifying tenants and community partners when this projected timeline is available.

Response: YCH is continuing to work with Housing and Urban Development (HUD) on a feasible strategy for Public Housing Repositioning locally, and there are several issues yet to resolve ahead of having a projected timeline for tenants and the public. As a result, while there is a commitment to moving forward, a specific timeline, especially as it may involve phased relocation of tenants at any of the Public Housing locations, is premature in this year’s update. YCH is committed to adhering to all HUD requirements associated with the final repositioning strategy(ies), including notifying tenants and community partners when the process is moving forward.

3. YCH Website

The Annual Update includes a Goal to “continue to invest in technology and systems to improve efficiency and customer services.” (FY2022 Annual Update, page 49.) Additionally, we know that YCH has plans to rebuild the website at <http://www.ych.ca.gov/>. However, these plans are not included in the Annual Update.

We recommend providing an update on the plans to rebuild the YCH website.

Response: YCH is working with a vendor to build and launch an updated website. It is expected that the new website will go live in the 2022 calendar year.

4. Language Assistance Plan

The Annual Update states that “once approved, the LAP will be translated into Spanish and Russian.” (FY2022 Annual Update, page 52.) The Annual Update also states that the LAP was revised and adopted in December 2020.

We recommend providing an update on the translation of the LAP, the vital documents, and the YCH website into Spanish and Russian.

Response: The Language Assistance Plan and the Reasonable Accommodation Policy and Procedure have been translated into Spanish and Russian; these documents are available upon request or can be downloaded from the YCH website. Housing Choice Voucher program documents used during eligibility and the briefing packet at voucher issuance have also been translated and are available to the public. Finally, the public housing lease and vital communication documents are translated into both Spanish and Russian. Staff continue to work with translation services for both oral and written translations with applicants and participating families.

5. Reasonable Accommodation Policy

The Annual Update does not specifically state that the RA Policy was revised and adopted in December 2020. (FY2022 Annual Update, page 52.) Additionally, the updated RA Policy is not posted on the YCH website.

We recommend clarifying that the RA Policy was revised and adopted in December 2020. We also recommend committing to posting the updated RA Policy to the YCH website.

Response: The updated Reasonable Accommodation Policy and Procedures have been posted to the YCH website.

We appreciate your comments and look forward to our continued working partnership in serving the diverse community of Yolo County.

Sincerely,

Sandra Sigrist

Sandra Sigrist
Interim Executive Director
ssigrist@ych.ca.gov

Attachment D

YOLO COUNTY HOUSING RESOLUTION NO. 22-_____

(Resolution to Chief Executive Officer to Execute 2021 Agency Plan)

WHEREAS, the Housing Authority of the County of Yolo ("YCH") is required to update its Annual Plan; and

WHEREAS, the Annual Agency Plan must be submitted before the end of the budget cycle; and

WHEREAS, the approved updated Agency and Annual Plan must be submitted to HUD in order to be in program compliance; and

WHEREAS, submission and approval of this resolution is the basis for receipt of federal funds from HUD,

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

1. The foregoing recitals are true and correct.
2. The Housing Commission hereby approves that the Housing Authority of the County of Yolo submit an updated agency plan to the U.S. Department of Housing and Urban Development.
3. The Housing Commission hereby authorizes the Interim Executive Director on behalf of the Housing Authority of the County of Yolo, to execute any and all agreements necessary to carry out this transaction.

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

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 23rd day of March, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Gary Sandy, Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:

By Hope P. Welton
Hope Welton, Agency Counsel

Attest:

Julie Dachtler, Agency Clerk
Housing Commission of the
Housing Authority of the County of Yolo

By _____

Information

SUBJECT

Review, approve and adopt mid-year budget adjustments - Jim Gillette, Deputy Director of Finance and Administration

Attachments

Staff Report

Att. A. Mid-Year Budget Summary

Form Review

Form Started By: Julie Dachtler
Final Approval Date: 03/18/2022

Started On: 03/18/2022 02:12 PM



Yolo County Housing Commission

Meeting Date: March 23, 2022
Brief Title: Yolo County Housing (YCH) Fiscal Year (FY) 2021-2022
Mid-year Budget Update
From: Jim Gillette, Deputy Director, Finance and Administration
Staff Contact: Jim Gillette, Deputy Director, Finance and Administration

Subject

Review and Approve Mid-year Budget Updates for the Year Ending June 30, 2022

Recommended Action

1. Review and approve the FY2021-2022 YCH mid-year budget update report
2. Approve the categories of revenue, salaries and benefits, operations, and capital as program level budget control for staff.

Reason for Recommended Action/Background

The Department of Housing and Urban Development (HUD) requires a Commission approved budget to be in place prior to the beginning of each Yolo County Housing (YCH) fiscal year (July 1). HUD funding is appropriated on a calendar year while YCH adopts a fiscal year budget. As a result, budgets require adjusting for the second half of the YCH fiscal year.

Historically, YCH budgets were presented in line-item detail, and it was understood that staff had authority to transfer funds among various line items within each program, subject to the total expenditure authority. Beginning with this mid-year revision, staff are proposing that program level budgets be adopted in more traditional categories of revenue, salaries and benefits, operating, and capital (as appropriate). Staff would have the authority to shift costs within those categories, by program.

We are also working to make reserves more transparent and will begin assigning them to appropriate programs and uses in time for the 2022-23 FY budget adoption.

Fiscal Information – Summary Budget Updates by Program

The following pages include brief program descriptions for each budget unit, budget detail, and an explanation of the significant changes. The budgets for administration and New Hope Community Development Center (CDC) are also included using the same format.

The mid-year adjustments reflect several changes.

1. Staff have been working to improve the usefulness and transparency of the budget. We are seeking approval of only the highest-level budget, by program. Line-item details provided in the past have been summarized for information purposes.
2. Several programs have seen shifts between the salaries and benefits line and the professional services line. The loss of two long-time and very senior employees in 2021 continues to reverberate and we hired extra help in some areas as we seek a stable staffing pattern. The adopted budget anticipated an Executive Director (ED) in the employee line, but the interim ED has remained in the Professional Services line (cost of the county contract).
3. The budget breakout includes a pension line, separate from salaries and benefits. The line includes program level costs for current staff and required unfunded liability costs. Significant variation across budgets is a function of several types of PERS membership and other costs. A fuller discussion of pension and retiree benefits will be presented in May with adoption of the 2022-23 FY budget.
4. CARES Act funds were fully used by December 31, 2021.
5. Fallout from the pandemic affected this year's budget, particularly with rent/utility collections in the public housing portfolio. However, State and Federal funds have increased in some areas, allowing us to apply for back tenant rent and utility payments. We anticipate receiving 89% of the back payments. Staff is projecting YCH will write off \$25,000 in uncollected rents. We also began the new Emergency Housing Voucher program, adding \$185,000.
6. Telecom charges have increased across all budgets, with increased use of cell phones during remote work due to COVID.
7. As detailed in a separate agenda item, staff have spent time evaluating and selecting a comprehensive property management software system. If approved, startup costs will be approximately \$105,000 for the current fiscal year, spread across the major program budgets.
8. YCH hosted a 4-day Federal Contracts and Procurement Training in March 2022. Some costs were recouped by offering the training to other entities, but several training budgets reflect this unplanned event.

Voucher Program:

The purpose of the voucher program is to administer federally funded rental payments to private landlords covering the difference between what a household can contribute based on their adjusted gross income and the local fair market rent.

Various voucher types target specific needs in the population including Tenant Based, Project Based, Tenant Protection, VASH (veterans), Family Reunification, Home Ownership, and Mainstream (non-elderly disabled) and Emergency Housing.

Vouchers	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Admin Revenue	1,278,770	1,615,761	1,369,016	671,522	1,624,037	19%
Misc Income	-	-	-	-	-	0%
CARES Act Funds	-	280,440	275,000	262,573	294,571	7%
Reserve Contributions	-	-	-	-	-	0%
Total Operating Revenue	\$ 1,278,770	\$ 1,896,201	\$ 1,644,016	\$ 934,095	\$ 1,918,608	17%
Salaries and Benefits						
Salaries	\$ 447,425	\$ 497,976	\$ 630,225	\$ 290,592	\$ 595,092	-6%
Benefits	119,449	161,240	249,213	104,520	231,004	-7%
Pension	164,266	91,842	115,325	63,464	143,500	24%
Total Salaries and Benefits	\$ 731,140	\$ 751,058	\$ 994,763	\$ 458,576	\$ 969,595	-3%
Operating Costs						
Professional Services	\$ 453,400	\$ 629,670	\$ 466,772	\$ 230,013	\$ 601,739	29%
Ins, Taxes & Fees	11,965	9,781	13,202	-	12,500	-5%
Rental Costs	49,438	49,438	49,438	24,719	49,438	0%
Supplies	56,147	46,450	51,403	26,441	51,450	0%
Technology	43,481	74,520	34,841	59,073	99,500	186%
Telecom	8,823	14,728	9,829	8,341	17,000	73%
Travel & Training	6,701	7,868	16,200	149	17,500	8%
Vehicles	2,362	1,768	1,822	1,342	3,052	68%
Maintenance	1,003	33,771	4,620	675	1,500	-68%
Utility Costs	-	-	-	-	-	0%
Debt Service	(126)	129	-	0	-	0%
Total Operating Costs	\$ 633,193	\$ 868,122	\$ 648,127	\$ 350,754	\$ 853,679	32%
Net Operating Income/(Loss)	\$ (85,563)	\$ 277,022	\$ 1,126	\$ 124,766	\$ 95,334	
HUD Voucher Payments						
Voucher Grant Funds	\$ 13,146,453	\$ 13,947,335	\$ 15,139,626	\$ 6,999,882	\$ 14,358,647	-5%
Voucher Payments	13,114,004	13,743,556	15,139,620	6,948,883	14,350,946	-5%
Net	\$ 32,449	\$ 203,778	\$ 6	\$ 50,999	\$ 7,701	

Significant budget changes include:

1. Based on current funding levels, staff projects the voucher program will receive an additional \$255,000 (26%) due to increased budget allocations from HUD. Approximately \$185,000 is related to the new Emergency Housing Voucher program funding, while the rest of the increase is for normal funding allocation increases.

2. The CARES Act funds was one-time money provided during the pandemic which had to be expended by December 31, 2021. The increase in the technology budget reflects an additional \$35,000 for anticipated Yardi conversion costs expected to be incurred during the current fiscal year.
3. Voucher payments to landlords are projected to decline 5%. This largely reflects the difficulty recipients have finding housing.

Public Housing Program:

The Public Housing Program provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. YCH maintains 431 rental units at six locations in 12 discrete developments that are grouped into 3 Asset Management Properties or “AMP’s”.

Operating revenue includes tenant rents (based on 30% of household income), plus operating and capital fund subsidies from HUD. Capital funds are awarded annually but spent over the following four years, so the actual amount spent (and recognized as revenue) each year will vary.

Public Housing	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ 2,750,355	\$ 2,577,587	\$ 2,692,067	\$ 1,198,696	\$ 2,459,697	-9%
Administrative Funds	1,829,983	1,949,580	2,134,044	728,210	1,870,685	-12%
Misc Income	3,876	4,581	3,700	2,067	4,050	9%
CARES Act Funds	-	187,652	-	42,811	42,811	0%
Transfers Between Funds	-	-	-	-	-	0%
Total Operating Revenue	\$ 4,584,215	\$ 4,719,400	\$ 4,829,810	\$ 1,971,784	\$ 4,377,243	-9%
Salaries and Benefits						
Salaries	\$ 338,716	\$ 303,646	\$ 451,008	\$ 130,390	\$ 303,132	-33%
Benefits	193,924	46,734	298,232	36,694	145,011	-51%
Pension	173,356	100,715	101,922	51,675	111,104	9%
Total Salaries and Benefits	\$ 705,997	\$ 451,095	\$ 851,161	\$ 218,759	\$ 559,247	-34%
Operating Costs						
Professional Services	\$ 820,213	\$ 828,734	\$ 948,806	\$ 399,871	\$ 877,900	-7%
Ins, Taxes & Fees	277,512	314,587	382,571	143,264	253,401	-34%
Rental Costs	63,929	63,929	63,929	28,784	57,569	-10%
Supplies	16,629	32,527	19,723	14,972	31,445	59%
Technology	32,854	77,457	32,208	30,629	77,950	142%
Telecom	57,957	48,763	46,458	28,659	57,318	23%
Travel & Training	15,988	4,666	13,484	2,811	10,200	-24%
Maintenance	1,262,564	1,437,597	1,320,946	716,257	1,415,366	7%
Utility Costs	1,048,739	1,215,895	1,013,943	470,930	922,166	-9%
Debt Service	109,594	115,338	114,746	57,373	114,357	0%
Total Operating Costs	\$ 3,705,979	\$ 4,139,495	\$ 3,956,813	\$ 1,893,552	\$ 3,817,672	-4%
Net Operating Income/(Loss)	\$ 172,239	\$ 128,810	\$ 21,836	\$ (140,526)	\$ 324	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ 176,369	\$ 109,762	\$ 559,071		\$ 609,071	
Rehabilitation Expenses	226,369	59,762	574,340		609,071	
Net	\$ (50,000)	\$ 50,000	\$ (15,269)	\$ -	\$ -	

Significant budget changes include:

1. Due to ongoing impacts of the pandemic, revenue from tenant rental/utility income is expected to decline 9% from the original budget and 4% from the FY2021 actuals based on

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a combination of lower incomes driving lower rents and uncollected amounts. Staff have worked to recoup as much revenue as possible from state programs and the 9% (\$25,000) reflects estimates for a) rents that are unlikely to be recovered, primarily due to tenant moves and b) utility costs that may not be recoverable.

2. The decrease in administrative fund revenue reflects planned capital fund expenditures being deferred rather than an actual reduction in funding.
3. Fees (Payment In Lieu Of Taxes, or PILOT) are based on revenues and the reduced cost reflects the uncollected rents from tenants during the pandemic. This recovery of unpaid rents will be reflected in future PILOT calculations.
4. The increase in cost of supplies is related to additional Personal Protective Equipment (PPE) purchases for the second year of the pandemic.
5. Technology line item includes \$35,000 for Yardi implementation costs.
6. The capital improvements work for the year is primarily related to Americans with Disabilities Act (ADA) sidewalk and roadway improvements at El Rio Villas.

Migrant Housing Program:

The Migrant Housing Program provides safe, decent, and affordable rental housing to seasonal farm working families. YCH manages 232 seasonal rental units at three locations in Davis (62 units) and Madison (88 units) in Yolo County, plus the Rehrman Migrant Center in Dixon (82 units) in Solano County for the Housing Authority of the City of Dixon (DHA). The Dixon Center is included in this budget for information only; it is managed by YCH staff for DHA.

Migrant Housing	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Administrative Grant Funds	1,689,929	1,711,982	1,773,337	992,090	1,773,337	0%
Misc Income	-	-	-	-	-	0%
CARES Act Funds	-	-	-	-	-	0%
Reserve Contributions	59,500	59,500	59,500	59,500	59,500	0%
Total Operating Revenue	\$ 1,749,429	\$ 1,771,482	\$ 1,832,837	\$ 1,051,590	\$ 1,832,837	0%
Salaries and Benefits						
Salaries	\$ 298,265	\$ 282,774	\$ 288,934	\$ 150,744	\$ 288,934	0%
Benefits	294,178	217,665	314,152	135,848	314,152	0%
Pension	-	-	-	-	-	0%
Total Salaries and Benefits	\$ 592,443	\$ 500,439	\$ 603,085	\$ 286,592	\$ 603,085	0%
Operating Costs						
Professional Services	\$ 191,887	\$ 181,798	\$ 195,632	\$ 108,630	\$ 195,632	0%
Ins, Taxes & Fees	174,481	181,364	227,308	82,229	227,308	0%
Rental Costs	-	-	-	-	-	0%
Supplies	6,700	5,489	7,915	892	7,915	0%
Technology	13,150	9,310	4,800	4,954	4,800	0%
Telecom	4,658	9,791	22,484	5,204	22,484	0%
Travel & Training	2,407	2,603	5,000	576	5,000	0%
Maintenance	81,109	102,407	91,200	46,117	91,200	0%
Utility Costs	441,919	458,860	527,498	309,013	527,498	0%
Debt Service	147,915	147,915	147,915	147,915	147,915	0%
Total Operating Costs	\$ 1,064,224	\$ 1,099,538	\$ 1,229,752	\$ 705,530	\$ 1,229,752	0%
Net Operating Income/(Loss)	\$ 92,761	\$ 171,506	\$ -	\$ 59,468	\$ -	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ 73,615	\$ 135,195	\$ -	\$ 116,000	\$ 7,110,025	
Rehabilitation Expenses	73,615	135,195	-	116,000	281,000	
Net	\$ -	\$ -	\$ -	\$ -	\$ 6,829,025	

Significant changes:

1. \$7,110,025 of new rehabilitation funds were provided to migrant centers in the state. Costs for the current fiscal year for emergency roof repairs at the FH Rehrman (Dixon) Migrant Center are reflected in the Rehabilitation/Capital Improvement budget. Rehab funds will be used throughout the next 15 months.

Other Residential Housing Program:

Through “other residential housing programs”, YCH provides asset management at various locations, in partnership with City and County government-funded supportive service programs. YCH maintains three types of properties, funded by the source as noted in parentheses.

Owned by YCH

Two “Helen M. Thomson Homes” for individuals receiving mental health services (cost reimbursement)

One home for individuals on probation (cost reimbursement)

Three duplexes and a single-family home for low-income agricultural families (tenant rent)

Real Estate Owned by YCH	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ 62,730	\$ 65,630	\$ 62,000	\$ 32,310	\$ 64,000	3%
Administrative Grant Funds	41,868	34,175	123,724	80,319	69,892	-44%
Misc Income	237	342	150	216	400	167%
CARES Act Funds	-	-	-	-	-	0%
Reserve Contributions	-	-	-	-	-	0%
Total Operating Revenue	\$ 104,835	\$ 100,147	\$ 185,874	\$ 112,845	\$ 134,292	-28%
Salaries and Benefits						
Salaries	\$ 11,816	\$ 6,090	\$ 15,686	\$ 1,846	\$ 8,004	-49%
Benefits	2,919	2,441	6,037	1,812	3,876	-36%
Pension	-	-	-	-	-	0%
Total Salaries and Benefits	\$ 14,735	\$ 8,532	\$ 21,724	\$ 3,658	\$ 11,880	-45%
Operating Costs						
Professional Services	\$ 26,566	\$ 22,252	\$ 23,420	\$ 10,610	\$ 22,950	-2%
Ins, Taxes & Fees	7,644	7,862	8,851	2,058	8,200	-7%
Rental Costs	-	-	-	-	-	0%
Supplies	630	177	284	46	260	-8%
Technology	819	1,746	1,450	547	1,350	-7%
Telecom	1,707	1,343	1,650	685	1,750	6%
Travel & Training	256	22	465	-	465	0%
Maintenance	11,927	13,770	57,265	47,640	44,857	-22%
Utility Costs	30,191	28,905	28,874	14,687	31,000	7%
Debt Service	-	-	-	-	-	0%
Total Operating Costs	\$ 79,740	\$ 76,077	\$ 122,259	\$ 76,273	\$ 110,832	-9%
Net Operating Income/(Loss)	\$ 10,360	\$ 15,539	\$ 41,892	\$ 32,914	\$ 11,580	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ 19,800	\$ 77,181	\$ 120,000	\$ -	\$ -	
Rehabilitation Expenses	19,800	77,181	120,000	-	-	
Net	\$ -	\$ -	\$ -	\$ -	\$ -	

1. Planned improvements of \$120,000 to the duplexes and single-family home for agricultural families has been deferred to late FY2023.

Owned by others

Apartment complex owned by the City of Davis (cost reimbursement)

Apartment complex owned by a private party (monthly fee for expected costs)

Motel owned by the City of West Sacramento (cost reimbursement)

Real Estate Owned by Others	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Revised Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ 125,401	\$ 221,712	\$ 387,780	\$ 184,380	\$ 358,760	-7%
Administrative Grant Funds	438,273	376,857	64,800	180,768	444,570	586%
Misc Income	-	-	-	-	-	0%
CARES Act Funds	-	-	-	-	-	0%
Reserve Contributions	-	-	-	-	-	0%
Total Operating Revenue	\$ 563,674	\$ 598,569	\$ 452,580	\$ 365,148	\$ 803,330	78%
Salaries and Benefits						
Salaries	\$ 137	\$ 18,794	\$ 61,358	\$ 4,610	\$ 24,450	-60%
Benefits	(27,700)	7,266	14,597	2,331	10,225	-30%
Pension	-	-	-	-	-	0%
Total Salaries and Benefits	\$ (27,563)	\$ 26,059	\$ 75,955	\$ 6,941	\$ 34,675	-54%
Operating Costs						
Professional Services	\$ 131,543	\$ 102,307	\$ 28,500	\$ 114,412	\$ 232,350	715%
Ins, Taxes & Fees	1,051	2,490	1,440	-	2,550	77%
Rental Costs	118,220	165,600	165,600	82,800	165,600	0%
Supplies	1,900	6,328	3,800	8,793	14,950	293%
Technology	2,870	4,337	2,000	1,599	13,000	550%
Telecom	22,813	21,111	750	12,569	26,600	3447%
Travel & Training	187	20	500	623	1,200	140%
Maintenance	197,789	168,340	147,794	103,433	186,479	26%
Utility Costs	75,087	87,500	28,196	54,242	108,500	285%
Debt Service	-	-	-	-	-	0%
Total Operating Costs	\$ 551,461	\$ 558,033	\$ 378,580	\$ 378,470	\$ 751,229	98%
Net Operating Income/(Loss)	\$ 39,776	\$ 14,477	\$ (1,955)	\$ (20,262)	\$ 17,426	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ -	\$ -	\$ -		\$ -	
Rehabilitation Expenses	-	-	-		-	
Net	\$ -	\$ -	\$ -	\$ -	\$ -	

Significant budget changes

1. YCH anticipated the agency's role at the Davis apartment complex to end but it has been extended by the City of Davis. The budget reflects ongoing management fees.

Owned by New Hope CDC

An apartment complex for low-income seniors and disabled persons (tenant rent)

A group home for individuals with mental health conditions (tenant rent)

Real Estate Owned by New Hope	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ 377,201	\$ 406,496	\$ 404,550	\$ 212,683	\$ 404,050	0%
Grant Funds	877,380	-	-	-	-	0%
Misc Income	816	28,085	706	357	(688)	-197%
CARES Act Funds	-	-	-	-	-	0%
Reserve Contributions	-	-	-	-	-	0%
Total Operating Revenue	\$ 1,255,398	\$ 434,581	\$ 405,256	\$ 213,040	\$ 403,362	0%
Salaries and Benefits						
Salaries	\$ 24,177	\$ 36,024	\$ 39,055	\$ 17,766	\$ 36,000	-8%
Benefits	16,561	14,118	15,134	6,219	13,355	-12%
Pension	-	-	-	-	-	0%
Total Salaries and Benefits	\$ 40,738	\$ 50,141	\$ 54,189	\$ 23,985	\$ 49,355	-9%
Operating Costs						
Professional Services	\$ 32,020	\$ 27,390	\$ 29,089	\$ 19,667	\$ 40,820	40%
Ins, Taxes & Fees	12,373	12,396	30,963	9,866	19,351	-38%
Rental Costs	-	-	-	-	-	0%
Supplies	3,545	3,568	925	1,802	3,700	300%
Technology	5,976	3,224	3,525	1,445	5,800	65%
Telecom	2,798	3,441	2,950	2,189	5,000	69%
Travel & Training	166	86	400	-	400	0%
Maintenance	88,606	71,383	144,705	35,526	80,326	-44%
Utility Costs	49,360	61,875	55,950	29,574	59,149	6%
Debt Service	107,101	99,853	107,552	45,179	107,291	0%
Total Operating Costs	\$ 301,945	\$ 283,215	\$ 376,059	\$ 145,248	\$ 321,836	-14%
Net Operating Income/(Loss)	\$ 912,715	\$ 101,225	\$ (24,992)	\$ 43,807	\$ 32,171	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ 13,940	\$ 51,060	\$ 50,000	\$ -	\$ 233,500	
Rehabilitation Expenses	13,940	51,060	-	78,404	45,000	
Net	\$ -	\$ -	\$ 50,000	\$ (78,404)	\$ 188,500	

Significant changes:

1. The professional services increase of nearly \$12,000 is related to support of technology improvements made during the year.
2. The \$65,000 decrease in maintenance costs reflects the deferral of both dry rot repairs planned for the Cottonwood Senior Apartment complex and Pine Tree Gardens improvements. These are now being captured separately as rehabilitation costs below.
3. The rehabilitation funding is comprised of \$115,000 of Community Development Block Grant (CDBG) funds for dry rot repairs at Cottonwood Meadows Senior Apartments and \$118,500

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(\$76,000 remaining rehab grant funds and \$42,500 of tenant rents) for improvements to the Pine Tree Gardens East property.

Client Services Program

Client Services Programs serve tenants living in YCH properties or utilizing voucher programs. Services can include brief case management, links to other available services, development of economic self-sufficiency or stabilization, and training related to landlord and neighbor relationships.

Client Services	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Grant Funds (FSS)	22,081	81,893	72,000	35,257	89,639	24%
Misc Income	1	1	-	0	-	0%
CARES Act Funds	-	-	-	-	-	0%
Contract Revenue (GTZ)	30,757	76,692	59,000	25,480	52,086	-12%
Total Operating Revenue	\$ 52,839	\$ 158,586	\$ 131,000	\$ 60,737	\$ 141,725	8%
Salaries and Benefits						
Salaries	\$ 62,953	\$ 84,532	\$ 76,042	\$ 43,651	\$ 80,895	6%
Benefits	7,739	9,048	16,470	7,772	15,607	-5%
Pension	13,304	10,211	11,254	7,990	16,269	45%
Total Salaries and Benefits	\$ 83,996	\$ 103,791	\$ 103,765	\$ 59,413	\$ 112,771	9%
Operating Costs						
Professional Services	\$ 939	\$ 283	\$ 850	\$ 495	\$ 1,491	75%
Ins, Taxes & Fees	13	-	170	-	-	-100%
Rental Costs	-	-	-	3,180	6,360	0%
Supplies	345	1,592	850	424	1,731	104%
Technology	542	761	-	-	500	0%
Telecom	142	953	550	840	1,761	220%
Travel & Training	651	1,117	3,250	-	200	-94%
Maintenance	-	-	4,000	97	194	-95%
Utility Costs	-	-	-	-	-	0%
Voucher & Move-in Costs	24,045	18,422	18,349	15,712	16,668	-9%
Debt Service	-	-	-	-	-	0%
Total Operating Costs	\$ 26,677	\$ 23,127	\$ 28,019	\$ 20,747	\$ 28,904	3%
Net Operating Income/(Loss)	\$ (57,833)	\$ 31,667	\$ (785)	\$ (19,423)	\$ 50	
Rehabilitation/Capital Improvements						
Rehabilitation Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Rehabilitation Expenses	-	-	-	-	-	0%
Net	\$ -	\$ -	\$ -	\$ -	\$ -	

Significant changes:

1. The annual HUD Family Self Sufficiency (FSS) grant funding was increased from \$72,000 to \$108,000. Since this is a calendar year grant, only half of this increase is reflected in the FY2022 budget update.

Grants Management Program:

The Grants Management Program supports partner municipal jurisdictions with grant writing to secure Federal, State and Local housing-related funding, and assists as project consultants with implementation and ongoing monitoring of programs, including Home Investment Partnerships Program (HOME), Community Development Block Grant (CDBG), Permanent Local Housing Allocation (PLHA), and CARES Act grant funds.

This is a cost reimbursement program.

Grants Management	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Revised Budget	FY2022 % Change from Budget
Operating Revenue						
Services for YCH Programs	\$ -	\$ 11,142	\$ -	\$ 36,509	\$ 73,018	0%
Services for Other Government Agencies	243,677	296,451	434,106	133,994	296,329	-32%
Misc Income	-	-	-	-	-	0%
CARES Act Funds	-	-	-	-	-	0%
Reserve Contributions	-	-	-	-	-	0%
Total Operating Revenue	\$ 243,677	\$ 307,593	\$ 434,106	\$ 170,503	\$ 369,347	-15%
Salaries and Benefits						
Salaries	\$ 218,985	\$ 209,709	\$ 288,408	\$ 130,331	\$ 245,000	-15%
Benefits	-	58,530	81,578	22,092	43,000	-47%
Pension	-	51,779	46,511	19,571	39,000	-16%
Total Salaries and Benefits	\$ 218,985	\$ 320,018	\$ 416,498	\$ 171,994	\$ 327,000	-21%
Operating Costs						
Professional Services	\$ 7,666	\$ 7,518	\$ 3,680	\$ 9,010	\$ 10,233	178%
Ins, Taxes & Fees	-	-	-	-	-	0%
Rental Costs	-	3,600	3,600	1,800	3,600	0%
Supplies	-	2,346	1,396	580	2,446	75%
Technology	-	965	8,332	306	2,000	-76%
Telecom	-	846	-	1,237	2,474	0%
Travel & Training	-	828	600	1,536	5,500	817%
Maintenance	-	-	-	-	-	0%
Utility Costs	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Total Operating Costs	\$ 7,666	\$ 16,103	\$ 17,608	\$ 14,470	\$ 26,253	49%
Net Operating Income/(Loss)	\$ 17,026	\$ (28,528)	\$ 0	\$ (15,960)	\$ 16,094	

Significant budget changes include:

1. The impact of the grant management contract with Yolo County being phased out is reflected in reduced revenues and expenditures.
2. Professional services increased for computer support and the shift of the Executive Director salary from salaries and benefits to this line.
3. The reduction in technology costs reflects the deferral of new computer purchases.

Administration:

The Central Office Cost Center (COCC) provides all administrative support functions including finance, facilities management, human resources, risk management, operations management, and IT services. In the case of YCH, we also provide the main administration building.

Nearly all revenue for administration services comes from the following sources:

- Rents and tenant charges for use of administration building, owned by YCH, are charged to the programs and an unrelated commercial tenant. Reimbursement of costs for facilitating rent payments to third party landlords for foster youth (THP) is also included here.
- Fees for services are charged to programs for management, finance, maintenance staff and copier usage.
- Interest and other income include interest income and grants received for the administration building generator project.
- Solar income from the Public Housing properties which pay for the solar power produced by the arrays owned by COCC.

COCC	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue						
Rents and Tenant Charges	\$ 193,456	\$ 198,531	\$ 245,522	\$ 111,359	\$ 221,679	-10%
Fees for Service	2,479,322	2,849,218	2,692,529	1,358,312	2,803,112	4%
Interest and Other Income	70,229	97,597	330,338	31,290	72,573	-78%
Solar Revenue	87,348	170,841	162,894	74,378	161,000	-1%
Transfers Between Funds	-	-	-	-	-	0%
Total Operating Revenue	\$ 2,830,355	\$ 3,316,187	\$ 3,431,283	\$ 1,575,341	\$ 3,258,364	-5%
Salaries and Benefits						
Salaries	\$ 1,463,950	\$ 1,363,766	\$ 1,465,450	\$ 675,158	\$ 1,417,500	-3%
Benefits	419,541	493,646	643,580	244,048	575,319	-11%
Pension	449,191	172,692	234,168	121,373	246,935	5%
Total Salary and Benefits	\$ 2,332,682	\$ 2,030,104	\$ 2,343,198	\$ 1,040,579	\$ 2,239,755	-4%
Operating Expenses						
Professional Services	\$ 94,472	\$ 330,109	\$ 81,557	\$ 181,185	\$ 407,750	400%
Ins, Taxes & Fees	26,503	29,366	28,565	1,908	29,134	2%
Rental Costs	41,652	40,503	85,000	32,174	65,000	-24%
Supplies	28,738	27,039	32,114	9,953	20,125	-37%
Technology	46,920	51,561	46,250	31,926	98,400	113%
Telecom	18,694	19,691	19,500	11,336	23,500	21%
Travel & Training	10,962	1,844	16,000	1,886	8,500	-47%
Maintenance	122,245	87,319	127,330	40,913	108,450	-15%
Utility Costs	30,224	31,543	39,702	17,074	37,925	-4%
Debt Service	188,119	207,418	216,353	108,393	219,759	2%
Total Operating Costs	\$ 608,529	\$ 826,392	\$ 692,371	\$ 436,748	\$ 1,018,543	47%
Net Operating Income/(Loss)	\$ (110,857)	\$ 459,691	\$ 395,715	\$ 98,014	\$ 66	
Rehabilitation/Capital Improvements						
Rehabilitation Debt/Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -	
Rehabilitation Expenses	-	-	-	-	-	
Net	\$ -	\$ -	\$ -	\$ -	\$ -	

Significant budget changes include:

1. A reduction in Other Income due to a delay in the construction of a generator project for the administration building, funds are being deferred and not lost.
2. A retired annuitant was hired part time to help with special projects.
3. Professional services have increased significantly. The bulk of this is because the interim ED has remained a contractor rather than becoming an employee, as anticipated in the budget. We have also used temporary employees as we attempt to backfill the loss of other key staff (HR and Facilities).
4. Rental costs decreased at COCC as the rents paid for the THP program was lower than projected in the original budget.
5. The budget for technology includes approximately \$35,000 in set aside for the potential transition to a new computer system (Yardi).
6. Permanent maintenance for the solar arrays in the original budget is not yet in place.

7. Debt service includes both debt on the solar arrays and on the administration building. The loan on administration building will be fully repaid in July 2022 eliminating this annual debt service cost of approximately \$31,000.

New Hope Community Development Corporation (information only):

The primary purpose of New Hope CDC is to serve as an investment vehicle for real estate development activities. It is a non-profit with independent legal status from YCH. Its non-profit status allows it to operate small grant funded work to support YCH programs. The ongoing administration activities, including insurance, staffing, audit, and tax returns typically cost less than \$30,000 per year.

The operations of Cottonwood Senior Apartments and Pine Tree Gardens East are included as part of the Other Residential Housing program shown previously.

Significant budget changes include:

1. Due to pandemic related restrictions to the computer learning center after school program, which is partially funded by New Hope, the administrative and staffing costs in the budget were reduced by \$9,050.

Summary

The Pandemic and a changeover in senior staff have been the primary drivers of changes to the budget. In addition, staff is laying the groundwork for a significant change in software systems.

We expect that the 2022-23 budget will reflect increased stability in staffing and include extra costs as we transition fully to the Yardi software.

Attachments

- Mid-Year Budget Summary

Attachment A

2021-22 Mid-Year Budget for Adoption

Vouchers	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue	\$ 1,278,770	\$ 1,896,201	\$ 1,644,016	\$ 934,095	\$ 1,918,608	17%
Salaries & Benefits	731,140	751,058	994,763	458,576	969,595	-3%
Operating Costs	633,193	868,122	648,127	350,754	853,679	32%
Net Operating Income/(Loss)	\$ (85,563)	\$ 277,022	\$ 1,126	\$ 124,766	\$ 95,334	

HUD Voucher Payments

Voucher Grant Funds	\$ 13,146,453	\$ 13,947,335	\$ 15,139,626	\$ 6,999,882	\$ 14,358,647	
Voucher Payments	13,114,004	13,743,556	15,139,620	6,948,883	14,350,946	
Net	\$ 32,449	\$ 203,778	\$ 6	\$ 50,999	\$ 7,701	

Public Housing	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue	\$ 4,584,215	\$ 4,719,400	\$ 4,829,810	\$ 1,971,784	\$ 4,377,243	-9%
Salaries & Benefits	705,997	451,095	851,161	218,759	559,247	-34%
Operating Costs	3,705,979	4,139,495	3,956,813	1,893,552	3,817,672	-4%
Net Operating Income/(Loss)	\$ 172,239	\$ 128,810	\$ 21,836	\$ (140,526)	\$ 324	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ 176,369	\$ 109,762	\$ 559,071	\$ -	\$ 609,071	
Rehabilitation Expenses	226,369	59,762	574,340	-	609,071	
Net	\$ (50,000)	\$ 50,000	\$ (15,269)	\$ -	\$ -	

Migrant Housing	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue	\$ 1,749,429	\$ 1,771,482	\$ 1,832,837	\$ 1,051,590	\$ 1,832,837	0%
Salaries & Benefits	592,443	500,439	603,085	286,592	603,085	0%
Operating Costs	1,064,224	1,099,538	1,229,752	705,530	1,229,752	0%
Net Operating Income/(Loss)	\$ 92,761	\$ 171,506	\$ -	\$ 59,468	\$ -	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ 73,615	\$ 135,195	\$ -	\$ 116,000	\$ 7,110,025	
Rehabilitation Expenses	73,615	135,195	-	116,000	281,000	
Net	\$ -	\$ -	\$ -	\$ -	\$ 6,829,025	

Real Estate Owned by YCH	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue	\$ 104,835	\$ 100,147	\$ 185,874	\$ 112,845	\$ 134,292	-28%
Salaries & Benefits	14,735	8,532	21,724	3,658	11,880	-45%
Operating Costs	79,740	76,077	122,259	76,273	110,832	-9%
Net Operating Income/(Loss)	\$ 10,360	\$ 15,539	\$ 41,892	\$ 32,914	\$ 11,580	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ 19,800	\$ 77,181	\$ 120,000	\$ -	\$ -	
Rehabilitation Expenses	19,800	77,181	120,000	-	-	
Net	\$ -	\$ -	\$ -	\$ -	\$ -	

Attachment A

2021-22 Mid-Year Budget for Adoption

Real Estate Owned by Others						FY2022 % Change from Budget
	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	
Operating Revenue	\$ 563,674	\$ 598,569	\$ 452,580	\$ 365,148	\$ 803,330	78%
Salaries & Benefits	(27,563)	26,059	75,955	6,941	34,675	-54%
Operating Costs	551,461	558,033	378,580	378,470	751,229	98%
Net Operating Income/(Loss)	\$ 39,776	\$ 14,477	\$ (1,955)	\$ (20,262)	\$ 17,426	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Rehabilitation Expenses	-	-	-	-	-	-
Net	\$ -	\$ -	\$ -	\$ -	\$ -	-

Real Estate Owned by New Hope						FY2022 % Change from Budget
	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	
Operating Revenue	\$ 1,255,398	\$ 434,581	\$ 405,256	\$ 213,040	\$ 403,362	0%
Salaries & Benefits	40,738	50,141	54,189	23,985	49,355	-9%
Operating Costs	301,945	283,215	376,059	145,248	321,836	-14%
Net Operating Income/(Loss)	\$ 912,715	\$ 101,225	\$ (24,992)	\$ 43,807	\$ 32,171	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ 13,940	\$ 51,060	\$ 50,000	\$ -	\$ 233,500	
Rehabilitation Expenses	13,940	51,060	-	78,404	45,000	
Net	\$ -	\$ -	\$ 50,000	\$ (78,404)	\$ 188,500	

Client Services						FY2022 % Change from Budget
	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	
Operating Revenue	\$ 52,839	\$ 158,586	\$ 131,000	\$ 60,737	\$ 141,725	8%
Salaries & Benefits	\$ 83,996	\$ 103,791	\$ 103,765	\$ 59,413	\$ 112,771	9%
Operating Costs	\$ 26,677	\$ 23,127	\$ 28,019	\$ 20,747	\$ 28,904	3%
Net Operating Income/(Loss)	\$ (57,833)	\$ 31,667	\$ (785)	\$ (19,423)	\$ 50	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Rehabilitation Expenses	-	-	-	-	-	0%
Net	\$ -	\$ -	\$ -	\$ -	\$ -	-

Grants Management						FY2022 % Change from Budget
	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	
Operating Revenue	\$ 243,677	\$ 307,593	\$ 434,106	\$ 170,503	\$ 369,347	-15%
Salaries & Benefits	218,985	320,018	416,498	171,994	327,000	-21%
Operating Costs	7,666	16,103	17,608	14,470	26,253	49%
Net Operating Income/(Loss)	\$ 17,026	\$ (28,528)	\$ -	\$ (15,960)	\$ 16,094	

Rehabilitation/Capital Improvements

Rehabilitation Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Rehabilitation Expenses	-	-	-	-	-	0%
Net	\$ -	\$ -	\$ -	\$ -	\$ -	-

Attachment A

2021-22 Mid-Year Budget for Adoption

COCC	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Actual thru 12/2021	FY2022 Midyear Budget	FY2022 % Change from Budget
Operating Revenue	\$ 2,830,355	\$ 3,316,187	\$ 3,431,283	\$ 1,575,341	\$ 3,258,364	-5%
Salaries & Benefits	2,332,682	2,030,104	2,343,198	1,040,579	2,239,755	-4%
Operating Costs	608,529	826,392	692,371	436,748	1,018,543	47%
Net Operating Income/(Loss)	<u>\$ (110,857)</u>	<u>\$ 459,691</u>	<u>\$ 395,715</u>	<u>\$ 98,014</u>	<u>\$ 66</u>	
Rehabilitation/Capital Improvements						
Rehabilitation Debt/Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -	-
Rehabilitation Expenses	-	-	-	-	-	-
Net	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	-