Yolo County Housing
Yolo County, California

April 15, 2020

MINUTES

The Yolo County Housing met on the 15th day of April, 2020, in regular session via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.

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

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

CALL TO ORDER

1. Pledge of Allegiance.

2. Consider approval of the agenda.

> Minute Order No. 20-08: Approved agenda as submitted.
>
> MOTION: Lansburgh. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

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

There was no public comment.

CONSENT AGENDA

Minute Order No. 20-09: Approved Consent Agenda Items No. 4-5, noting Agenda Item No. 5 should be corrected to read 3rd Quarter, instead of the 2nd. Additionally, comments were made on Agenda Item No. 5.

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

4. Review and Approve the Minutes of February 19, 2020

Approved the minutes of February 19, 2020 on Consent.

5. Review, Approve and Authorize the Write-Off of 2nd Quarter Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Dogias, Holt)

Approved recommended action on Consent, with the clarification the write-off is for the 3rd Quarter, instead of the 2nd.

REGULAR AGENDA

6. Public Hearing to Consider Adoption of a Resolution Approving Proposed FY 2020 - 2025 Five Year Plan and 2020 Annual Plan (Holt)

Brielle Mansell from Legal Services of Northern California and Irma Jimenez-Perez from Yolo County Housing addressed the Board on this item.

Minute Order No. 20-10: Held public hearing and approved recommended action by **Resolution No. 20-01**, directing staff to take into account the suggestions made by Legal Services of Northern California with a deliberative process in the translation of the Welcome Packets and Housing Choice Vouchers (HCV) orientations into Spanish and Russian to assist Limited English Proficiency (LEP) persons have “meaningful access” to their programs.

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

7. Public Hearing to Consider Adoption of the FY 2020 Capital Fund Five Year Plan and Annual Statement (Ichtertz)

Minute Order No. 20-11: Held public hearing and approved recommended action.

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

8. Review and Approve the Proposed FY 2019 - 2020 Mid-Year Budget Revision with 2nd Quarter Financial Information (Gillette)

Minute Order No. 20-12: Approved recommended action.

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

9. Review and Approve Proposed Postponement of the Opening of the HCV Wait Lists and PBV Wait Lists with the Exception of Eleanor Roosevelt Circle (Holt, Jimenez-Perez)

Minute Order No. 20-13: Approved recommended action.

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

10. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Mutual Housing California received final funding approvals Tuesday to build two new affordable housing communities, one of which will be the region's first intentionally-welcoming affordable community for LGBT elders, and another for very low-income families in Yolo County. Construction on the two communities – Lavender Courtyard by Mutual Housing in Sacramento and Mutual Housing at 5th Street in Davis – is expected to begin in October. Both communities are expected to be ready for occupancy in early 2022. Mutual Housing California sent a thank you letter to YCH.
- As to the West Sac Housing Project with funding provided from the California Department of Housing and Community Development that awarded Yolo County two "No Place Like Home" grants totaling $12.4 million to build new permanent supportive housing for people living with a mental illness who are at risk of homelessness or who are homeless or chronically homeless, has been pushed to May to close. The 85 units are on track to begin construction in Fall 2021.
- The contract to build senior units in the City of Winters has been approved and is on schedule, with most of the underground utility work completed.
- Project for 20-25 units for first time buyers, partially financed with sweat equity, is moving forward, with the same developer as Esparto Neighborhood.
- Both the Davis and Madison Migrant Centers opened this week, and staff worked diligently to open safely using COVID-19 practices. Working with school districts for schooling, with chrome books being made available. Davis has provided MI-FI, portable hot spots in the chrome books and Madison is working on mesh network for 23 hot spots in Madison.
- Mentioned Volunteers of America is doing a joint venture with YCH in Woodland - stay tuned.
- Uptick in vandalism with the Stay-in-Place order.
- Inspections on 100 hotel rooms in last 3 weeks have been done.

11. Receive Comments from Commissioners

Received the following comments from Commissioners:

- Commissioner Lansburgh was interested in knowing if any YCH employees or residents had gotten COVID-19. Lisa Baker responded that one employee was ill, however it was not with COVID-19. Their office is closed to the public and anyone working in the office is

practicing appropriate social distancing. Staff who are in the office cannot go into other parts of the building and as to the residents, there is potentially one voucher housing resident who is ill, but this has not been confirmed by the County if they have COVID-19. In addition, they are keeping routine maintenance down and staff are being protected during hotel inspections.

- Commissioner Sandeen thanked Lisa and staff for the updates during this stay-at-home shelter order, noting how important it is to have a place to stay and for all the good work the housing authority is doing during this crisis.
- Chair Sandy spoke about the importance of connectivity to schools at the migrant centers and for keeping the farm workers safe, as they are vital to Yolo County.

LONG RANGE PLANNING CALENDAR

May 2020	
Esparto Land donation	Regular
RAD Update	Regular, tentative. May be June or July
Draft Implementation Plan - BluePrint 2020	Regular, tentative

June 2020	
Review and Approve Resolution Adopting FY 2020-2021 Annual Operating Budget and Receive 3rd Quarter Financial Report for FY 2019-2020	Regular
RAD Status Update (tentative)	Consent

August 2020	
Review, Approve and Adopt Resolution for Section Eight Management Assessment Program (SEMAP)	Regular

ADJOURNMENT

Next meeting is May 13, 2020 at 3:00 p.m.

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

April 15, 2020

PLEASE NOTE TIME 3:00 p.m.

YOLO COUNTY HOUSING
HOUSING COMMISSION

CHAIR, GARY SANDY, COUNTY OF YOLO
VICE-CHAIR, BEVERLY SANDEEN, CITY OF WEST SACRAMENTO

WILL ARNOLD, CITY OF DAVIS
RICHARD LANSBURGH, CITY OF WOODLAND
PIERRE NEU, CITY OF WINTERS
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 the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.
Teleconference Options to join Zoom meeting:
By PC: https://yolocounty.zoom.us/j/235110975
Meeting ID: 235 110 975

or
By Phone: (408) 638-0968
Meeting ID: 235 110 975

Executive Order N-29-20 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.

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

MEGAN STEDTFELD
AGENCY COUNSEL

CALL TO ORDER

1. Pledge of Allegiance.

2. Consider approval of the agenda.

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

CONSENT AGENDA

4. Review and Approve the Minutes of February 19, 2020

5. Review, Approve and Authorize the Write-Off of 2nd Quarter Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Dogias, Holt)

REGULAR AGENDA

6. Public Hearing to Consider Adoption of a Resolution Approving Proposed FY 2020 - 2025 Five Year Plan and 2020 Annual Plan (Holt)

7. Public Hearing to Consider Adoption of the FY 2020 Capital Fund Five Year Plan and Annual Statement (Ichtertz)

8. Review and Approve the Proposed FY 2019 - 2020 Mid-Year Budget Revision with 2nd Quarter Financial Information (Gillette)

9. Review and Approve Proposed Postponement of the Opening of the HCV Wait Lists and PBV Wait Lists with the Exception of Eleanor Roosevelt Circle (Holt, Jimenez-Perez)

10. Receive Comments from CEO

11. Receive Comments from Commissioners

LONG RANGE PLANNING CALENDAR

May 2020	
Esparto Land donation	Regular
RAD Update	Regular, tentative. May be June or July
Draft Implementation Plan - BluePrint 2020	Regular, tentative

June 2020	
Review and Approve Resolution Adopting FY 2020-2021 Annual Operating Budget and Receive 3rd Quarter Financial Report for FY 2019-2020	Regular
RAD Status Update (tentative)	Consent

August 2020	
Review, Approve and Adopt Resolution for Section Eight Management Assessment Program (SEMAP)	Regular

ADJOURNMENT

Next meeting is May 13, 2020 at 3:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted by Friday, April 10, 2020 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 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/235110975, Meeting ID: 235 110 975 or phone in via 1-408-638-0968 Meeting ID: 235 110 975.

2. If you are joining the meeting via zoom and which 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.

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 20-09 Item No. 4, of the Yolo County Housing meeting of April 15, 2020.

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

4. Review and Approve the Minutes of February 19, 2020

Approved the minutes of February 19, 2020 on Consent.

Yolo County Housing
Yolo County, California

February 19, 2020

MINUTES

The Yolo County Housing met on the 19th day of February, 2020, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Gary Sandy; Karen Vanderford; Joe Walters

Absent: Babs Sandeen

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

CALL TO ORDER

1. Pledge of Allegiance.

2. Consider approval of the agenda.

> Minute Order No. 20-03: Approved agenda as presented.
>
> MOTION: Lansburgh. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandy, Vanderford, Walters. ABSENT: Sandeen.

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

An anonymous speaker addressed the Board of Commissioners during public comment.

PRESENTATIONS

4. Presentation of Family Self Sufficiency Certificate to Ricardo Lopez

General Manager Janis Holt presented the Family Self Sufficiency Certifcate to Ricardo Lopez.

5. Presentation of Family Self Sufficiency Graduate Melissa Medina

Although Family Self Sufficiency Graduate Melissa Medina was not able to attend, Isaac Blackstock acknowledged her accomplishment.

6. Presentation of Recognition as a HUD National Higher Performer for 2020 Housing Choice Voucher Program

General Manager Janis Holt presented the Recognition as a HUD National Higher Performer for 2020 Housing Choice Voucher Program.

7. Presentation of 2019 California Housing Workers Compensation Authority (CHWCA) Employee Safety Award to Cristina Brambila

General Manager Janis Holt presented the 2019 California Housing Workers Compensation Authority (CHWCA) Employee Safety Award to Cristina Brambila.

CONSENT AGENDA

Minute Order No. 20-04: Approved Consent Agenda Item Nos.8-11.

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

8. Review and Approve minutes of December 18, 2019 and January 15, 2020

Approved the minutes of December 18, 2019 and January 15, 2020 on Consent.

9. Receive and File the Financial Report for the Quarter Ended September 30, 2019 (FY 2019-2020 Q1) (Gillette)

Approved recommended action on Consent.

10. Review and Approve the 70th Anniversary Slogan and Calendar of Events (Holt)

Approved recommended action on Consent.

11. Review and Approve expanded Intergovernmental Agreement for Affordable Housing Grants Management Services (Baker)

Approved **Agreement No. 20-01** on Consent.

REGULAR AGENDA

12. Review and Approve the Updated YCH Maintenance Service Charge List (Ichtertz)

Minute Order No. 20-05: Approved recommended action.

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

13. Review and Approve the Assignment of Points to the Non-Elderly Disabled Limited Preference in the Administrative Plan (Holt, Jimenez-Perez)

Minute Order No. 20-06: Approved recommended action.

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

14. Review, Approve and Authorize the Opening of the Housing Choice Voucher Tenant and Project Based Wait Lists (Holt, Jimenez-Perez)

Minute Order No. 20-07: Approved recommended action and authorized Option 1, the opening and closing of the wait list for the Housing Choice Voucher and Project Based Voucher programs at the same time.

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

15. For the Good of the Order

Received the following comments from Lisa Baker, CEO:

- Homeless housing update – great strides are being made.
- Community Services Infrastructure Grant in the amount of $1.6 million was awarded to the County – proposed partnership with County, 4th and Hope and YCH regarding residential treatment. Will begin mid 2021 at the latest.
- First 5 grant received to support spring fling health fair event.
- MSW intern will be starting soon from Texas helping with wraparound services.
- RAD is coming together – will start to narrow down potential models and will bring to the Commissioners eventually.

- W. Sac permanent supportive housing program with the No Place Like Home funds will start the demo stage on the property in about two weeks. In March, 2020, there will be a New Hope CDC regarding financing. This is for 85 permanent housing units in W. Sac.
- Working with SACOG on housing element planning and discussions with Valley Vision on a regional way to tie in affordable housing and housing.
- Been working with All Leaders Must Serve for youth development and they are getting ready to donate surplus computers so they can learn how to work on them and also working with Yolo Foster Care in helping get foster youth into the housing system.
- Met with Congresswoman Matsui and the Sacramento and Yolo Regional Leaders on the Federal Government's Public Charge Rule, which will now affect public housing vouchers for immigrants.
- Provided YCH 70th anniversary calendar and the Governor's Proposed Strategic Plan on Homelessness to each member.
- Janis Holt voiced her appreciation for Joe Walter's assistance in mailing out over 1800 YCH calendars to landlords and stakeholders.

CLOSED SESSION

16. Conference with Labor Negotiator: Lisa A. Baker, CEO; Janis Holt, Resource Administrator; Ron Martinez, Agency Counsel
Pursuant to Government Code Section 54957.6
Bargaining Units: General, Management

17. Public Employment, Employee Appointment or Evaluation
Pursuant to Government Code Section 54957
Position title: Chief Executive Officer

ADJOURNMENT

Next meeting is March 18, 2020

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 20-09 Item No. 5, of the Yolo County Housing meeting of April 15, 2020.

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

5. Review, Approve and Authorize the Write-Off of 2nd Quarter Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge Off Policy (Dogias, Holt)

Approved recommended action on Consent, with the clarification the write-off is for the 3rd Quarter, instead of the 2nd.

Yolo County Housing

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

WOODLAND, CA 95695 Sacramento: (916) 444-8982

TTY: (800) 545-1833, ext. 626

DATE: April 15, 2020

TO: YCH Housing Commission

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Tom Dogias, Real Estate Services Supervisor

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

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Authorize YCH staff to write off bad debts in the amount of $3,354.00 in the Yolo County Housing Low Income Public Housing Program for the period ending March 31, 2020.

BACKGROUND/DISCUSSION

In accordance with the YCH Accounts Receivable Write Off Policy, staff recommends that the Commission authorize the write off of debts that have not been collected for the quarter ending March 31, 2020. This recommended amount of bad debts for the 3rd quarter are a result of:

- $481.00 for AMP I (Yolano/Donnelly) is a remaining amount from three move outs. Unfortunately, in each of the situations the remaining amount of the security deposit amount was not enough to cover the cost to bring the unit back online.
- $2692.00 for AMP II is the remaining amount from four separate move outs. While three of the move outs were routine, one household went into eviction. The family did vacate the unit before the lockout date and most of the amount is

uncollected rent.

- $180.00 From AMP III are move out charges from two elderly residents passed away.

Real Estate Services staff have continuously attempted to collect on these outstanding charges with no results. In coordination with the Finance Department, staff has assessed the collectibility of the tenant balances provided and have exhausted all efforts to locate the tenants and/or collect payment at this time.

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

FISCAL IMPACT LOW INCOME PUBLIC HOUSING

For the third quarter of FY 2019-2020, bad debts requested to be written off for Low Income Public Housing total $3,354.00. This amount is .05% of total rents charged for the programs during this period.

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

2015-2016	$9,229	0.51%
2016-2017	$6,805	0.36%
2017-2018	$19,390	1.00%
2018-2019	$16,267	0.77%
2019-2020 *(year to date)*	$7,775	0.62%

CONCLUSION

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

Staff recommends that the Commission approve the requested authorization to write off debt for the 3rd quarter in the amount of $3,354.00.

Yolo County Housing
Yolo County, California

Meeting Date: April 15, 2020

To: County Counsel ✓
Yolo County Housing ✓

6.

Public Hearing to Consider Adoption of a Resolution Approving Proposed FY2020 - 2025 Five Year Plan and 2020 Annual Plan (Holt)

Brielle Mansell from Legal Services of Northern California and Irma Jimenez-Perez from Yolo County Housing addressed the Board on this item.

Minute Order No. 20-10: Held public hearing and approved recommended action by **Resolution No. 20-01**, directing staff to take into account the suggestions made by Legal Services of Northern California with a deliberative process in the translation of the Welcome Packets and Housing Choice Vouchers (HCV) orientations into Spanish and Russian to assist Limited English Proficiency (LEP) persons have “meaningful access” to their programs.

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

Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: April 15, 2020

TO: YCH Housing Commission

FROM: Lisa A. Baker, CEO

PREPARED BY: Janis Holt, General Director

SUBJECT: Public Hearing to Consider Adoption of a Resolution Approving the Proposed Five Year Plan and FY 2020 Annual Plan Update and Authorizing the CEO to Submit to the U.S. Department of Housing and Urban Development (HUD).

RECOMMENDED ACTION:

That the Housing Commission:

a) Hold a public hearing to solicit public comment regarding the proposed Five Year Agency Plan and Annual Plan; and

b) After public testimony, comments and any changes, adopt Resolution to adopt the Five Year Agency Plan and FY 2020 Annual Plan, and;

c) Approve the required HUD Resolution; and

c) Authorize the CEO to submit to HUD.

BACKGROUND / DISCUSSION

As part of its federal funding requirements, Yolo County Housing (YCH) is required to have an adopted Five Year Agency Plan for its Housing Choice Voucher (HCV) and Low Rent Public Housing (LRPH) programs. In addition to the Five Year Agency Plan that is due this year, the Agency must adopt an Annual Update for FY 2020. As part of the annual update, the Agency must review how it will handle its Admissions, Occupancy, Residency, Capital Fund Plan and Strategic Plans for federally-funded housing. The Five Year Agency Plan and the Annual Update are developed using HUD templates and guidelines for submission.

In conformance with HUD requirements, draft Plans were circulated for a 45-day comment period to the public and stakeholders. A combined Public Notice was published for the comment period and public hearing in the local newspaper and on the YCH website. The comment period began on March 2, 2020 and will end on April 15,

2020 with the public hearing scheduled on Wednesday, April 15, 2020 at 3:00pm.

Resident Advisory Board (RAB)

The Resident Advisory Board (RAB) meets a minimum of two times as part of the process in drafting and commenting on the Plans.

The initial information meeting with the RAB was held on November 20, 2019. During this meeting, staff provided an initial overview of the purpose and planning process of the Five-Year Agency Plan and FY 2020 Annual Plan Update. Staff also provided an overview of the Capital Fund Plan. During this meeting, RAB members were engaged in the discussion with interest in services to veterans experiencing homelessness (VASH), improving long term outcomes of housing stability among previously incarcerated individuals (IGT House), community gardens, and communication strategies with residents.

During the public comment period, the second in-person RAB meeting scheduled on March 23, 2020 was cancelled due to COVID-19. As an alternative, staff mailed copies of the draft Plans to all RAB members inviting them to a teleconference meeting on April 6, 2020. Due to low attendance at this meeting, staff rescheduled the meeting for Thursday, April 9, 2020. RAB members were encouraged to provide their comments by email if they were unable to attend the teleconference call. The following comments were received:

- It would be helpful if YCH developed an easy to follow written guide or "Resident Handbook" as part of the Welcome Home initiative to help residents understand general information about their community, knowing the rules and guidelines, and have a reference to review as questions arise.
- Recommend that YCH continues to regularly hold resident meetings, and encourage participation. Consider providing a written handout of what is being covered at the meeting that attendees could take with them to reference or share with other community members. RAB members stated is can be frustrating when the same people attend the meetings while the rest of the community is not engaged, then they ask what is going on after the fact.
- Communication at Riverbend Manor seems to be working by posting informational flyers to the doors using the door clips and also posting to the community bulletin boards. It is important to continue to provide written materials as available.

No further public comment was provided during the meeting.

Public Comment

On April 7, 2020, staff received written public comments from Legal Services of Northern California (LSNC); the letter is included for reference. We have incorporated some additions and verbiage changes in the Five Year Agency Plan as a result of these comments. The comments were provided in the two areas of Violence Against Women Act (VAWA) and Program Access for Limited English Proficient (LEP) Persons.

I. VAWA: Two suggestions were outlined in the public comment letter.

1. Comment: Add a section to Annual Update that includes information from the VAWA Policy in the ACOP, the VAWA Notice on the YCH website, and any other activities, services and programs provided to comply with the law.
    a. Response: Additional information regarding protections, policies, procedures and partnerships was added to the Five Year Agency Plan under **B.4, Violence Against Women Act on Page #11,** including wrap around service support provided through in-house social services and referrals to service partners; specifically those partners that serve victims.
2. Comment: Give survivors of domestic violence on the HCV wait list the same preference as survivors of domestic violence on the Public Housing wait list with the assigned two (2) points.
    a. Response: Revised the Five-Year Plan to reflect the VAWA wait list preference that was established for the public housing program through the revised Admissions and Continued Occupancy Plan (ACOP). Staff is in the process of a proposed update to the Administrative Plan for the Housing Choice Voucher (HCV) Program and are planning to add this wait list preference at that time to be consistent with the ACOP. This would be considered a significant amendment to the Administrative Plan which requires a public comment period and public hearing, resident input through the Resident Advisory Board and which would then be presented to the Board for review and recommended approval.

II. LEP: Three suggestions were outlined in the public comment letter.

1. Comment: Provide greater detail about how YCH will ensure that the website will provide meaningful and equitable access for LEP persons.
    a. Response: Added a statement that when replacing the website, upgrades will make the site more user friendly to LEP persons.
2. Comment: Provide greater detail in the "Welcome Home" goal specifying that packets will be translated into Spanish and Russian and HCV orientations provided in Spanish and Russian.
    a. Response: Added a statement to the Five-Year Agency Plan under **B.3, Page #9** to determine how to make materials more accessible to LEP persons. as defined in our Language Assistance Plan.
3. Comment: Correct the statement related to public notices for the opening of wait lists and commit to providing public notices through a variety of media.
    a. Response: Revised the FY 2020 Annual Plan Update, **Wait List, Page #28**, correcting typographical error and adding outreach and marketing through various media markets and service partners.

No further public comment was received.

FISCAL IMPACT

Timely submission and approval of the Five Year Agency Plan and Annual Plan Update is the basis for receipt of federal funds from HUD. Failure to adopt the Plan would result

in the loss of funding and subsidy.

CONCLUSION

Staff recommends that, after public testimony, comments and any changes, the Commission adopt the FY2020-FY2024 Five Year Agency Plan and the FY 2020 Annual Plan Update and authorize submission to the Department of Housing and Urban Development (HUD).

Attachments: Draft FY 2020-2024 Five Year Plan
Draft FY 2020 Annual Plan Update
Resolution
Public Comment Letter: Legal Services of Northern California

YOLO COUNTY HOUSING

FY2020 – FY2024 FIVE-YEAR AGENCY PLAN

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A. PHA Information

A.1 PHA Name: Yolo County Housing

PHA Code: CA044

PHA Plan Fiscal Year Beginning: 07/2020

PHA Plan Submission Type: 5-Year Plan Submission

Availability of Information

The FY2020-FY2024 Five-Year Agency Plan and related information are available for review at Yolo County Housing's central office located at 147 West Main Street in Woodland, California. Information can be reviewed during normal business hours.

B. Five-Year Plan

B.1 Mission

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

B.2 Goals and Objectives

Strategic Priority 1 - Building Up our Communities

- Goal: Expand our partnerships with local jurisdictions and find areas of common interest in the development space.

- Goal: Improve linkage by having Commissioners serve as YCH ambassadors with our existing and emergent partnerships to help expand YCH's capacity and to help link our services to local needs more seamlessly.

- Goal: Ensure sustainability, not just economically, but also in the creation or rehabilitation of units to be energy and water efficient and to be resilient in the face of changing climate.

- Goal: Work with our partners to expand opportunity and self-sufficiency for residents and participants as well as to continue to

participate in the Joint Emergency Management Services to ensure that our people and our properties are prepared for emergencies.

- Goal: Provide data, grant application support, and technical expertise to communities to promote housing and community development goals. Work jointly with jurisdictions, where invited, on planning and projects, including SB2 planning grants, housing element, and inclusionary housing policies.

Strategic Priority 2 - Investing in Development

- Goal: Complete RAD and Exit Public Housing program.

- Goal: Begin preliminary reuse planning to identify total potential development; master planning and phasing with Yolano Village-Donnelly Circle (Woodland) and Vista Montecito (Esparto) as top priorities, followed by Riverbend Manor (West Sacramento) and, finally, El Rio Villas (unincorporated Winters).

- Goal: Complete build-out of 100 units in current development and the approximately 90-100 additional units in the initial pipeline for development or repositioning. Continue to expand our development/voucher pipeline by an additional 200 units by 2022 if current market conditions continue. Evaluate need and capacity by 2022 to continue the development model, with a stretch goal of creating, subsidizing, acquiring, and/or managing a total of 700 new/newly subsidized units over the life of this Strategic Plan.

- Goal: Expand our financing models and types, including private equity, public investment, land dedication, and emerging financial products.

- Goal: Increase our development capacity through a mix of models, using both internal staff, partners, and fee development.

- Goal: Continue advocating for federal and state support and funding for our programs and protection of key funding sources. Continue our advocacy for financial products that serve our cities, the county, and our constituents.

Strategic Priority 3 - Investing in our People

- Goal: Continue and expand our employee-centered training program.

- Goal: Continue to find opportunities to create more streamlined internal logistical and project management training support to strengthen our staff's internal career ladder and the agency's succession planning goals.

- Goal: Strengthen our middle management leadership capacity.

- Goal: Evaluate and restructure the organization in 2020 to prepare for capacity growth by taking advantage of planned retirements in rethinking the organization's management and overall department structure.

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

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 enterprise systems.

- Goal: Complete cybersecurity upgrades.

- Goal: Convert our existing Google business platform to a more robust Google Enterprise system.

- Goal: Continue to invest in technology and systems to improve efficiency and customer service — including automated work orders, new VOIP phone system, enhanced mobile communications for field personnel, and improved financial data analysis systems.

- Goal: Enhance our presence through improved branding, a new website, and communication tools to get our message out to our residents, community members, and partners.

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

- Continue to analyze opportunities for operational cost savings that will be necessary due to cuts in funding.

  Progress: In 2019, YCH entered into an agreement to outsource its' information technology requirements. Based on estimates, the savings would be approximately $80,000 per year.

- Complete renovations to public housing properties to meet accessibility requirements.

  Progress: YCH has committed Capital Funds over the next couple of years to complete site improvements to the roadways, parking and sidewalks in an effort to provide easier access to persons with disabilities.

- Continue to increase the sustainability of the Agency's portfolio by reducing energy usage using both simple and complex strategies.

  Progress: Solar arrays have been installed at multiple sites. These installations will reduce the Agency's energy usage by a significant amount. Since they have only been up and running for less than a year, the cost savings will be available when more data is captured.

- Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.

  Progress: The Public Housing program continually exceeds the occupancy rate and on-time collection in accordance with HUD benchmarks. To enable residents with a more convenient and efficient way to pay rent, YCH implemented "RentTrack" which enables tenants to directly deposit their rent into the bank and upload into the TenMast system. This will increase accuracy of tracking delinquency and reduce administration time. The benefit to the resident is that it will report on-time rent payments to the credit bureaus which in turn can improve their credit scores.

- Continue to improve the Public Housing Assessment System (PHAS) score.

  Progress: The last three PHAS scores are:

FYE 6/30/2016 - 93
FYE 6/30/2017 - 90
FYE 6/30/2018 – 88 (with corrected financial score)

Each Asset Management Property (AMP) is scheduled for a HUD Real Estate Assessment Center (REAC) inspection annually, biannually or triennially based on their previous score. In FY 2018, AMP II was inspected and this REAC inspection impacted the overall PHAS score. The change in the REAC score was partially due to changes in HUD scoring methods with non-health and safety issues being identified. Staff were provided REAC training in the fall of 2018.

- Continue to train staff on Asset Management to ensure compliance with all new HUD regulations.

  Progress: Staff regularly attends training classes to ensure they are up-to-date on current regulations regarding tenant/landlord law, fair housing, property management, and other relevant training to best manage YCH assets.

- Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers and includes either units or budget authority).

  Progress: Due to the high rental cost and low vacancy rates, it is challenging for the HCV Program to fully utilize the number of vouchers allocated to the program. HCV funding is being utilized at or above the required 98%.

- Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.

  Progress: One participant completed the HCV Homeownership Program within the last year. Another participant is in the process of completion.

- Continue to achieve High Performer status on Section 8 Management Assessment (SEMAP) score.

  Progress: YCH was notified that it received a score of 100% on the SEMAP for the fiscal year ending June 30, 2019. This is the 10th consecutive year that the Housing Choice Voucher Program is a High

Performer.

- Implement new owner outreach materials to attract potential new owners to participate in the HCV Program. In 2020, YCH created outreach materials to owners/landlords and will be implementing landlord workshops/topics of interest a minimum of two times a year in addition to the Annual Fair Housing Conference.

  Progress: Staff continues to host forums for landlords in which the rules and benefits of the HCV Program are outlined.

- Complete full enrollment in the Family Self-Sufficiency Program (FSS) to comply with the HUD requirement.

  Progress: The Agency maintains full enrollment in the FSS Program based on their mandatory slots. YCH successfully obtained a HUD FSS Grant expanding program enrollment and self-sufficiency for families in both the HCV program and Public Housing. Since July 1st, 2019, five participants have graduated from the FSS Program.

- Continue to upgrade computer systems including servers, software, and memory capacity.

  Progress: During 2019, the network infrastructure was significantly upgraded for improved security and efficiency, more robust backup systems were installed, all end of life workstations were replaced (primarily with laptops for additional operational flexibility), and switching infrastructure was upgraded for increased efficiency. Upgrades to additional systems are expected in 2020 which include email encryption capabilities, file storage accessibility, and phone system upgrades.

- Continue with customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.

  Progress: Staff has not been able to conduct customer satisfaction surveys since 2017 due to ongoing funding prorations that impact staffing. Other types of surveys (such as on-line), which would minimize the time needed by staff to process are being researched to find a right fit - staff anticipates identifying a replacement standard in 2020.

- Install individual water meters at apartments where there is currently

no meter.

Progress: Due to complications with how the water lines enter the units at several sites (one line for two units), this will be a very costly undertaking. Staff is currently researching possible alternatives; however, this issue may be partly or wholly resolved through future redevelopment of affected sites.

- Develop eco-friendly landscaping plan to reduce water usage.

  Progress: Due to capital fund underfunding and no additional dedicated funding, YCH has not undertaken comprehensive eco-friendly landscaping. It has, however, set ongoing water usage restrictions, done a demonstration lot and has had some opportunities to redo small landscaping areas in low water formats. In addition, in partnership with Woodland Tree Foundation, Tree Davis and Woodland Sunrise Rotary, YCH has planted 2 phases of low water using trees in an urban forest concept, most recently in January 2020. All new affordable developments deploy eco-friendly landscaping.

- Install broadband access capability to reach all sites and offer inexpensive in-home broadband access to residents.

  Progress: Due to the cost of implementation, YCH cannot install broadband access without receiving funding through a grant or other outside source. Current available grants do not cover last mile implementation or require that YCH pay the cost of service - both of which preclude participation. This remains a goal, staff keeps abreast of possible funding opportunities and participates in the countywide broadband working group, chaired by LAFCO. In the meantime, YCH does deploy computer learning centers at large campuses, along with Wi-Fi access associated with those centers.

- Continue to deploy social media, including Facebook, to help distribute information to residents and applicants.

  Progress: Information concerning YCH matters and other important news is posted to the Agency's Facebook page on a continual basis. YCH continues to promote resident sign-ups in the Yolo-Alert emergency notification system which provides emergency notification to families and includes a Yolo County Housing community information notification component. In addition, YCH uses the front page of its website to post timely information about

its Strategic Plan and other items of interest to the public.

- Upgrade website to include better information, easier navigation and install access portals for customers – landlords, tenants, and participants.

  Progress: No progress in the last year as YCH has focused its funding and time on cybersecurity and systems upgrades to ensure stable and safe operations. YCH will return to looking at replacement systems once current upgrades are complete.

  Also, in the future, YCH will review the website content to address those areas which need to be upgraded to make the site more user friendly to Limited English Proficiency (LEP) persons.

- Move forward with additional elements of YCH's "Welcome Home" strategy that are already outlined in the Five-Year Plan, including development of a welcome packet for residents, participants, and landlords.

  Progress: Completed in concept. Staff continue to develop new and revise items to enhance tenant/landlord relationships.

  Going forward, YCH will review the "Welcome Home" strategy to determine how to make it more accessible to LEP persons.

- Apply for additional funding including the Capital Fund Education and Training Community Facilities (CFCF) Program and Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program.

  Progress: YCH received a FSS Coordinator Grant for $72,000 in late 2019. YCH continues to manage the ten additional VASH vouchers (current total of 36), 22 Mainstream Vouchers and 26 Family Unification Program (FUP) Vouchers received in prior years.

- Complete software conversion to Tenmast's Winten 2+ system to enhance productivity and streamline operations.

  Progress: Complete

- Expand CAST (Community Awareness and Safety Team) to the El Rio Villa public housing developments.

Progress: Complete

- Speed up the collection of past due accounts.

  Progress: YCH wrote off bad debts totaling $12,673 in 2018-2019 which is a decrease over the prior year. Staff created new tracking systems to ensure that repayment agreements are adhered to, past due debts are monitored and collections are attempted. Inability to collect past debt will result in referral to collection agency as a last option.

- Provide services to other Public Housing Authorities or similar entities as a means to increase revenue.

  Progress: YCH continues to provide grant management services related to the Community Block Grant and Home Grant for Yolo County.

  Since 2013, the City of Winters has had an Intergovernmental Agreement with YCH to provide technical assistance and guidance in writing grants, managing and executing funding from the Community Development Block Grant (CDBG) Program and the Home Investment Partnerships (HOME) Program received through HUD following the approval of City grant applications. The contract was renewed for three years beginning on July 1, 2019.

  Since 2016, the City of Davis has had an Intergovernmental Agreement with YCH to provide technical assistance and guidance in managing and executing funding and programs through Community Development Block Grant (CDBG) Program and the Home Investment Partnerships (HOME) Program received through HUD, as well as the Affordable Housing Program for the City and high level policy. The contract was renewed for three years beginning on July 1, 2019.

  In February 2020, YCH signed an intergovernmental Agreement with the City of Winters to provide CDBG, HOME, and Housing services in a manner similar to the City of Davis.
  YCH continues to be a member of the Continuum of Care.

  YCH will continue to assess opportunities like the above on an on-going basis and undertake the ones which make programmatic, regional, and financial sense.

B.4 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 earlier. Staff is in the process of reviewing and updating the Administrative Plan for the Housing Choice Voucher Program in the coming months. During this process, staff is planning to add a wait list preference for victims of domestic violence.

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 emergency transfer procedures.

B.5 Significant Amendment or Modification to the Five-Year Agency Plan

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.6 Resident Advisory Board (RAB) Comments

A Resident Advisory Board meeting was held on November 20, 2019 to provide an initial overview of the purpose of the Five-Year Agency Plan as well as the process for completion.

During the public comment period, the second in-person Resident Advisory Board (RAB) meeting scheduled on March 23, 2020 was cancelled due to COVID-19. As an alternative, staff mailed copies of the draft Plans to all RAB members inviting them to a teleconference meeting on April 6, 2020. Due to low attendance at this meeting, staff rescheduled the meeting for Thursday, April 9, 2020. RAB members were encouraged to provide their comments by email if they were unable to attend the teleconference call. The following comments were received:

- It would be helpful if YCH developed an easy to follow written guide or "Resident Handbook" as part of the Welcome Home initiative to help residents to understand general information about their community, knowing the rules and guidelines, and have a reference to review as questions arise.
- Recommend that YCH continues to regularly hold resident meetings and encourage participation. Consider providing a written handout of what is being covered at the meeting that attendees could take with them to reference or share with other community members. Members stated it can be frustrating when the same people attend the meetings while the rest of the community is not engaged, then they ask what is going on after the fact.
- Communication at Riverbend Manor seems to be working by clipping informational flyers to the doors and also posting to the community bulletin boards. It is important to continue to provide written materials as available.

No further public comment was provided during the meeting.

B.7 Certification by State or Local Officials

Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, is submitted as an electronic attachment to the PHA Plan.

YOLO COUNTY HOUSING

FY2020 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: 07/2020

Public Housing Units: 431

Housing Choice Vouchers: 1807

Total Combined Units/Vouchers: 2,238

PHA Plan Submission Type: Annual Plan

Availability of Information

The FY2020 Agency Plan Annual Update will be available for review during the 45-day Public Hearing Notice period at Yolo County Housing's Main Office which is located at 147 West Main Street in Woodland, California.

Supporting documents to the FY2020 Agency Plan Annual Update are also available for inspection at the Main Office.

A copy of the FY2020 Agency Plan Annual Update and supporting documents will remain available for inspection during the entire fiscal year.

Introduction

Yolo County Housing 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 (OMS and HCD). The Housing Authority and its allied organizations provide assistance to approximately 2,922 households. Housing assistance is provided throughout the region and can be found in Woodland, West Sacramento, Davis, Winters, Esparto, Yolo, Knight's Landing, Dunnigan, 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. Annual Plan Elements

B.1 Revision of 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	8,725	5	5	5	3	4	4
Income >30% but <=50% of AMI	5,030	4	4	4	3	3	3
Income >50% but <80% of AMI	4,335	3	3	3	3	2	3
Elderly	2,130	4	3	3	4	2	3
Families with Disabilities	9,215	4	4	4	5	4	4
White	8,045	3	3	3	3	3	3
Black	710	3	3	3	3	3	3
Hispanic	5,065	3	3	3	3	3	3
Native American	120	3	3	3	3	3	3
Asian	2,420	3	3	3	3	3	3
Pacific Islander	120	3	3	3	3	3	3

Note: Overall figures for income categories have been updated. Remaining figures have not been updated from FY2017 Annual Update due to lack of available information.

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 2012 - 2016

☐ American Housing Survey data
Indicate year:

☒ Other housing market study
Indicate year: 2019 YCH Market Study

☐ Other sources: (list and indicate year of information)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ 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	1,056		n/a
Extremely low income (<=30% AMI)	734	69.5%	
Very low income (>30% but <=50% AMI)	243	23.0%	
Low income (>50% but <80% AMI)	72	6.8%	
Families with children	389	36.8%	
Elderly families	231	21.9%	
Families with Disabilities	400	37.9%	
White	593	56.2%	
African American	227	21.5%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	68	6.4%	
Native Hawaiian/Pacific Islander	14	1.3%	
Other/Declined	24	2.3%	
Is the waiting list closed (select one)? ☒ Yes ☐ No If yes: ***How long has it been closed (# of months)? 36 months, will open in April 2020*** Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐No ☒ Yes (Displaced by Government Action, Mainstream Voucher Applicants and Family Unification Voucher Applicants)			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	1,113		
Extremely low income (<=30% AMI)	919	82.6%	
Very low income (>30% but <=50% AMI)	158	14.2%	
Low income (>50% but <80% AMI)	26	2.3%	
Families with children	575	51.7%	
Elderly families	57	5.1%	
Families with Disabilities	254	22.8%	
White	384	34.5%	
African American	425	38.1%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	40	3.6%	
Native Hawaiian/ Other Pacific Islander	24	2.2%	
Other/Declined	6	0.5%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	142	12.8%	
2 BR	556	50.0%	
3 BR	374	33.6%	
4 BR	41	3.7%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	2,810		
Extremely low income (<=30% AMI)	2,325	82.7%	
Very low income (>30% but <=50% AMI)	371	13.2%	
Low income (>50% but <80% AMI)	93	3.3%	
Families with children	913	32.5%	
Elderly families	252	9.0%	
Families with Disabilities	892	31.7%	
White	1,167	41.5%	
African American	943	33.6%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	122	4.3%	
Native Hawaiian/ Other Pacific Islander	53	1.9%	
Other/Declined	11	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.005%	
1 BR	1,133	40.3%	
2 BR	1,070	38.1%	
3 BR	514	18.3%	
4 BR	81	2.9%	
5 BR	9	0.3%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	3,492		
Extremely low income (<=30% AMI)	2,776	79.5%	
Very low income (>30% but <=50% AMI)	553	15.8%	
Low income (>50% but <80% AMI)	132	3.8%	
Families with children	1,612	46.2%	
Elderly families	218	6.2%	
Families with Disabilities	841	24.1%	
White	1,294	37.1%	
African American	1,225	35.1%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	196	5.6%	
Native Hawaiian/ Other Pacific Islander	77	2.2%	
Other/Declined	11	0.3%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	531	15.2%	
2 BR	1,822	52.2%	
3 BR	1,037	29.7%	
4 BR	101	2.9%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	5,547		
Extremely low income (<=30% AMI)	4,488	80.9%	
Very low income (>30% but <=50% AMI)	817	14.7%	
Low income (>50% but <80% AMI)	193	3.5%	
Families with children	2,012	36.3%	
Elderly families	711	12.8%	
Families with Disabilities	1,686	30.4%	
White	2,388	43.1%	
African American	1,698	30.6%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	322	5.8%	
Native Hawaiian/ Other Pacific Islander	103	1.9%	
Other/Declined	20	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.1%	
1 BR	1,929	34.8%	
2 BR	2,195	39.6%	
3 BR	1,192	21.5%	
4 BR	226	4.1%	
5 BR	1	0.1%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	2,067		
Extremely low income (<=30% AMI)	1,670	80.8%	
Very low income (>30% but <=50% AMI)	302	14.6%	
Low income (>50% but <80% AMI)	74	3.6%	
Families with children	1,009	48.8%	
Elderly families	109	5.3%	
Families with Disabilities	514	24.9%	
White	779	37.7%	
African American	734	35.5%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	94	4.6%	
Native Hawaiian/ Other Pacific Islander	42	2.0%	
Other/Declined	9	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0.0%	
1 BR	285	13.8%	
2 BR	1,082	52.3%	
3 BR	629	30.4%	
4 BR	70	3.4%	
5 BR	0	0.0%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if			

generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☒ 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	5,529		
Extremely low income (<=30% AMI)	4,466	80.8%	
Very low income (>30% but <=50% AMI)	811	14.7%	
Low income (>50% but <80% AMI)	201	3.6%	
Families with children	1,884	34.1%	
Elderly families	733	13.3%	
Families with Disabilities	1,688	30.5%	
White	2,540	45.9%	
African American	1,398	25.3%	
Amer. Indian/Alaskan Native	0	0.0%	
Asian	260	4.7%	
Native Hawaiian/ Other Pacific Islander	93	1.7%	
Other/Declined	32	0.6%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	0.1%	
1 BR	2,225	40.2%	
2 BR	2,030	36.7%	
3 BR	1,089	19.7%	
4 BR	178	3.2%	
5 BR	1	0.1%	
Is the waiting list closed (select one)? ☒ No ☐ 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? ☐ No ☐ Yes			

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Strategy for Addressing Housing Needs

<u>Strategies</u>

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: YCH developed and implemented an updated Admissions and Continued Occupancy Policy (ACOP) and as a result YCH has been able to maintain an average 98.8% occupancy rate among the three Asset Management Properties (AMP's).

- Reduce turnover time for vacated public housing units: Turnover time average is up due to the negative effect of the number of evictions that resulted in extensive property damage. To address this, staff has moved forward with changes in the eligibility process, investigating mobile work order systems for better tracking and communication, and exploring job training program opportunities for residents.

- Reduce time to renovate public housing units: Due to the increased funding received through the 2018 and 2019 CFPs, in addition to paying off the Capital Fund Financing Plan, YCH should be able to put more money towards unit renovations.

- 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 adjusted based on the current rental market on an annual basis 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: Through continuing marketing efforts, YCH has extended outreach to additional landlords with the hopes of increasing the unit size mix.

- Maintain or increase Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: Staff holds periodic seminars to educate potential landlords about the HCV Programs rules and benefits as well as an annual fair

housing conference. YCH has also brought in a Lease and Rental Coordinator to work directly with landlords.

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

- Apply for additional Housing Choice Voucher units should they become available: YCH continues to administer the ten (10) project-based vouchers and twenty-two (22) tenant-based vouchers through the Veterans Affairs Supportive Housing (VASH) Program. In addition, YCH continues to administer 22 Mainstream Vouchers and 26 Family Unification Program (FUP) Vouchers. YCH has applied for additional FUP Vouchers and is awaiting to hear if they have been awarded.

- Leverage affordable housing resources in the community through the creation of mixed - finance housing. This includes the recently completed West Beamer Place, the upcoming West Sacramento Permanent Supportive Housing development and others.

- Pursue housing resources other than public housing, Voucher, or Section 8 project-based assistance: Worked with private landlord and HHSA to lease 12 units at 1811 Merkley Avenue aimed at providing stable housing for CalWORKs homeless families. Used project based vouchers to leverage additional units: 20 PBV at West Beamer Places created 80 new units; 60 PBV in West Sacramento will result in 85 permanent supportive housing units; 22 PBV at Blue Mountain Terrace will result in 63 affordable senior units.

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 a 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 Riverbend Manor I and II for elderly occupants. YCH increased housing opportunities through twenty-two (22) project-based vouchers awarded to Blue Mountain Terrace in Winters and five (5) project-based vouchers to 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 Capital Fund Program in upcoming years.

- Affirmatively market to local non-profit agencies that assist families with disabilities:

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

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 and 2019 CFPs, rising operations and renovation costs continue to put a strain on YCH's budgets.

- Influence of the housing market on PHA programs – The on-going 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. Once finalized, both documents will be posted per HUD requirements to allow for public comments.

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 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.

Eligibility

All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. 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.

QHWRA further 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 General Director and/or s/he 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

Any family that wishes to reside in public housing must apply for admission to the program. HUD permits YCH to determine the format and content of its applications, as well as how such applications will be made available to interested families and how applications will be accepted by YCH.

YCH's application process will involve two phases:

> The first is the "initial" application for admission (referred to as a pre-application). This phase is to determine the family's eligibility for public housing and placement on the waiting list.
>
> The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At that time YCH ensures that verification of all HUD and YCH eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit. Applicants are required to attend an application interview to discuss the family's circumstance in greater detail.

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.

Selection

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.

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 may 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
- Moderate Rehabilitation Program

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.

- Applicants with Special Provisions, which includes, tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Chief Executive Officer.
- Yolo County residents (residency preference). This residency preference is limited to the jurisdictional boundaries of the County of Yolo. Use of the residency preference will not have the purpose or effect of delaying admission to the program based on the race,

color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. Applicants who live or work in the County of Yolo at the time of application qualify for this preference.

- Any citizen of the United States who served in the active military, naval, or air service of the United States who received an honorable discharge or released from active duty under honorable conditions. This preference applies to veterans and the surviving spouses of veterans.
- Section 8 participants who have been terminated due to over-leasing or lack of federal funding. At the time a participant is terminated due to over-leasing or lack of federal funding, that person's name will automatically be placed on the waiting list and given the appropriate preference.
- Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.
- Non-Elderly Person with Disabilities - Limited Preference: A person 18 years of age or older and less than 62 years of age who has a disability **and** is are currently in institutional or other segregated settings or at risk of institutionalization; **or** homeless or at risk of becoming homeless. (Definitions available in the YCH Administrative Plan Glossary). Wait list applicants that meet this limited preference will be identified on the wait list for the issuance of Mainstream Housing Choice Vouchers by order of preference points in addition to date/time of application.
- Displaced by Government Action

    a. Families who were receiving Housing Choice Voucher assistance will take precedence over other waiting list place holders. New applicants to the Housing Choice Voucher program must be a family displaced by a natural disaster, including disasters recognized by a Federal government, which extensively damaged or destroyed their dwelling or is:

    b. Dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family Has been declared unfit for habitation by a government agency.

    c. Part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.

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

Point Values of Preferences

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

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

Points Preference

- Residency in Yolo County Terminated Section 8 participants (due to over-leasing or lack of federal funding) (1 point)
- Working/Permanently Disabled/Elderly (1 point)
- Members of Military/Veterans (1 point)
- 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 below 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 2020.

Funding Source	Amount	Use
FY2020 PH Operating Fund	$1,260,000	PH Operations
FY2020 Capital Fund Program	$1,114,168	PH Modernization
FY2019 Capital Fund Program	$792,734	PH Modernization
FY2018 Capital Fund Program	$660,762	PH Modernization
Housing Choice Voucher Program	$11,710,000	HCV Operations
HCV Administrative Fees	$1,192,000	HCV Operations
Public Housing Dwelling Rent	$1,975,000	PH Operations
Interest	$3,000	PH/HCV Operations
Other Income	$24,000	PH Operations
Total	**$18,731,664**	

Note: *The Capital Fund amounts for FY2019 and FY2018 are the unobligated amounts as of 12/31/2019.*

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.

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

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, USA, 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 the Secretary may provide.

Safety and Crime Prevention

The Department of Housing and Urban Development (HUD) requires public housing authorities to track, report and work to prevent crime. In order to meet these requirements, YCH has entered into cooperative agreements with local law enforcement agencies in order to ensure that affordable housing developments, public housing and housing subsidy households are safe environments for families. A strong partnership with local law enforcement can benefit both agencies and prevent incidents from becoming a continuing problem. Through mutual support, both agencies can work together at decreasing crime in their jurisdiction. YCH and the City of Davis have worked together to create the Memorandum of Understanding (MOU) that will meet state and federal requirements and allow for improved informationsharing between the City and YCH while respecting the rights of our residents. The original MOU template used initially in 2009 with the City of Woodland was developed in partnership with Legal

Services of Northern California and reviewed by legal counsel for the Agency. It will be executed by the City of Davis Police Chief and YCH CEO.

MOU's between YCH and the City of Woodland, City of Winters, and the Yolo County Sheriff's Department have been enacted.

In addition to the security camera systems installed at Yolano Village and the office at El Rio Villa, YCH has been working on the installation of a similar type system at Donnelly Village through an MOU with the Woodland Police Department. Staff is also seeking funds to install similar systems at Winters and in AMP III which includes Las Casitas and Riverbend Manor I & II.

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: www.ych.ca.gov.

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

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

Hope VI or Choice Neighborhoods

At this time, there are no plans to submit an application for a Hope VI or Choice Neighborhoods Grant in the upcoming Fiscal Year. YCH reserves the right to submit an application if circumstances change. The Plan will be amended accordingly.

Mixed Finance Modernization or Development

At this time, there are no plans to submit an application for approval of a Mixed Finance Modernization or Development project in the upcoming Fiscal Year. YCH reserves the right to submit an application for approval if circumstances change. The Plan will be amended accordingly.

Demolition and/or Disposition

At part of the RAD conversion, YCH may use Section 18 Demolition and/or Disposition. At this time, YCH is only in the assessment stage with no formal plans completed. Further details will be provided if YCH decides to move forward with demolition or disposition.

Conversion of Public Housing to Tenant-Based Assistance

In conjunction with RAD, YCH staff is analyzing the possibility of converting a portion of its' public housing units to tenant-based assistance. Due to new regulations established by HUD, YCH may be able to complete a streamlined voluntary conversion. As the process is only in the assessment phase, no plans have been finalized. Further details will be provided if YCH decides to move forward with the conversion.

Conversion of Public Housing to Project-Based Assistance using RAD

YCH's Board of Commissioners has authorized staff to analyze the possible conversion to Rental Assistance Demonstration (RAD). YCH submitted an application to HUD in late 2018 to convert to RAD. Please see additional information on the possible conversion located on the following pages.

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

The 1.2 million units in the Public Housing program nationally have a documented repair backlog of nearly $26 billion. Yolo County Housing (YCH) owns and operates 431 public housing units across its' portfolio located in City of Woodland, City of West Sacramento, and the unincorporated areas of the County in Knights Landing, Yolo, Esparto and outside the City of Winters. YCH public housing properties were built between 1950 and 2001 and have received 80 or above in their REAC scores over the last 6 years. Staff maintain safe, decent affordable housing throughout their portfolio through innovative, effective management and maintenance techniques with funding through rents (calculated at 30% of the family's eligible income and family size), federal operating funds and capital fund. However, funding is often prorated at 82% or less of what YCH is contracted for.

Nevertheless, YCH still needs to meet operational and capital improvement costs which have continued to accumulate over the years.

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

- Moving units to a project-based voucher (Section 8) platform with a long-term contract that, by law, must be renewed. This ensures that units remain permanently affordable to low-income households. There would be two options, Project-Based Rental Assistance (PBRA) or Project-Based Vouchers (PBV) that the agency could consider when moving to RAD.

- Shift of units from a public housing program to a project-based program may allow YCH to leverage additional private capital markets to make capital improvements without having to rely on HUD Capital Funds which have historically been grossly underfunded or to seek cumbersome Section 30 approvals.

- Continues to maintain the public stewardship of the converted property through ongoing ownership and property use rules.

- Less burdensome regulatory reporting which could allow YCH to use resources more effectively based on local and portfolio wide need.

One of the common questions is, “How will this affect current public housing residents?” For the extremely-low to low income residents in public housing, there will be very little effect. In fact, there could be advantages to those who reside in public housing, such as:

- Residents will still only pay 30% of their household’s adjusted gross income, therefore, their rent contribution will remain the same.

- Properties will remain under the control of the housing authority, so the responsive service they are accustomed to will continue.

- More stable platform so their affordable housing/unit will be preserved.

- More flexibility and more funding to do improvements and/or borrow funds for rehabilitation work.

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

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

On July 2, 2018, HUD changed the submission date to September 4, 2018 as its drop dead deadline for waitlisted agencies to apply.

On August 15, 2018, YCH submitted the RAD application to HUD. Staff is moving forward the next steps of the RAD process in order to meet the next deadline of April 14, 2019.

In October 2018, the RAD application was approved by HUD and a Commitment to Housing Assistance Payments (CHAP) award letter was received.

In January 2019, a consultant for RAD Physical Conditions Assessment and Phase 1 Environmental Review was hired after RFP process.

In May 2019, RAD consultant hired through RFP process to help guide staff through the RAD process with the best possible deal for YCH.

In June 2019, staff received a notice of additional flexibility to RAD process due to pending announcement of a new Streamlined Voluntary Conversion (SVC) funding option for up to 250 units.

June to September 2019: Initial financial, environmental work by YCH RAD team. Drone survey of properties for elevations being completed prior to easement, boundary and lot line work.

October 3, 2019: Initial meeting of RAD subcommittee to discuss current status, options and anticipated timing to complete the RAD process.

January-February 2020: Digitized current site plans were completed to allow for further analysis of potential lot-line adjustments or parcel splits and title work that will need to be completed prior to close. Additional analysis of repositioning options to inform the final decision making process with the various stakeholders has begun and will continue for the next few months.

Current and Next Steps:

Initial analysis of feasibility showed a funding shortfall in AMP III in West Sacramento due to lower rents paid by elderly and disabled tenants. Subsequent to this, HUD has come out with Revision 4 to the RAD Program. This creates a new tool called Voluntary Streamlined Conversion. With the advent of this new tool, staff and consultants have been modeling alternative strategies. These new opportunities appear to present a sustainable path forward. An initial concept discussion was held with the Board's RAD subcommittee on October 3, 2019. With the input received from the members, staff is moving forward with the Agency's RAD team on finalizing a draft plan designed to cause minimum disruption to residents and maximize value on exit so that the units can be maintained and appropriate capital reserves established.

The proposed plan will be designed to not only accomplish the above, but also to create developable land for projects. The final property and program types may vary to some degree, but the strategy to use a combination of PBRA, PBV, Section 18 disposition (primarily of vacant land and non-RAD eligible units) and Streamline Voluntary Conversion. Once the draft plan has been completed and tested for viability, staff will bring the proposed plan forward, 1st to the RAD Subcommittee for additional input and then to the Board. The goal is to exit the public housing program by November 2020. However, once the process is underway, staff also anticipates coming back to the Board to consider funding for preliminary planning for projected new developments on newly created lots as a way to "hit the ground running" once RAD has been completed.

Significant Open Items and Expected Date of Completion:

The following significant items or processes need to be completed in order to obtain final HUD approval and officially exit the public housing program by November 2020:

- Complete the feasibility analysis of using the various programs and obtain preliminary HUD approval by March 2020.

- Wind down the Energy Performance Contract (EPC) program used to fund $1.6 million of energy upgrades to public housing units with an equipment loan secured by the upgrades that was to be repaid over 25 years with a specific public housing funding program for this purpose. The associated debt will need to be repaid or refinanced by August 2020.

- Final municipal approval of any lot-line adjustments or lot splits (to remove excess property and refine property being moved into the new programs from public housing) and resolve any title issues prior to closing escrow on the removal of this property from public housing. Must be approved by October 2020.

- Finalized plan with MRI-Tenmast to migrate enterprise data for new programs and structure by October 2020. Migration of tenant data and changes in program types in the Agency's Enterprise system is a complex process and will involve conversion and process mapping. Staff was able to get a sense of the work needed at MRI/Tenmast's conference and understand that the vendor has been working on these issues already.

- Based on limitations and regulatory requirements of the various conversion programs, closing will need to be done in a specific order or, if a variance is provided by HUD, simultaneously in November 2020 in order to minimize the carry costs necessary for funding transitions that begin on January 1 of each year.

Name of Public Housing Development: Yolano Drive	**PIC Development ID:** CA044000001	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 60	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $155,105
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	20	20	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: El Rio Villa I	**PIC Development ID:** CA044000002	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 30	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $77,552
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	4	4	0
Two Bedroom	14	14	0
Three Bedroom	10	10	0
Four Bedroom	2	2	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Vista Montecito	**PIC Development ID:** CA044000002	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – With Section 18 Demolition/Disposition	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 16	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $41,360
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Ridgecut Homes	**PIC Development ID:** CA044000001	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – With Section 18 Demolition/Disposition	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 10	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $25,850
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Yolito	**PIC Development ID:** CA044000001	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – With Section 18 Demolition/Disposition	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 10	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $25,850
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	0	8	0
Two Bedroom	4	4	0
Three Bedroom	6	6	0
Four Bedroom	0	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Donnelly Circle	**PIC Development ID:** CA044000001	**Conversion type (i.e., PBV or PBRA):** Either PBV or PBRA – To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 72	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $186,120
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	28	28	0
Three Bedroom	24	24	0
Four Bedroom	12	12	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: El Rio Villa II	**PIC Development ID:** CA044000002	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 26	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $67,210
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	2	2	0
Two Bedroom	12	12	0
Three Bedroom	8	8	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Riverbend Manor I	**PIC Development ID:** CA044000003	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 39	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Senior units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $100,815
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	4	4	0
One Bedroom	31	31	0
Two Bedroom	4	4	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Riverbend Manor II	**PIC Development ID:** CA044000003	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 24	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Senior units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $62,040
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	6	6	0
One Bedroom	18	18	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: El Rio Villa III	**PIC Development ID:** CA044000002	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 50	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $129,250
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	10	10	0
Two Bedroom	10	10	0
Three Bedroom	20	20	0
Four Bedroom	8	8	0
Five Bedroom	2	2	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: El Rio Villa IV	**PIC Development ID:** CA044000002	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 18	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $46,530
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	0	0	0
Three Bedroom	18	18	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Name of Public Housing Development: Las Casitas	**PIC Development ID:** CA044000003	**Conversion type (i.e., PBV or PBRA):** To Be Determined	**Transfer of Assistance:** No (if yes, please put the location if known, and # of units transferring)
Total Units: 76	**Pre- RAD Unit Type (i.e., Family, Senior, etc.):** Family units	**Post-RAD Unit Type if different (i.e., Family, Senior, etc.)** No changes	**Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)** $196,460
Bedroom Type	**Number of Units Pre-Conversion**	**Number of Units Post-Conversion**	**Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)**
Studio/Efficiency	0	0	0
One Bedroom	16	16	0
Two Bedroom	28	28	0
Three Bedroom	26	26	0
Four Bedroom	6	6	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance):	Not applicable		

Resident Rights, Participation, Waiting List and Grievance Procedures

Sections 1.6 B, 1.7 B and 1.7 C of PIH-2012-32 REV-4 are incorporated as part of this Plan. Please see the Tab related titled Conversion to Rental Assistance Demonstration.

Site Selection and Neighborhood Standards Review

No Transfer of Assistance is planned. Therefore, this section is not applicable.

Relocation Plans

The renovations planned to be completed as part of the conversion to RAD should not cause tenants to be relocated. Therefore, no relocation plans are necessary at this time.

Significant Amendment Definition

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

a. 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;

b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and

c. Changes to the financing structure for each approved RAD conversion.

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 of 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 7.6% (138 units) of the budget authority for project-based vouchers with contracts for periods of 10 to 15 years. YCH entered into an Agreement for Housing Assistance Payments (AHAP) for 22 vouchers at Blue Mountain Terrace, a senior living community in Winters. 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 table on the following page provides information on the apartment complexes which currently have project-based contracts with YCH:

Contracts

Complex	Units	Effective Date	City
Fair Plaza Senior Apts.	27	10/1/2008	Woodland
Homestead Apts.	4	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	10	12/1/2014	Woodland
West Beamer Place	20	10/1/2018	Woodland
Esperanza Crossing II	10	10/1/2017	Esparto

Awarded

Complex	Units	Award Date	City
Blue Mountain Terrace	22	02/11/2016	Winters
Mercy – 1801 West Capitol	60	1/24/2019	West Sacramento
Friends of the Mission – East Beamer Way Micro-Neighborhood	15	1/24/2019	Woodland
CHOC – Walnut Terrace Apartments	5	1/24/2019	Davis

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 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 FY2020 Annual Plan. This Form will be signed by the Chair of the Housing Commission once the Plan is approved by the Board.

B.4 Most Recent Fiscal Year Audit

The most recent Fiscal Year Audit covers FYE June 30, 2019. Though there were no findings on the financial statements, there was an audit finding related to discrepancies in the rent calculations at one of the properties resulting an immaterial overstatement of operating subsidy for the year. YCH has modified its processes to ensure a higher level of quality control review is conducted throughout the year. A copy of the Audit is included with the Annual Update.

B.5 Progress Report in Meeting Goals and Objectives in Prior Five-Year Agency Plan

Please see the FY2020 – FY2024 Five-Year Agency Plan.

B.6 Resident Advisory Board Comments

Please see the FY2020 – FY2024 Five-Year Agency Plan.

B.7 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 FY2020 Annual Update.

B.8 Troubled PHA

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

C. Statement of Capital Improvements

C.1 Capital Improvements

The most recent Capital Fund Five-Year Action Plan covering 2019 – 2023 was approved by the Housing Commissioners in April 2019.

The proposed Capital Fund Five-Year Action Plan covering FY2020 – FY2024 will be discussed in the same Public Hearing as the FY2020 Agency Plan Annual Update. A copy of the FY2020 – FY2024 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period as well.

Other

Moving To Work (MTW)

Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing and voucher rules and more flexibility with how they use their Federal funds. MTW agencies are expected to use the opportunities presented by MTW to inform Housing and Urban Development (HUD) about ways to better address local community needs.

In 2012, staff presented the MTW concept to the Housing Commission and to the Resident Advisory Board which was well received. At the time, the agency was unable to submit a complete application to become a MTW agency and no additional opportunities to apply became available. After five years, there are potentially new opportunities to apply and staff recommends that YCH look into MTW options as a vehicle to increase housing choice and expand self-sufficiency programs for our families as well as to bring cost savings to the agency.

Within California, there are currently seven (7) MTW agencies including Tulare, San Diego, San Mateo, San Bernardino, Oakland, Santa Clara County and Santa Clara/San Jose; more

than in any other state. Due to the unprecedented affordability crisis in California, public housing authorities in the state face challenges as they struggle to keep pace with the growing affordability gap and need interventions and flexibility. These challenges have launched a statewide effort to make California an MTW state. If successful, housing authorities will have the option of using MTW to create specific, local solutions for their jurisdictions.

In addition to the statewide initiative, HUD issued a draft MTW expansion notice for public comment which ended September 8, 2017. It is anticipated, that in the future, HUD will release the final notice which will provide new guidance to public housing authorities that have an interest in becoming an MTW agency. Only PHA's that are high performers in both their Low-Rent Public Housing and Housing Choice Voucher programs are eligible to apply. YCH has consistently maintained high performer status in both programs for the last four years.

In becoming an MTW agency, YCH can seek exemption from existing Public Housing and Housing Choice Voucher program rules in pursuit of three objectives:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs to assist people to obtain employment and become economically self-sufficient; and
- Increase housing choice for low-income families.

Some activities that MTW agencies have implemented include:

- Block grant approach -- combining public housing operating and capital funds with voucher funds and use them interchangeably depending on the housing needs of the service area.
- Extending FSS Escrow accounts to public housing residents
- Increased case management services
- Linking rental assistance with supportive services
- Streamlining and redesigning processes/forms
- Simplified rent calculations
- Developing mixed-income and tax credit properties
- Expansion of mortgage assistance and homeownership programs.

Becoming an MTW agency would allow YCH to expand on implementation of innovative policies and strategies that will help those families and individuals most in need (such as in homeless recovery programming), expand avenues and opportunities for family self-

sufficiency and use resources to best serve Yolo County constituents. The creation of any future YCH MTW work plan would require resident/tenant participation and feedback, partner agency input, and guidance from the Housing Commission.

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

YCH continues to evaluate the possibility of becoming a Moving To Work PHA.

Certifications of Compliance with PHA Plans and Related Regulations ***(Standard, Troubled, HCV-Only, and High Performer PHAs)***	**U.S. Department of Housing and Urban Development** Office of Public and Indian Housing **OMB No. 2577-0226** **Expires 02/29/2016**

PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the __X__ 5-Year and/or__X__ Annual PHA Plan for the PHA fiscal year beginning _July 1, 2020_, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act**,** the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Yolo County Housing	CA044
PHA Name	PHA Number/HA Code

__X__ Annual PHA Plan for Fiscal Year 2020

__X__ 5-Year PHA Plan for Fiscal Years 2020 - 2024

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Gary Sandy	Commission Chair
Signature	Date
Gary Sandy	4-15-2020

Att. C

FILED

April 20, 2020

BY Julie Dachtler
DEPUTY CLERK OF THE BOARD

YOLO COUNTY HOUSING
RESOLUTION NO. **20-01**

(Resolution to Chief Executive Officer to Execute 2020 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 75 days before the end of the budget cycle; and

WHEREAS, the approved updated Agency and Annual Plan must be submitted to HUD by the 17th of April 2020 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 Chief Executive Officer 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 15th day of April, 2020 by the following vote:

AYES: **Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.**
NOES: **None.**
ABSTAIN: **None.**
ABSENT: **None.**

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

Approved as to Form:

By_____
Megan Stedtfeld, Agency Counsel

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

By_____

YOLO COUNTY HOUSING AUTHORITY
ESTABLISHED 1950

LEGAL SERVICES of NORTHERN CALIFORNIA

April 7, 2020

Via U.S. Mail and Email

Lisa Baker
Chief Executive Officer
Yolo County Housing
147 W. Main Street
Woodland, CA 95695
lbaker@ych.ca.gov

Janis Holt
General Director
Yolo County Housing
147 W. Main Street
Woodland, CA 95695
jholt@ych.ca.gov

Re: Comments on the Five-Year Agency Plan and FY 2020 Annual Update

Dear Ms. Baker and Ms. Holt,

Our office has received and reviewed YCH's proposed Five-Year Plan and FY 2020 Annual Update. We submit the following comments regarding the proposed Plans in hopes of strengthening the Plans and bringing it into compliance with federal law. We ask that you consider amending the Plans to incorporate the provisions suggested by our office prior to submitting the Plan to the Department of Housing and Urban Development (HUD).

I. Compliance with the Violence Against Women Act of 2005 (VAWA)

We appreciate YCH's continuing efforts to comply with the Violence Against Women Act of 2005 (VAWA), including providing information on VAWA rights to tenants via YCH's website. To ensure that YCH is addressing the housing needs of survivors of domestic violence, dating violence, stalking, and sexual assault as VAWA requires, we submit the following comments.

A. Activities, Services and Programs to Prevent Domestic Violence and Assist Survivors of Domestic Violence

Federal law requires that the Annual Update include a description of any "activities, services, or programs" provided to prevent domestic violence and to help survivors of domestic

violence obtain housing, maintain housing, and enhance their safety. (42 U.S.C. § 1437c-1.) We appreciate that the Five-Year Plan included a statement on the VAWA objectives and policies and a statement that YCH is giving survivors of domestic violence a wait list preference; however, this is not enough to comply with federal law. (*See* 42 U.S.C. § 1437c-1.) YCH should include more information in the Annual Update to comply with federal law. The Five-Year Plan specifically states that "YCH has not established any goals, activities, or programs regarding VAWA." (Section B.4, page 11.)

We suggest that the Annual Update include a section titled "Activities, Services, and Programs to Prevent Domestic Violence and Assist Survivors of Domestic Violence." We suggest that this section include information from the VAWA Policy in the ACOP, the VAWA Notice posted on the YCH website, and any other activities, services, and programs that YCH is able to provide to comply with this law.

B. Housing Choice Voucher (HCV) Wait List Preference for Survivors of Domestic Violence

YCH should correct the Annual Update to give survivors of domestic violence 2 points of preference for the HCV wait list. The Five-Year Plan states that a "wait list preference has been implemented in both the Public Housing and Housing Choice Voucher Programs" for survivors of domestic violence. (Section B.4, page 10.) The Annual Update, on the other hand, states that survivors of domestic violence get a wait list preference for the Public Housing program, but they do not get a preference for the HCV program. (Compare pages 21 and 30 of the Annual Update.)

We suggest that YCH correct the Annual Update to reflect the protections described in the Five-Year Plan. We suggest that YCH give survivors of domestic violence on the HCV wait list the same preference as survivors of domestic violence on the Public Housing wait list (i.e. 2 points of wait list preference, as described on page 21 of the Annual Update).

II. Meaningful Access to Program Services for Limited English Proficient (LEP) Persons

The Civil Rights Act and the accompanying guidance requires recipients of Federal financial assistance to ensure that Limited English Proficiency (LEP) persons have "meaningful access" to their programs. (Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 FR 41455-01.) To ensure that YCH is addressing the housing needs of Limited English Proficient (LEP) Persons, as the Civil Rights Act and accompanying guidance require, we submit the following comments.

A. Website Content for LEP Persons

YCH should ensure LEP persons have meaningful access to the content on the YCH website. The Five-Year Plan states that one of YCH's goals is to "upgrade [the] website to include better information, easier navigation and install access portals for customers - landlords,

tenants, and participants." (Section B.3, page 9.) At the moment, YCH's website has a "Link to Translation Services," which simply directs users to Google Translate; a link to the "Language Assistance Plan," which is only posted in English; and a link to the Reasonable Accommodation Policy, which is only posted in English. These features of the website are inadequate and fail to provide meaningful access to LEP persons. Considering YCH's service area is comprised of a sizeable Spanish-speaking and Russian-speaking population, this goal will not be met until the contents on the website are actually accessible for LEP persons.

We suggest that the Five-Year Plan provide greater detail about how YCH will ensure that the website provides meaningful and equitable access for LEP persons. We suggest that YCH improve its website to provide a more realistic way for LEP persons to access the website's consent, rather than copying and pasting the information into Google Translate. We suggest that, at a minimum, this goal specify that YCH will post the following on its website: (1) Spanish and Russian translations of the Language Assistance Plan; (2) a Russian translation of the VAWA Notice; (3) Spanish and Russian translations of the Reasonable Accommodation Policy; and (4) a Russian translation of the Reasonable Accommodation form. Additionally, we suggest that YCH post important announcements, such as notices of office closure, in, at a minimum, English, Spanish, and Russian.

B. "Welcome Home" Content for LEP Persons

YCH should ensure LEP persons have meaningful access to the materials provided as part of the "Welcome Home" Strategy. The Five-Year Plan states that one of YCH's goals is to "move forward with additional elements of YCH's 'Welcome Home' strategy . . . including development of a welcome packet for residents, participants, and landlords." (Section B.3, page 9.) In this section, YCH states that this goal is "completed in concept" and that "staff continue to develop new and revise items to enhance tenant/landlord relationships." (Section B.3, page 9.) While we appreciate that staff continue to develop more ways of assisting new Public Housing residents and HCV recipients, this work is not complete until the needs of LEP persons are met.

We suggest that the Five-Year Plan provide greater detail in the "Welcome Home" goal about how YCH will assist LEP persons acclimate into YCH's programs. We suggest that, at a minimum, this goal specify that YCH will do the following: (1) translate the welcome packets into Spanish and Russian and (2) provide HCV orientations in Spanish and Russian.

C. Public Notices of Wait List Updates for LEP Persons

YCH should ensure LEP persons have meaningful access to information regarding the opening and closing of the program wait lists. The Annual Update states, possibly mistakenly, that public notice for opening the wait list is limited to newspaper ads and radio announcements, but that public notice for closing the wait list is not limited to newspaper ads and radio announcements. (Page 28). By limiting the type of notice for information regarding the opening of the wait list and by failing to commit to translating these notices, YCH is preventing LEP persons from meaningfully accessing these wait lists.

We suggest that the Annual Update state that public notices regarding the opening of wait lists will not be limited to newspaper ads and radio announcements. Additionally, we suggest that YCH specifically commit to providing public notice of wait list updates through a variety of media in English, Spanish, and Russian.

III. Conclusion

We thank you for the opportunity to comment on YCH's proposed Five-Year Agency Plan and proposed FY 2020 Annual Update. We hope YCH will implement our recommendations. Please do not hesitate to contact our office if you have any questions regarding our comments.

Sincerely,

LEGAL SERVICES OF NORTHERN CALIFORNIA

Alysa Meyer, Managing Attorney
Charlyn De Witt, Staff Attorney
Brielle Mansell, Staff Attorney

Yolo County Housing
Yolo County, California

Meeting Date: April 15, 2020

To: County Counsel ✓
Yolo County Housing ✓

7. Public Hearing to Consider Adoption of the FY 2020 Capital Fund Five Year Plan and Annual Statement (Ichtertz)

Minute Order No. 20-11: Held public hearing and approved recommended action.

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

Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695
TTY:

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

DATE: **April 15, 2020**

TO: **YCH Board of Commissioners**

FROM: **Lisa A. Baker, CEO**

PREPARED BY: **Fred Ichtertz, Facilities Director**

SUBJECT: Public Hearing to Consider Adoption of the FY 2020 Capital Fund Five-Year Plan and Annual Statement

RECOMMENDED ACTION:
That the Housing Commission:

a) Hold a public hearing to solicit public comment regarding the proposed Capital Fund Annual Statement and Five Year Plan; and

b) After public testimony, comments and any changes, approve the Plan, and;

c) Authorize the CEO to execute and submit to HUD.

BACKGROUND / DISCUSSION:
As part of its requirements to HUD, Yolo County Housing is required to annually update their Five Year Capital Fund Plan. HUD regulations now require the Capital Fund Plan to be approved separately from the Annual Plan update.

Public Housing is not allowed under the regulations to maintain a capital reserve fund. Instead, Congress annually appropriates funds that can be used for capital and operational needs. The Capital Funds that PHAs get are wildly variable and the program has been chronically underfunded for decades. This has resulted, nationally, in a loss of units due to poor conditions. YCH is fortunate that this has not happened in Yolo due to the long term commitment to focus on the building envelope, safety and energy reductions, including using eligible capital programs such as Energy Performance Contracts, donations and grants to supplement capital funds when available. The need to continue to have regularity in the capital program has been one of the principal drivers for YCH's proposed move to the Rental Assistance Demonstration program (RAD), which is further detailed in YCH's Agency Plan.

For this 5 Year Plan, YCH is proceeding with the regular plan process and following on with the direction as laid out and adopted in its prior 5-Year Plan. However, if YCH is successful in its RAD conversion, Capital Funds will be an integral part of of the capitalization needs to close the financial transactions. Once RAD is complete, the Agency will no longer be eligible for ongoing capital funds, but will be required to maintain a capital reserve from its income - as is the case in most other properties, including private market units and tax credit properties.

If YCH elects not to complete the RAD conversion, then the current 5-Year Plan will allow the agency to remain on course with its capital improvement direction as earlier adopted by the Board.

As part of the Capital Fund Plan approval process, the Agency created an annual update to the Five Year Plan and circulated it for a 45-day comment period to the public and stakeholders. The draft Plan was also presented to the Resident Advisory Board (RAB). A combined Public Notice was published for the comment period and public hearing in the local newspaper and also posted to the YCH website on March 2, 2020. The comment period began on March 2, 2020 and ends April 15, 2019. The public hearing is scheduled for April 15, 2020 at 3:00pm.

Residency Advisory Board:
Due to the COVID-19 "Shelter in Place" order, the Resident Advisory Board (RAB) Meeting was held telephonically on April 9, 2020. The RAB had no comments regarding the 2020 Capital Fund Annual Statement or 5-Year Plan.

Public Comment:
As of April 9, 2020, no public comment has been received during the public comment period.

FISCAL IMPACT:
Timely approval of the Annual Capital Fund Plan Statement and Five Year Plan is required for receipt of capital funds.

CONCLUSION:
Staff recommends that, after public testimony, comments and any changes, the Commission approve the 2020 Capital Fund Plan Statement and Five Year Plan and authorize the CEO to execute with HUD.

Attachments: Draft 2020 Capital Fund Annual Plan Statement and Five Year Plan

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 I: Summary

PHA Name: Yolo County Housing	**Grant Type and Number** Capital Fund Program Grant No: CA01P04450120 Replacement Housing Factor Grant No: Date of CFFP: _____:	**FFY of Grant:** 2020 **FFY of Grant Approval:** 2020

Type of Grant
☒ **Original Annual Statement** **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost** [1]	
		Original	**Revised** [2]	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) [3]	$289,616.00			
3	1408 Management Improvements	$22,000.00			
4	1410 Administration (may not exceed 10% of line 21)	$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	$770,735.00			
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)	$1,164,851.00			
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				

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.

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	$289,616.00				
	Subtotal 1406			**$289,616.00**				
	Management Improvements							
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	$7,500.00				
PHA-Wide	Resident Training	1408	LS	$500.00				
PHA-Wide	Five-Year Agency Plan/Policy Development	1408	LS	$5,000.00				
PHA-Wide	Update Utility Allowances	1408	LS	$4,000.00				
PHA-Wide	Update computer software system and provide training	1408	LS	$5,000.00				
	Subtotal 1408			**$22,000.00**				

[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]	
	Administration							
PHA-Wide	Administrative costs related to the CFP	1410	LS	$82,500.00				
	Subtotal 1410			**$82,500.00**				
	General Capital Fund							
PHA-Wide	A&E Design Fee	1480	LS	$25,000.00				
PHA-Wide	Capital Fund Program Update Fee	1480	LS	$6,000.00				
CA044000003	Replace HVAC systems at Riverbend Sr. Manor II	1480	24 units	$120,000.00				
CA044000001	Interior modernization at Yolito including bathroom, kitchen, plumbing, flooring, doors, and lighting	1480	10 units	$235,735.00				
CA044000001	Interior modernization at Vista Montecito including bathroom, kitchen, plumbing, flooring, doors, and lighting	1480	16 units	$384,000.00				
	Subtotal 1480			**$770,735.00**				
	Total CFP			**$1,164,851.00**				

[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

PHA Name: Yolo County Housing					**Federal FFY of Grant:** 2020
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

[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.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 6/30/2017

Part I: Summary

PHA Name/Number: Yolo County Housing/CA044			Locality (Woodland/Yolo Co., California)		☒Original 5-Year Plan Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021	Work Statement for Year 3 FFY 2022	Work Statement for Year 4 FFY 2023	Work Statement for Year 5 FFY 2024
B.	Physical Improvements Subtotal	Annual Statement	$739,735.00	$739,735.00	$739,735.00	$739,735.00
C.	Management Improvements		$22,000.00	$22,000.00	$22,000.00	$22,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		$0.00	$0.00	$0.00	$50,000.00
E.	Administration		$82,500.00	$82,500.00	$82,500.00	$82,500.00
F.	Other		$31,000.00	$31,000.00	$31,000.00	$31,000.00
G.	Operations		$289,616.00	$289,616.00	$289,616.00	$289,616.00
H.	Demolition		$0.00	$0.00	$0.00	$0.00
I.	Development		$0.00	$0.00	$0.00	$0.00
J.	Capital Fund Financing – Debt Service		$0.00	$0.00	$0.00	$0.00
K.	Total CFP Funds		$1,164,851.00	$1,164,851.00	$1,164,851.00	$1,164,851.00
L.	Total Non-CFP Funds		$0.00	$0.00	$0.00	$0.00
M.	Grand Total		$1,164,851.00	$1,164,851.00	$1,164,851.00	$1,164,851.00

Part I: Summary (Continuation)

PHA Name/Number: Yolo County Housing/CA044			Locality (Woodland/Yolo Co., California)		☒**Original 5-Year Plan** **Revision No:**	
A.	Development Number and Name	Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021	Work Statement for Year 3 FFY 2022	Work Statement for Year 4 FFY 2023	Work Statement for Year 5 FFY 2024
	PHA-Wide	Annual Statement	$425,116.00	$425,116.00	$425,116.00	$455,116.00
	CA044001 Yolano Drive		$42,000.00	$0.00	$0.00	$314,735.00
	CA044002 El Rio Villa I		$24,000.00	$0.00	$0.00	$0.00
	CA044004 Vista Montecito		$14,000.00	$0.00	$0.00	$0.00
	CA044005 Ridgecut Homes		$255,000.00	$0.00	$0.00	$0.00
	CA044006 Yolito		$10,000.00	$0.00	$0.00	$0.00
	CA044007 Donnelly Circle		$50,000.00	$0.00	$0.00	$375,000.00
	CA044008 El Rio Villa II		$20,000.00	$0.00	$0.00	$0.00
	CA044015 Riverbend Sr. Manor I		$202,735.00	$739,735.00	$139,735.00	$5,000.00
	CA044017 Riverbend Sr. Manor II		$18,000.00	$0.00	$600,000.00	$5,000.00
	CA044018 El Rio Villa III		$35,000.00	$0.00	$0.00	$0.00
	CA044025 El Rio Villa IV		$14,000.00	$0.00	$0.00	$0.00
	CA044028 Las Casitas		$55,000.00	$0.00	$0.00	$10,000.00

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021			Work Statement for Year 3 FFY 2022		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			**Operations/PHA-Wide**		
	Operations	LS	$289,616.00	Operations	LS	$289,616.00
	Subtotal 1406		**$289,616.00**	**Subtotal 1406**		**$289,616.00**
See						
Annual	**Management Improvements/PHA-Wide**			**Management Improvements/PHA-Wide**		
Statement	PHA Staff/Commissioner Training	LS	$7,500.00	PHA Staff/Commissioner Training	LS	$7,500.00
	Resident Training	LS	$500.00	Resident Training	LS	$500.00
	Five Year Agency Plan/Policy Development	LS	$5,000.00	Five Year Agency Plan/Policy Development	LS	$5,000.00
	Update Utility Allowances	LS	$4,000.00	Update Utility Allowances	LS	$4,000.00
	Update Computer Software and Training	LS	$5,000.00	Update Computer Software and Training	LS	$5,000.00
	Subtotal 1408		**$22,000.00**	**Subtotal 1408**		**$22,000.00**
	Administration/PHA-Wide			**Administration/PHA-Wide**		
	Administrative costs related to the CFP	LS	$82,500.00	Administrative costs related to the CFP	LS	$82,500.00
	Subtotal 1410		**$82,500.00**	**Subtotal 1410**		**$82,500.00**
	General Capital Fund			**General Capital Fund**		
	A and E Fees/PHA-Wide	LS	$25,000.00	A and E Fees/PHA-Wide	LS	$25,000.00
	Capital Fund Program Update Fee/PHA-Wide	LS	$6,000.00	Capital Fund Program Update Fee/PHA-Wide	LS	$6,000.00
	Interior modernization at Ridgecut Homes including bathroom, kitchen, plumbing, flooring, doors, and lighting	10 units	$245,000.00	Interior modernization at Riverbend Manor I including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 2)	32 units	$739,735.00
	Interior modernization at Riverbend Manor I including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	7 units	$172,735.00	**Subtotal 1480**		**$770,735.00**
	Install individual water meters at Ridgecut Homes	10	$10,000.00			
	(continued on next page)					
	Subtotal of Estimated Cost		**See Next Page**	**Subtotal of Estimated Cost**		**$1,164,851.00**

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2020	Work Statement for Year 2 FFY 2021			Work Statement for Year 3 FFY 2022		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual	**1480 General Capital Fund (continued)**					
Statement	Install individual water meters at Donnelly Cir.	72	$50,000.00			
	Install individual water meters at RBM I	39	$30,000.00			
	Install individual water meters at RBM II	24	$18,000.00			
	Install individual water meters at Las Casitas	76	$55,000.00			
	Install individual water meters at El Rio Villa I	30	$24,000.00			
	Install individual water meters at Yolano Drive	60	$42,000.00			
	Install individual water meters at El Rio Villa II	26	$20,000.00			
	Install individual water meters at El Rio Villa III	50	$35,000.00			
	Install individual water meters at El Rio Villa IV	18	$14,000.00			
	Install individual water meters at Vista Montecito	16	$14,000.00			
	Install individual water meters at Yolito	10	$10,000.00			
	Subtotal 1480		**$770,735.00**			
	Subtotal of Estimated Cost		**$1,164,851.00**	**Subtotal of Estimated Cost**		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2020	Work Statement for Year 4 FFY 2023			Work Statement for Year 5 FFY 2024		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	Operations/PHA-Wide			**Operations/PHA-Wide**		
	Operations	LS	$289,616.00	Operations	LS	$289,616.00
	Subtotal 1406		**$289,616.00**	**Subtotal 1406**		**$289,616.00**
See						
Annual	**Management Improvements/PHA-Wide**			**Management Improvements/PHA-Wide**		
Statement	PHA Staff/Commissioner Training	LS	$7,500.00	PHA Staff/Commissioner Training	LS	$7,500.00
	Resident Training	LS	$500.00	Resident Training	LS	$500.00
	Five Year Agency Plan/Policy Development	LS	$5,000.00	Five Year Agency Plan/Policy Development	LS	$5,000.00
	Update Utility Allowances	LS	$4,000.00	Update Utility Allowances	LS	$4,000.00
	Update Computer Software and Training	LS	$5,000.00	Update Computer Software and Training	LS	$5,000.00
	Subtotal 1408		**$22,000.00**	**Subtotal 1408**		**$22,000.00**
	Administration/PHA-Wide			**Administration/PHA-Wide**		
	Administrative costs related to the CFP	LS	$82,500.00	Administrative costs related to the CFP	LS	$82,500.00
	Subtotal 1410		**$82,500.00**	**Subtotal 1410**		**$82,500.00**
	General Capital Fund			**General Capital Fund**		
	A and E Fees/PHA-Wide	LS	$25,000.00	A and E Fees/PHA-Wide	LS	$25,000.00
	Capital Fund Program Update Fee/PHA-Wide	LS	$6,000.00	Capital Fund Program Update Fee/PHA-Wide	LS	$6,000.00
	Interior modernization at Riverbend Manor II including bathroom, kitchen, plumbing, flooring, doors, and lighting	24 units	$600,000.00	Interior modernization at Donnelly Circle including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	15 units	$375,000.00
	Replace roofing at Riverbend Sr. Manor I	23,803 sf	$139,735.00	Interior modernization at Yolano Drive including bathroom, kitchen, plumbing, flooring, doors, and lighting (Phase 1)	12 units	$314,735.00
	Subtotal 1480		**$770,735.00**	Install alarm system at site offices/PHA-Wide	3	$30,000.00
				Install camera systems at RBM I and II and Las Casitas	3	$20,000.00
				Subtotal 1480		**$770,735.00**
	Subtotal of Estimated Cost		**$1,164,851.00**	**Subtotal of Estimated Cost**		**$1,164,851.00**

Yolo County Housing
Yolo County, California

Meeting Date: April 15, 2020

To: County Counsel ✓
Yolo County Housing ✓

8. Review and Approve the Proposed FY 2019 - 2020 Mid-Year Budget Revision with 2nd Quarter Financial Information (Gillette)

Minute Order No. 20-12: Approved recommended action.

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

Yolo County Housing

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

DATE: April 15, 2020

TO: YCH Housing Commission

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: James D. Gillette, Finance Director

SUBJECT: **Review and Approve the Proposed FY 2019-2020 Mid-Year Budget Revisions with 2nd Quarter Financial Information**

RECOMMENDED ACTIONS:

Review and Approve the Proposed FY 2019-2020 Mid-Year Budget Revisions with 2nd Quarter Financial Information for the Period Ended December 31, 2019.

BACKGROUND/DISCUSSION:

The Department of Housing and Urban Development (HUD) requires a board approved budget be in place prior to the beginning of the Yolo County Housing (YCH) fiscal year. When this original budget is prepared, the best information available is used. However, there are many unknowns when the budget is prepared in March, April and May prior to the fiscal year's July 1 beginning. HUD funding is appropriated on a calendar year basis and the level of funding for the 2nd half of the agency fiscal year is completely unknown.
As part of YCH's commitment to prudent financial management, staff does a mid-year review of the annual budget to ensure that revenue and expenditure projections are prepared with the best available information.

As part of the mid-year budget revision process, Real Estate Services, Housing Assistance and Central Office management and staff have met with Finance staff members to discuss and review mid-year actual expenditures and revenues compared to budgeted revenues and expenditures. During the course of the year, staff has line-item authority to transfer funds among various line items within each program without altering the program's budget in total. The mid-year revision presented includes line item amounts after line item transfers have been entered and vary from the original budget approved in June in detail only, except as otherwise noted.

After review of the previously approved budgets and considering the first six months of actual expenditures (see attached detail schedules) and anticipated needs, staff has

reallocated revenue and expenses as appropriate. Summarized below and explained in more detail on the following tables and pages, are the impact of these noted changes.

The exhibits attached to this report include a summary table along with a more detailed GL code level of performance through the second quarter of FY 2019-2020 by program type. This snapshot of the second quarter results shows the amount of the approved annual budgets, plus year to date budget and actual amounts for the second quarter.

This financial information is now presented in the same format as that used for the audit report for grouping of revenue and expenses, which is based on the HUD financial reporting requirements for the Financial Data Schedule (FDS). In addition, this information is being presented in a combined, rather than consolidated format, which does not include the elimination of the impact of interfund activity. This presentation format is being used to better illustrate the economics of each program as if it were a stand-alone operation and has been combined by general program type for additional clarity.

The individual funds have been grouped using the program types with common characteristics as discussed in each program section later in this report. The individual funds are included in the following groupings with the noted fund numbers for purposes of this report:

- **COCC**
  - 310 COCC - General Fund
- **Federal Programs**
  - *Housing Assistance (HCV)*
    - 200 Housing Choice Vouchers - Administration and Housing Assistance Payments (HAP)
    - 252 Mainstream Vouchers - A new and separate voucher program serving homeless and formerly homeless individuals
  - *Public Housing*
    - 101 AMP1 - Yolano Village/Donnelly Circle (Woodland), Ridgecut Homes (Knights Landing), and Yolito (Yolo)
    - 102 AMP2 - El Rio Villas (Winters) and Vista Montecito (Esparto)
    - 103 AMP3 - Las Casitas and Riverbend Manor (West Sacramento)
  - *ROSS/FSS - Self-sufficiency grant programs*
    - 991 Resident Opportunity and Supportive Services (ROSS) - Grant for 2017 through 2019 services that are being closed out now.

        - 992 Family Self Sufficiency (FSS) - new grant in 2020
- **State and Local Programs**
    - 251 Getting to Zero (GTZ) - Davis
    - *Intergovernmental program for housing units owned by YCH:*
        - 321 Helen Thomson Homes Unit A (Woodland)
        - 322 Helen Thomson Homes Unit B (West Sacramento)
        - 323 IGT House (Woodland)
    - *Intergovernmental program for housing units manage by YCH, but owned by others:*
        - 700 Pacifico (Davis)
        - 701 Merkley Apartments (West Sacramento)
    - *Agricultural housing for migrant farmworkers:*
        - 501 Davis Migrant Center (DMC)
        - 502 Madison Migrant Center (MMC)
        - 503 Rehrman (Dixon) Migrant Center (RMC)
    - 600 Davis Solar Homes - Agricultural housing for permanent farmworkers
- **Blended Component Unit - New Hope Community Development Corporation (NHCDC)**
    - 400 NHCDC Corporate
    - 401 Cottonwood Meadows Senior Apartments

Budget Overview:

The following section provides a brief explanation of noteworthy items with respect to each program's financial presentation and operational items to be noted based on year to date activity through the second quarter with adjustments based on the best available information informing the expected outcomes through the remainder of the fiscal year. The categories used for revenue/income and expense items are based on FDS reporting requirements from HUD.

- **COCC**

Program	Q2 YTD Results & Proposed Budget Revisions				
	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
COCC (General Fund)					
Budget thru Q2 FY2019-20	259,304	1,291,214	(1,469,615)	-	80,903
Actual thru Q2 FY2019-20	242,215	1,368,277	(1,451,215)	-	159,276
Budget to Actual Difference	17,089	(77,063)	(18,399)	-	(78,373)
FY 2019-20 Annual Budget	518,607	2,582,428	(2,939,229)	-	161,806
Proposed Revisions	21,414	17,559	(33,040)	-	5,933
Proposed Mid-Year Budget	540,022	2,599,987	(2,972,269)	-	167,739
Available Budget @ 1/2020	269,893	1,231,710	(1,521,054)	-	(19,452)

- *Operating revenue:* Is generally consistent with projections with the exception of revenue collection for YCH supplied utilities in locations where the solar arrays were built.
  - *Solar Arrays:* The arrays are owned by COCC and the generated power is billed to the AMPs to pass on to the tenants as an electric charge. Due to some billing challenges and complexities, the current year generation amounts were not billed to the AMPs until Q3 and will not be collected by COCC until Q4. During its initial year of operation, the solar arrays are expected to generate a loss of $47,187 after subtracting $165,480 of debt service and $100,667 of overhead/billing costs on revenue of $218,960. The collection of the solar and other energy charges is handled at the AMP level and is addressed below.
  - *Copier & Printer Revenue:* COCC charges the programs for the cost of copying and printing on its system. Based on additional printing related to solar billing, HCV activity, and anticipated costs related to COVID19 information being distributed, copier revenue is expected to be $18,914 higher than the original projections. At least some of the additional COVID19 costs are expected to be reimbursed from FEMA and CalOES.
- *Grants and Other Income:*
  - *Pacifico Management Fees:* The budget anticipated that the management of the Pacifico Student Cooperative in Davis would no

longer be managed by YCH after December 2019. As management by YCH is now anticipated to last at least through the end of the current fiscal year the fee budget was increased by $21,000.

- Grants Management and Small Programs: Billing delays due to non receipt of executed contracts and deferral of some work to the second half of the year are driving the delays in revenue to the second half of the year.

- *Operating Expenses:* Are $33,040 higher than projections primarily due to $27,000 of leave sellbacks that were not in the original budget.

- **Federal Programs**

Program	Q2 YTD Results & Proposed Budget Revisions				
	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
Federal Programs					
Federal Program Total					
Budget thru Q2 FY2019-20	587,479	6,773,641	(1,476,083)	(5,852,250)	32,787
Actual thru Q2 FY2019-20	1,490,868	7,746,242	(2,848,196)	(6,412,937)	(24,023)
Budget to Actual Difference	(903,389)	(972,601)	1,372,113	560,687	56,810
Annual Budget	2,348,728	14,191,264	(4,710,650)	(11,704,500)	124,842
Proposed Revisions	745,850	1,817,695	(825,401)	(1,760,600)	(22,456)
Proposed Mid-Year Budget	3,094,578	16,008,959	(5,536,051)	(13,465,100)	102,386
Available Budget @ 1/2020	1,603,710	8,262,717	(2,687,855)	(7,052,163)	126,409
Housing Assistance (HCV)					
Budget thru Q2 FY2019-20	595	6,451,650	(596,842)	(5,852,250)	3,153
Actual thru Q2 FY2019-20	5,303	6,987,288	(665,158)	(6,412,937)	(85,504)
Budget to Actual Difference	(4,708)	(535,638)	68,316	560,687	88,657
FY 2019-20 Annual Budget	1,190	12,903,300	(1,193,683)	(11,704,500)	6,307
Proposed Revisions	6,450	1,637,863	(76,650)	(1,760,600)	(192,937)
Proposed Mid-Year Budget	7,640	14,541,163	(1,270,333)	(13,465,100)	(186,630)
Available Budget @ 1/2020	2,337	7,553,875	(605,175)	(7,052,163)	(101,126)

- *Housing Assistance (HCV)*
  - *Operating Revenue:* Anticipated to be slightly higher than original budget projections.

- *Grants and Other Income:* As this is a grant funded program for voucher payments and administrative fees, the vast majority of revenue is shown here.
    - Rental Market Impacts: Year to date HAP revenue through the first quarter is $502,004 higher than projected as this funding is based on the actual amount used in the program for voucher payments and can fluctuate significantly during the year depending on a number of factors. An effort to address the higher rental rates due to the overheated rental market had translated into approximately 10% increase in costs and funding from HUD. This additional funding has translated into $1 million of the increased revenue anticipated through the end of the year.
    - Actual funding received from HUD for voucher payments is noted as received. The voucher contributions toward a resident's rent is the difference between 30% of household income and the rental rate. Any negative impacts of COVID19 on household income would directly increase the amount of subsidy required to cover this difference. At present, HUD is holding approximately $800,000 in HAP reserves for the agency (which cannot be recorded on YCH books) and there are discussions in Washington about providing additional subsidy through CARES, emergency funds from FEMA, and other programs to help cover costs associated with the pandemic. Approximately $600,000 of the projected increase in funding and costs is related to impacts from COVID19.
- *Operating Expenses:* Comprised of administrative costs for the program and is currently $68,316 higher than projections and expected to exceed the original budget by $76,650 at the end of the year. These increases are driven by serving much higher need, vulnerable populations through targeted funding programs such as FUP, Mainstream and VASH; the need for additional landlord outreach to assist families with finding available units; costs associated with processing additional families from the wait list to improve lease up; plus impacts for additional work related to COVID19 that will be required for processing income adjustments. Based on these efforts the program has increased from serving 1,395 households at the beginning of the year to 1,459 in March 2020. As the administrative fees are based on the number of vouchers utilized, increases to the number of vouchers also brings additional administrative funding to the program. It is anticipated that

approximately $32,000 of these extra costs will be covered by the additional administrative fees expected for the remainder of the year.

- *Other Expenses:* Represents the costs incurred on housing assistance voucher payments made to landlords to subsidize the resident's share of monthly rent and utilities. As the rental market has continued to be extremely tight, driving rental rates higher, the cost per voucher has increased and additional vouchers have been issued for both legacy and new programs. Continued staff focus on increasing the utilization of voucher funds is expected to continue for the foreseeable future.

- *Public Housing*

Program	Q2 YTD Results & Proposed Budget Revisions				
	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	in Excess of Expenses
Public Housing					
Budget thru Q2 FY2019-20	586,884	315,875	(873,149)	-	29,610
Actual thru Q2 FY2019-20	1,485,565	755,751	(2,168,183)	-	73,133
Budget to Actual Difference	(898,680)	(439,876)	1,295,033	-	(43,523)
Annual Budget	2,347,538	1,263,500	(3,492,598)	-	118,440
Proposed Revisions	739,400	143,832	(722,271)	-	160,961
Proposed Mid-Year Budget	3,086,938	1,407,332	(4,214,869)	-	279,401
Available Budget @ 1/2020	1,601,373	651,581	(2,046,686)	-	206,269

- *Operating Revenue:* Consists of tenant rents and capital fund reimbursements are shown here. Revenue to data is consistent with expectations.
  - Typically the utility allowance (UA) provided to each tenant is provided to each household as a reduction of rent to offset the energy cost of a typical conservative household. As of August 1, 2019 this UA is used in the calculation of their energy bill from YCH on the properties that are being provided with solar power. This equates to approximately $328,000 of increased rent for the year and the primary reason for the noted increase in the budget for dwelling rent.
  - In an effort to simplify the solar billing process for the residents, YCH began paying the PG&E bills for each unit on solar as of

August 1, 2019 and passing them on to the tenants with their solar bill from YCH (generated by COCC). This was not anticipated in the original budget and therefore shows a projected revenue from residents of $388,000 to pay total anticipated PG&E costs of $237,000 and solar charges of $218,960 for a net cost of $37,960 due to some utility collection issues experienced in the first 3 months of the solar program.

- Additional Capital Funds are anticipated to be used to fund some of the RAD consulting and processing costs later in the year that are noted in the operating expense section below.

- *Grants and Other Income:*
  - Operating subsidy funds received to date have been about 25% ($438,828) higher than projected based on conservative original estimates based on some additional funding at the beginning of the fiscal year and are not expected to continue at this higher level.
  - Similar to the HCV program, tenant rents are based on 30% of their income so the wage impact from the COVID19 pandemic will likely have a fairly small impact on rental rates for the last two months of the fiscal year, but may have a significantly larger impact on the budget for FY 2020-2021. We anticipate that the rental reductions will be at least partially offset through the proposed CARES or other subsidy programs being discussed at HUD.

- *Operating Expenses:*
  - Of the $54,000 increase in administrative salaries, about $20,000 is related to converting temporary staff paid in professional services to an employee. The remaining cost increase is related to additional direct management time spent working on various resident and legal meetings to roll out the solar billing process, plus additional time anticipated to be spent on helping to collect these energy charges and potential COVID19 related issues for the remainder of the year.
  - Additional contract consulting services of $150,000 is primarily related to title, engineering, and other consulting related to RAD which will be reimbursed through the capital fund (as noted in the operating revenue section above)
  - Additional costs of paying solar residents' PG&E bills (as noted in the revenue section) of $207,000 ($140,000 electricity and

$67,000 gas) were not anticipated in the initial budget. Resident payments for these costs and the related solar billings are addressed in the Operating Revenue section above.

- Sewerage costs for the City of Winters did not decrease as much as anticipated based on the new contract that was being negotiated related to the lift station maintenance and sewer fees. The net increase to the budget for this is approximately $50,000 along with $48,800 in costs transferred from the City of Winters MOU account to the sewer fees account for a total change to the budget of $98,000.
- Various other maintenance cost increases include $155,000 of maintenance charges due to the 15% maintenance rate increases to help cover retirement and other staffing costs plus additional work done at these sites for unit turnovers.
- Rather than pay property taxes for housing authority property a negotiated fee called Payment In Lieu Of Taxes (PILOT) is calculated based on the prior year rental revenue less utility costs is paid to the County on an annual basis. The actual amount due based on FY 2018-2019 actual results increased the PILOT for the current year by $26,000.

- *ROSS/FSS - Self-sufficiency grant programs*

	Q2 YTD Results & Proposed Budget Revisions				
Program	**Operating Revenue**	**Grants & Other Income**	**Operating Expenses**	**Other Expenses**	**in Excess of Expenses**
ROSS/FSS *					
Budget thru Q2 FY2019-20	-	6,116	(6,092)	-	24
Actual thru Q2 FY2019-20	-	3,203	(14,855)	-	(11,652)
Budget to Actual Difference	-	2,913	8,763	-	11,676
Annual Budget	-	24,464	(24,369)	-	95
Proposed Revisions	-	36,000	(26,480)	-	9,520
Proposed Mid-Year Budget	-	60,464	(50,849)	-	9,615
Available Budget @ 1/2020	-	57,261	(35,994)	-	21,267
*** Cost Reimbursement Program**					

- <u>*Operating Revenue:*</u> Not applicable for this grant funded program.

- This original budget amount represents the remaining grant funding for the 2017 ROSS grant but did not include amounts for the new FSS grant that was awarded subsequent to approval of the initial budget. The impact of this new $72,000 annual grant for the 2020 calendar year is an increase of $36,000 of revenue and operating expenses to cover the 6 months in the current fiscal year.
- Additional revenue of $9,520 is anticipated as final costs of the ROSS grant are reimbursed by HUD.

- **State and Local Programs**

	Q2 YTD Results & Proposed Budget Revisions				
Program	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
State & Local Programs					
S&L Program Total					
Budget thru Q2 FY2019-20	29,955	484,208	(534,935)	-	(20,772)
Actual thru Q2 FY2019-20	29,938	1,172,930	(1,230,918)	-	(28,049)
Budget to Actual Difference	16	(688,722)	695,983	-	7,277
Annual Budget	119,818	1,936,833	(2,139,739)	-	(83,089)
Proposed Revisions	-	463,966	(445,918)	-	18,048
Proposed Mid-Year Budget	119,818	2,400,799	(2,585,657)	-	(65,041)
Available Budget @ 1/2020	90,084	2,031,363	(2,180,227)	-	(29,046)
Getting to Zero (GTZ) *					
Budget thru Q2 FY2019-20	-	18,815	(18,815)	-	0
Actual thru Q2 FY2019-20	-	23,944	(44,715)	-	(20,772)
Budget to Actual Difference	-	(5,129)	25,901	-	20,772
Annual Budget	-	75,260	(75,260)	-	0
Proposed Revisions	-	-	-	-	-
Proposed Mid-Year Budget	-	75,260	(75,260)	-	0
Available Budget @ 1/2020	-	51,316	(30,544)	-	20,772
* Cost Reimbursement Program					

  - Getting to Zero (GTZ) - Davis

- *Operating Revenue:* Not applicable for this grant funded program.
- This budget amount represents the remaining grant funding for the 2017 GTZ grant that will be fully utilized in early 2020.
- YCH is receiving CSBG funding through the City of Davis as replacement funding for this program.

- *Intergovernmental Owned:* Are intergovernmental programs with the County to provide funding for operational costs of 3 housing units owned by YCH:

	Q2 YTD Results & Proposed Budget Revisions				
Program	**Operating Revenue**	**Grants & Other Income**	**Operating Expenses**	**Other Expenses**	**Revenue in Excess of Expenses**
IGT - Owned Properties *					
Budget thru Q2 FY2019-20	-	13,934	(13,934)	-	0
Actual thru Q2 FY2019-20	-	9,208	(36,479)	-	(27,272)
Budget to Actual Difference	-	4,727	22,545	-	27,272
Annual Budget	-	55,737	(55,737)	-	0
Proposed Revisions	-	10,764	(10,765)	-	(1)
Proposed Mid-Year Budget	-	66,501	(66,502)	-	(1)
Available Budget @ 1/2020	-	57,293	(30,023)	-	27,271
*** Cost Reimbursement Program**					

- *Operating Revenue:* Not applicable for this grant funded program since no rent is collected.
- *Grants and Other Income:* Funding is based on reimbursement of expenses.
  - The operating agreement for FY 2019-2020 is still being negotiated with County HHSA so no revenue for these properties has been collected for the current fiscal year.
  - An additional $10,765 is anticipated to be provided by the County HHSA to cover extraordinary operating expenses related to the eviction of residents from the Helen Thomson Home Unit B.
  - Additional costs of nearly $30,000 to rehabilitate this home that had been mistreated by the former residents is being

negotiated with County Probation to repurpose this home for use in a program for formerly incarcerated individuals later in the year. As these costs would be treated as capital improvements recorded on the balance sheet of YCH, the costs for this work have not been included in the budget provided here.

- *Operating Expenses:* The additional costs related to Helen Thomson Unit B are expected to be funded by County HHSA once the contract negotiations are completed and executed.

- *Intergovernmental Managed:* Are intergovernmental programs for housing units managed by YCH, but owned by others.

	Q2 YTD Results & Proposed Budget Revisions				
Program	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
IGT - Managed Properties *					
Budget thru Q2 FY2019-20	175	41,819	(41,994)	-	-
Actual thru Q2 FY2019-20	-	336,284	(324,236)	-	12,048
Budget to Actual Difference	175	(294,465)	282,241	-	(12,048)
Annual Budget	700	167,278	(167,978)	-	-
Proposed Revisions	-	453,202	(441,153)	-	12,049
Proposed Mid-Year Budget	700	620,480	(609,131)	-	12,049
Available Budget @ 1/2020	700	284,196	(284,895)	-	1
* Cost Reimbursement Program					

- *Operating Revenue:*
  - Pacifico - By contract, rents collected on this property are due to the City of Davis and used to fund operational costs. Therefore, this revenue is included as other income rather than as rental income.
  - Merkley - Revenue to fund master lease rent and operating costs are provided by HHSA which is included as other income rather than rental income.
- *Grants and Other Income:*

- *Pacifico:* The original budget comprised of a reimbursement program for Pacifco which is owned by the City of Davis. Under the original agreement, rent collected by the property was supposed to be remitted to the City and expenses of the property were to be reimbursed from the City. However, this agreement was subsequently modified to allow YCH to draw funds from the property bank account in lieu of the original remit and bill process. This original contractual agreement drives the accounting for this property by showing rental income as revenue from the City. As this is a cost reimbursement program, the issues driving the increased revenue for this program will be discussed under operating expenses.
- *Merkley:* This is a new cost reimbursement program for formerly homeless families funded by County HHSA that was not included in the original budget.

- *Operating Expenses:*
  - *Pacifico:* The original budget assumed that this property would be given back to the City of Davis or some other operator to manage by December 2019. Due to significant tenant challenges and the lack of alternatives for the City, YCH continues to manage this property through at least the end of the fiscal year. An increase of $175,500 for operating expenses represents another 6 months of operational costs.
  - *Merkley:* The operating budget of $265,653 represents 9 months of activity in FY 2019-2020 that was not in the original estimate and therefore added in for the mid-year.

- *Migrant Centers:* Is a reimbursement program for migrant farmworkers funded by the California Department of Housing and Community Development, Office of Migrant Services (OMS).

Program	Q2 YTD Results & Proposed Budget Revisions				
	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
AG - Migrant Housing *					
Budget thru Q2 FY2019-20	14,875	409,640	(445,871)	-	(21,357)
Actual thru Q2 FY2019-20	16	803,495	(808,453)	-	(4,942)
Budget to Actual Difference	14,859	(393,855)	362,582	-	(16,414)
Annual Budget	59,500	1,638,558	(1,783,485)	-	(85,427)
Proposed Revisions	-	-	-	-	-
Proposed Mid-Year Budget	59,500	1,638,558	(1,783,485)	-	(85,427)
Available Budget @ 1/2020	29,766	1,638,558	(1,783,485)		(85,427)
* Cost Reimbursement Program					

- *Operating Revenue:* Primarily deals with recognition of reserve funding revenue which will be recognized when transfered to the reserve accounts later in the year. Operating revenue is consistent with the original budget
- *Grants and Other Income:* This is the contract revenue for the year from OMS which is a reimbursement of costs incurred which are consistent with projections.
- *Operating Expenses:* The decrease in fund balance represents the use of reserves to complete rehabilitation work on the units. Typically this work would be capitalized, rather than expensed, except the dwelling units are owned by HCD-OMS so the cost of this work is treated as an operating expense that appears as a loss or reduction in fund balance of $85,427 in the financials. Costs for this seasonal program to date are consistent with projections.

- Davis Solar Homes - Agricultural housing for permanent farmworkers

	Q2 YTD Results & Proposed Budget Revisions				
Program	**Operating Revenue**	**Grants & Other Income**	**Operating Expenses**	**Other Expenses**	**Revenue in Excess of Expenses**
AG - Year Round Housing					
Budget thru Q2 FY2019-20	**14,905**	**-**	**(14,320)**	**-**	**584**
Actual thru Q2 FY2019-20	**29,922**	**-**	**(17,034)**	**-**	**12,888**
Budget to Actual Difference	**(15,018)**	**-**	**2,714**	**-**	**(12,303)**
Annual Budget	**59,618**	**-**	**(57,280)**	**-**	**2,338**
Proposed Revisions	**-**	**-**	**6,000**		**6,000**
Proposed Mid-Year Budget	**59,618**	**-**	**(51,280)**	**-**	**8,338**
Available Budget @ 1/2020	**59,618**	**-**	**(51,280)**		**8,338**

- *Operating Revenue:* Rent from the residents of these 7 units is collected and shown as dwelling rent here. Rent collection to date is consistent with projections.
- *Grants and Other Income:* Not applicable for this rent funded program.
- *Operating Expenses:* Costs incurred to date are generally consistent with projections.

- **Blended Component Unit - New Hope Community Development Corporation (NHCDC) Administration**

Program	Q2 YTD Results & Proposed Budget Revisions				
	Operating Revenue	Grants & Other Income	Operating Expenses	Other Expenses	Revenue in Excess of Expenses
New Hope CDC/Cottonwood (Component Unit)					
Budget thru Q2 FY2019-20	94,500	-	(77,160)	-	17,340
Actual thru Q2 FY2019-20	198,789	427	(159,165)	-	40,051
Budget to Actual Difference	(104,289)	(427)	82,004	-	(22,711)
Annual Budget	378,000	-	(308,641)	-	69,359
Proposed Revisions	7,000	-	(20,350)	-	(13,350)
Proposed Mid-Year Budget	385,000	-	(328,991)	-	56,009
Available Budget @ 1/2020	385,000	-	(328,991)	-	(56,009)

  - *Operating Revenue:* Rent from the residents of the 46 rental units at Cottonwood is collected and shown as dwelling rent here along with other tenant revenues. Tenant revenue to date is consistent with projections.
  - *Grants and Other Income:* NHCDC is the non-profit development entity earning fees from various partnership investments which will be recorded here as they are earned.
  - *Operating Expenses:* Year to date costs for both Cottonwood and NHCDC administration are fairly consistent with projections.

Fiscal Impact:

The agency's financial report for the first half of the fiscal year shows all programs/cost centers are essentially operating as expected overall, with any necessary significant adjustments desired noted in report and attached schedules. The most significant unknown as this time is the impact of COVID-19 on year end operations and receipts and what impact, if any, the CARES Act or FEMA reimbursement could have on ameliorating impacts.

Conclusion:

Staff recommends that the Board review and approve the Proposed FY 2019-2020 Mid-Year Budget Revisions with 2nd Quarter Financial Information for the Period Ended December 31, 2019.

Attachments:

FY 2019-2020 Q2 Budget to Actual Analysis Schedules

C:\Users\jgillette\Desktop\[P&L by Acct - FY2020 Q2 Midyear v2.xlsx]Summary Table

Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - COCC

COCC/General Fund and Admin Building (funds 310, 147)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3220.00.000	CF Trans In - Soft Costs Mgmt Impr (1408)	(2,245)	(7,500)	5,255	(15,000)	-	(15,000)	(12,755)	
3250.00.000	CF Trans In - Soft Costs Debt Svc - Interest (1501)	-	-	-	-	-	-	-	
3300.00.000	Rental Revenue - Commercial	(18,492)	(18,500)	8	(37,000)	-	(37,000)	(18,508)	
147.3301.00.	Rental Revenue - Programs & COCC	(89,293)	(89,298)	4	(178,595)	-	(178,595)	(89,302)	
3302.00.000	Rental Revenue - Space (Temp)	-	-	-	-	-	-	-	
3410.00.323	Asset Mgmt Fee - IGT	(2,502)	-	(2,502)	-	-	-	2,502	
3437.00.000	Revenue-Copier Usage Charges to Programs	(24,821)	(15,600)	(9,221)	(31,200)	(18,914)	(50,114)	(18,379)	
3500.00.311	Development Fee - Eleanor	-	-	-	-	-	-	-	
3610.00.413	Interest Revenue - NHCA LP Note	(12,346)	(12,279)	(67)	(24,557)	-	(24,557)	(12,211)	
3690.00.000	Other Revenue	4,565	-	4,565	-	-	-	(4,565)	
3690.00.413	Other Revenue - Crosswood (Client Svcs and CLC Programs)	(1,556)	(6,273)	4,717	(12,545)	-	(12,545)	(10,989)	less time billed to program to date
3690.01.000	Other Revenue - Discounts Taken	(2,447)	(375)	(2,072)	(750)	(2,500)	(3,250)	(803)	
3690.04.000	Other Revenue - Laundry & Vending	-	-	-	-	-	-	-	
7015.00.101	Solar Revenue - Woodland	(46,730)	(54,961)	8,231	(109,922)		(109,922)	(53,192)	anticipate slightly higher production in 2nd half
7015.00.102	Solar Revenue - Winters	(35,923)	(41,592)	5,668	(83,183)		(83,183)	(39,260)	anticipate slightly higher production in 2nd half
7015.00.103	Solar Revenue - W Sac	(10,425)	(12,928)	2,503	(25,855)		(25,855)	(12,430)	anticipate slightly higher production in 2nd half
	Total Operating Revenue	(242,215)	(259,304)	17,089	(518,607)	(21,414)	(540,022)	(269,893)	
Operating Expenses									
4110.00.000	Administrative Salaries	374,794	341,605	33,189	683,209	65,000	748,209	373,416	$27k for leave sold not in original budget
4110.00.320	Administrative Salaries - ADMH	-	-	-	-	-	-	-	
4110.00.700	Administrative Salaries - Pacifico	-	-	-	-	-	-	-	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	26,159	29,329	(3,170)	58,658	(6,000)	52,658	26,499	
4125.01.320	Admin. P/R Taxes - Social Security & Medicare - ADMH	-	-	-	-	-	-	-	
4125.01.700	Admin. P/R Taxes - Social Security & Medicare - Pacifico	-	-	-	-	-	-	-	
4125.02.000	Admin. P/R Taxes - SUI	44	1,846	(1,802)	3,691	(3,000)	691	647	
4125.02.320	Admin. P/R Taxes - SUI - ADMH	-	-	-	-	-	-	-	
4125.02.700	Admin. P/R Taxes - SUI - Pacifico	-	-	-	-	-	-	-	
4125.03.000	Admin. Retirement	72,030	63,375	8,655	126,749	15,000	141,749	69,719	
4125.03.320	Admin. Retirement - ADMH	-	-	-	-	-	-	-	
4125.03.700	Admin. Retirement - Pacifico	-	-	-	-	-	-	-	
4125.04.000	Admin. Workers Comp	4,478	7,924	(3,446)	15,848	(7,000)	8,848	4,370	
4125.04.320	Admin. Workers Comp. - ADMH	-	-	-	-	-	-	-	
4125.04.700	Admin. Workers Comp. - Pacifico	-	-	-	-	-	-	-	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	6,330	-	6,330	-	10,000	10,000	3,670	
4140.00.000	Training	2,453	3,000	(547)	6,000	-	6,000	3,547	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - COCC

COCC/General Fund and Admin Building (funds 310, 147)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4150.00.000	Travel	8,736	3,000	5,736	6,000	6,000	12,000	3,264	
4170.00.000	Accounting Fees & Services	3,735	3,500	235	7,000	-	7,000	3,265	
4170.01.000	Professional Services	118	1,325	(1,207)	2,650	(2,000)	650	532	
4170.02.000	Contract Services - Plan Updates	-	-	-	-	-	-	-	
4170.03.000	Contract Services - Consulting	-	-	-	-	-	-	-	
4170.04.000	Contract Services - Clerk of the Board	326	3,750	(3,424)	7,500	-	7,500	7,174	
4171.00.000	Auditing	2,191	2,250	(59)	4,500	-	4,500	2,309	
4172.00.000	Public Relations Expense	120	-	120	-	120	120	-	
4180.00.000	147 Rent	32,610	32,610	-	65,220	-	65,220	32,610	
4190.00.000	Postage	434	750	(316)	1,500	(500)	1,000	566	
4190.01.000	Office Supplies & Equipment	3,095	2,000	1,095	4,000	2,000	6,000	2,905	
4190.02.000	Printing & Copier Usage Charges	6,083	4,500	1,583	9,000	(1,500)	7,500	1,417	
4190.04.000	Dues & Subscriptions	1,484	1,750	(266)	3,500	-	3,500	2,016	
4190.05.000	Uniforms	1,187	-	1,187	-	1,500	1,500	313	
4190.07.000	Meeting Expense	161	-	161	-	200	200	39	
4190.08.000	Advertising	165	-	165	-	200	200	35	
4190.09.000	Board Stipends	1,200	1,925	(725)	3,850	-	3,850	2,650	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.00.000	IT Services	2,328	8,844	(6,516)	17,688	(5,000)	12,688	10,360	
4191.01.000	Computer Support & License Fees	2,516	3,025	(509)	6,050	-	6,050	3,534	
4191.02.000	Computer Equipment	7,181	2,501	4,680	5,001	-	5,001	(2,180)	
4191.03.000	Office Machines & Leases	11,082	12,500	(1,418)	25,000	-	25,000	13,918	
4192.00.000	Telephone	6,584	8,500	(1,916)	17,000	(3,000)	14,000	7,416	
4192.01.000	Internet	2,766	-	2,766	-	3,000	3,000	234	
4310.00.000	Water - Davis Lot Fee	0	13	(12)	25	-	25	25	
4310.00.000	Water	1,757	2,500	(743)	5,000	-	5,000	3,243	
4320.00.000	Electricity	14,038	12,500	1,538	25,000	-	25,000	10,962	
4330.00.000	Gas	184	1,000	(816)	2,000	-	2,000	1,816	
4340.00.000	Sewerage	612	750	(138)	1,500	-	1,500	888	
4410.00.000	Maintenance Salaries	332,096	314,279	17,818	628,557	-	628,557	296,461	
4415.01.000	Maintenance P/R Taxes - Social Security/Medicare	22,619	23,861	(1,242)	47,723	-	47,723	25,103	
4415.02.000	Maintenance P/R Taxes - SUI	-	2,346	(2,346)	4,692	(4,000)	692	692	
4415.03.000	Maintenance Retirement	44,129	53,253	(9,124)	106,507	(18,000)	88,507	44,378	
4415.04.000	Maintenance Workers Comp	27,899	27,142	758	54,283	-	54,283	26,384	
4415.05.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	
4420.00.000	Maint. Supplies	2,657	3,025	(368)	6,050	-	6,050	3,393	
4430.01.000	Landscape Maint. Contract	1,885	2,250	(365)	4,500	-	4,500	2,615	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - COCC

COCC/General Fund and Admin Building (funds 310, 147)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4430.07.000	Fuel Contract	18,455	15,000	3,455	30,000	7,000	37,000	18,545	
4430.08.000	Vehicle Maint. & Lease Contract	7,819	7,500	319	15,000	-	15,000	7,181	
4430.10.000	Mat Service Contract	906	2,925	(2,019)	5,850	(4,000)	1,850	944	
4430.11.000	Rubbish & Trash Removal Contract	307	375	(68)	750	-	750	443	
4430.12.000	Fire Protection, Testing & Monitor Contract	756	1,600	(844)	3,200	-	3,200	2,444	
4430.13.000	Janitorial Contract	-	-	-	-	-	-	-	
4430.14.000	Other Maint. Contracts	871	-	871	-	-	-	(871)	
4436.00.000	Maintenance Charges	23,743	21,892	1,851	43,784	-	43,784	20,042	
4480.00.000	Protective Services	6,919	5,500	1,419	11,000	-	11,000	4,082	
4510.01.000	Insurance - General Liability	1,346	100	1,246	200	1,400	1,600	254	
4510.02.000	Insurance - Auto	9,358	-	9,358	-	10,000	10,000	642	
4510.03.000	Insurance - Property	2,300	1,250	1,050	2,500	-	2,500	200	
4520.00.000	PILOT, Taxes & Fees	2,231	1,250	981	2,500	-	2,500	269	
4540.00.000	Admin. Benefits	43,498	44,647	(1,149)	89,294	(2,000)	87,294	43,796	
4540.00.320	Admin Benefits - ADMH	-	-	-	-	-	-	-	
4540.00.700	Admin Benefits - Pacifico	-	-	-	-	-	-	-	
4540.01.000	Retired Benefits	8,683	-	8,683	-	16,000	16,000	7,317	
4540.02.000	Maintenance Benefits	73,860	76,362	(2,502)	152,723	(5,000)	147,723	73,863	
4540.05.000	OPEB Expense	-	50,000	(50,000)	100,000	-	100,000	100,000	
4540.06.000	OPEB Expense - Maintenance	-	-	-	-	-	-	-	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	-	-	-	-	-	-	
4580.00.000	Interest Expense	1,583	2,000	(417)	4,000	-	4,000	2,417	pick up prin & lease payments in cashflow
4600.00.000	OES Support Agreement	-	-	-	-	-	-	-	
4610.00.000	Extraordinary Maintenance	-	-	-	-	-	-	-	
4620.00.000	Minor Equipment Repairs	2,249	-	2,249	-	-	-	(2,249)	
4630.00.000	Major Equipment Repairs	3,550	-	3,550	-	-	-	(3,550)	
4640.00.000	Building Repairs	-	2,500	(2,500)	5,000	-	5,000	5,000	
4650.00.000	Vehicle Maint. & Repairs	4,414	2,500	1,914	5,000	-	5,000	586	
7020.00.000	Solar Administrative Salaries	27,000	13,829	13,171	27,658	-	27,658	658	
7020.01.000	Solar Office Supplies & Equipment	-	50	(50)	100	-	100	100	
7020.02.000	Solar Printing & Copier Usage Charges	300	500	(200)	1,000	-	1,000	700	
7020.03.000	Solar Postage	104	1,050	(946)	2,100	-	2,100	1,996	
7030.00.000	Solar Maintenance Salaries	-	799	(799)	1,598	(1,000)	598	598	
7030.01.000	Solar Maintenance Supplies	-	250	(250)	500	-	500	500	
7030.02.000	Solar Maintenance Contracts	-	1,500	(1,500)	3,000	(3,000)	-	-	
7040.00.000	Solar Utilities	115	500	(385)	1,000	-	1,000	885	
7050.00.000	Solar Insurance (Property & Flood)	2,788	4,650	(1,862)	9,300	(4,000)	5,300	2,512	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - COCC

COCC/General Fund and Admin Building (funds 310, 147)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
7060.00.000	Solar Interest Expense - PNC Loan	29,497	36,205	(6,708)	72,410	(10,000)	62,410	32,913	
8020.00.000	Yolo County- Staffing Costs	56,477	45,280	11,197	90,560	-	90,560	34,083	
8020.11.000	YC DESS/THP+ (non-pacifico) - Staffing Costs	1,578	1,190	388	2,380	-	2,380	802	
8030.00.000	Yolo County- Operating Costs	2,852	1,750	1,102	3,500	2,000	5,500	2,648	
8030.11.000	YC DESS/THP+ (non-pacifico) - Operating Costs	24,516	45,000	(20,484)	90,000	(2,380)	87,620	63,104	
8120.00.000	Woodland Grants- Staffing Costs	-	-	-	-	-	-	-	
8130.00.000	Woodland Grants- Operating Costs	-	-	-	-	-	-	-	
8220.00.000	Winters Grants- Staffing Costs	2,159	10,378	(8,219)	20,756	-	20,756	18,597	
8230.00.000	Winters Grants- Operating Costs	29	75	(46)	150	-	150	121	
8320.00.000	West Sac Grants- Staffing Costs	-	-	-	-	-	-	-	
8330.00.000	West Sac Grants- Operating Costs	-	-	-	-	-	-	-	
8420.00.000	Davis Grants- Staffing Costs	60,782	86,482	(25,699)	172,964	(25,000)	147,964	87,181	
8430.00.000	Davis Grants- Operating Costs	1,906	2,000	(94)	4,000	-	4,000	2,094	
	Total Operating Expenses	1,451,215	1,469,615	(18,399)	2,939,229	33,040	2,972,269	1,521,054	
	Operating (Revenue) Over Expenses	1,209,001	1,210,311	(1,310)	2,420,622	11,626	2,432,248	1,251,161	
Grants and Other Funding									
3240.00.000	CF Revenue - Admin Costs/Mgmt Fees (1410)	-	(39,989)	39,989	(79,978)	(2,522)	(82,500)	(82,500)	
3290.00.000	Other Revenue - Other Gov't (SEFA)	-	-	-	-	-	-	-	
3400.01.000	AMP Management Fees	(194,231)	(189,500)	(4,731)	(379,000)	(8,500)	(387,500)	(193,269)	
3400.02.000	AMP Bookkeeping Fees	(19,163)	(19,750)	588	(39,500)	-	(39,500)	(20,338)	
3400.03.000	AMP Asset Management Fees	(25,860)	(26,500)	640	(53,000)	-	(53,000)	(27,140)	
3410.00.311	Asset Mgmt Fee - Eleanor	-	-	-	-	-	-	-	
3410.00.320	Asset Mgmt Fee - ADMH	(4,500)	(4,500)	-	(9,000)	(4,925)	(13,925)	(9,425)	
3410.00.400	Asset Mgmt Fee - NHCDC	-	-	-	-	-	-	-	
3410.00.402	Asset Mgmt Fee - Cottonwood	(9,660)	(9,660)	-	(19,320)	-	(19,320)	(9,660)	
3410.00.501	Davis MC Mgmt Fees	(26,436)	(26,439)	3	(52,877)	-	(52,877)	(26,441)	
3410.00.502	Madison MC Mgmt Fees	(33,468)	(33,470)	2	(66,940)	-	(66,940)	(33,472)	
3410.00.503	Rehrman (Dixon) MC Mgmt Fees	(30,990)	(30,991)	1	(61,981)	-	(61,981)	(30,991)	
3410.00.600	Davis Solar Management Fee	(2,604)	(2,600)	(4)	(5,200)	-	(5,200)	(2,596)	
3410.00.700	Pacifico Management Fees	(21,000)	(10,500)	(10,500)	(21,000)	(21,000)	(42,000)	(21,000)	budget anticipated property back to City by 12/2019
3420.01.000	HCV Program Management Fees	(96,768)	(100,000)	3,232	(200,000)	5,000	(195,000)	(98,232)	
3420.02.000	HCV Program Bookkeeping Fees	(60,810)	(62,500)	1,690	(125,000)	5,000	(120,000)	(59,190)	
3435.00.000	IT Billed	-	-	-	-	-	-	-	
3436.00.000	Maintenance Charges to Programs	(679,335)	(535,816)	(143,519)	(1,071,633)	8,409	(1,063,223)	(383,888)	summer decrease for leave time not billed
3610.00.000	Interest Revenue	(420)	-	(420)	-	-	-	420	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	(4,644)	(4,500)	(144)	(9,000)	-	(9,000)	(4,356)	
7009.00.000	Solar PG&E MASH Grant Revenue	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - COCC

COCC/General Fund and Admin Building (funds 310, 147)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
8015.00.000	Yolo County Grants	(60,555)	(47,257)	(13,298)	(94,514)	(1,546)	(96,060)	(35,505)	
8015.11.000	YC DESS/THP+ (non-pacifico) - Grant Income	(25,111)	(46,190)	21,078	(92,380)	2,380	(90,000)	(64,889)	no contract yet
8115.00.000	Woodland Grants	-	-	-	-	-	-	-	
8215.00.000	Winters Grants	(3,714)	(10,526)	6,812	(21,051)	145	(20,906)	(17,193)	more work expected during the 2nd half of the year
8315.00.000	West Sac Grants	-	-	-	-	-	-	-	
8415.00.000	Davis Other Grants	-	(90,527)	90,527	(181,054)	181,000	(54)	(54)	budget for total here, but actual broken out below
8415.01.000	Davis Affordable Housing Grant	(25,599)	-	(25,599)	-	(80,000)	(80,000)	(54,401)	
8415.02.000	Davis CDBG Grant	(25,201)	-	(25,201)	-	(70,000)	(70,000)	(44,799)	
8415.03.000	Davis HOME Grant	(18,208)	-	(18,208)	-	(31,000)	(31,000)	(12,792)	
	Total Grants and Other Funding	(1,368,277)	(1,291,214)	(77,063)	(2,582,428)	(17,559)	(2,599,987)	(1,231,710)	
	Net (Revenue) Over Expenses	(159,276)	(80,903)	(78,373)	(161,806)	(5,933)	(167,739)	19,452	

Solar Arrays	
(218,960)	solar revenue
165,480	solar debt svc
(53,480)	net contribution to OH & reserves
100,667	OH costs
47,187	Net (earnings)/loss

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - HCV

Housing Choic Vouchers (funds 200, 252)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3630.00.000	Other Revenue - Fraud (50% - HAP)	(1,324)	(75)	(1,249)	(150)	(1,800)	(1,950)	(626)	
3630.01.000	Other Revenue - Fraud (50% - Admin)	(1,324)	(70)	(1,254)	(140)	(1,800)	(1,940)	(616)	
3630.02.000	Other Revenue - Port-in Admin Fees	(2,084)	(250)	(1,834)	(500)	(2,500)	(3,000)	(916)	
3690.00.000	Other Revenue	-	-	-	-	-	-	-	
3690.03.000	Other Revenue - Vehicle Lease	(571)	(200)	(371)	(400)	(350)	(750)	(179)	
	Total Operating Revenue	(5,303)	(595)	(4,708)	(1,190)	(6,450)	(7,640)	(2,337)	
Operating Expenses									
4110.00.000	Administrative Salaries	235,195	206,168	29,028	412,335	50,000	462,335	227,140	add'l for pulling from waitlist & landlord outreach
4110.01.000	FSS Coordinator Salaries	17,230	10,464	6,767	20,928	-	20,928	3,697	FSS grant for 2nd half of year
4115.01.000	FSS P/R Taxes - Social Security/Medicare	1,218	895	323	1,789	600	2,389	1,172	
4115.02.000	FSS P/R Taxes - SUI	-	88	(88)	176	-	176	176	
4115.03.000	FSS Retirement	2,469	1,679	790	3,358	1,500	4,858	2,389	
4115.04.000	FSS Workers Comp	117	80	37	161	-	161	44	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	16,114	17,796	(1,683)	35,592	(3,000)	32,592	16,479	
4125.02.000	Admin. P/R Taxes - SUI	250	1,647	(1,397)	3,294	(2,500)	794	545	
4125.03.000	Admin. Retirement	43,208	40,244	2,964	80,488	5,000	85,488	42,280	
4125.04.000	Admin. Workers Comp	3,730	1,581	2,148	3,163	4,000	7,163	3,433	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	-	-	-	-	-	-	
4140.00.000	Training	1,022	1,500	(478)	3,000	-	3,000	1,978	
4150.00.000	Travel	1,338	1,500	(162)	3,000	-	3,000	1,662	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	-	-	-	-	-	-	-	
4170.02.000	Contract Services - Plan Updates	1,142	500	642	1,000	300	1,300	158	
4170.03.000	Contract Services - Consulting	10,018	5,000	5,018	10,000	500	10,500	483	
4171.00.000	Auditing	4,500	4,625	(125)	9,250	-	9,250	4,750	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4180.00.000	147 Rent	24,719	24,717	2	49,434	-	49,434	24,716	
4190.00.000	Postage	4,717	7,500	(2,783)	15,000	3,000	18,000	13,283	
4190.01.000	Office Supplies & Equipment	1,970	1,500	470	3,000	-	3,000	1,030	
4190.02.000	Printing & Copier Usage Charges	18,031	11,000	7,031	22,000	10,000	32,000	13,969	
4190.03.000	Fair Housing Services	2,500	2,500	-	5,000	-	5,000	2,500	
4190.04.000	Dues & Subscriptions	-	500	(500)	1,000	-	1,000	1,000	
4190.05.000	Uniforms	-	138	(138)	275	-	275	275	
4190.06.000	Criminal Background Checks	9,824	2,750	7,074	5,500	10,000	15,500	5,676	
4190.07.000	Meeting Expense	-	-	-	-	-	-	-	
4190.08.000	Advertising	(148)	600	(748)	1,200	-	1,200	1,348	
4190.10.000	Admin. Other	204	-	204	-	250	250	46	
4191.00.000	IT Services	7,361	6,376	985	12,752	2,000	14,752	7,391	
4191.01.000	Computer Support & License Fees	28,867	15,500	13,367	31,000	-	31,000	2,133	
4191.02.000	Computer Equipment	-	5,000	(5,000)	10,000	(10,000)	-	-	
4191.03.000	Office Machines & Leases	1,219	1,250	(31)	2,500	-	2,500	1,281	
4192.00.000	Telephone	564	900	(336)	1,800	-	1,800	1,236	
4192.01.000	Internet	3,795	3,900	(105)	7,800	-	7,800	4,005	
4400.06.000	HCV Management Fee	96,768	100,000	(3,232)	200,000	(5,000)	195,000	98,232	
4400.07.000	HCV Bookkeeping Fees	60,810	62,500	(1,690)	125,000	(5,000)	120,000	59,190	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - HCV

Housing Choic Vouchers (funds 200, 252)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4403.00.000	HAP Payments for Outgoing Ports Admin Fees	1,884	1,500	384	3,000	500	3,500	1,616	
4420.00.000	Maint. Supplies	-	-	-	-	-	-	-	
4430.07.000	Fuel Contract	276	300	(24)	600	-	600	324	
4430.08.000	Vehicle Maint. & Lease Contract	695	700	(5)	1,400	-	1,400	705	
4430.10.000	Mat Service Contract	-	-	-	-	-	-	-	
4430.14.000	Other Maint. Contracts	-	-	-	-	-	-	-	
4436.00.000	Maintenance Charges	515	172	343	343	350	693	178	
4480.00.000	Protective Services	-	-	-	-	-	-	-	
4510.00.000	Insurance - Flood	-	-	-	-	-	-	-	
4510.01.000	Insurance - General Liability	6,773	3,750	3,023	7,500	-	7,500	727	
4510.02.000	Insurance - Auto	1,514	750	764	1,500	150	1,650	136	
4520.00.000	PILOT, Taxes & Fees	-	-	-	-	-	-	-	
4540.00.000	Admin. Benefits	42,758	45,806	(3,048)	91,612	(6,000)	85,612	42,854	
4540.01.000	Retired Benefits	9,063	-	9,063	-	18,000	18,000	8,937	
4540.04.000	FSS Coordinator Benefits	2,927	1,891	1,036	3,782	2,000	5,782	2,855	
4540.05.000	OPEB Expense	-	-	-	-	-	-	-	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	-	-	-	-	-	-	
4580.00.000	Interest Expense	-	-	-	-	-	-	-	
4600.00.000	OES Support Agreement	-	1,500	(1,500)	3,000	-	3,000	3,000	
4650.00.000	Vehicle Maint. & Repairs	-	75	(75)	150	-	150	150	
4904.00.000	HAP Payments for Outgoing Ports Admin Fee	-	-	-	-	-	-	-	
	Total Operating Expenses	665,158	596,842	68,316	1,193,683	76,650	1,270,333	605,175	
	Operating Revenue Over Expenses	659,855	596,247	63,608	1,192,493	70,200	1,262,693	602,839	
							48,914		net admin loss/investment for year
Housing Assistance (Voucher) & Grant Funding									
3201.00.000	HUD Contributions - HAP	(6,357,004)	(5,855,000)	(502,004)	(11,710,000)	(1,600,000)	(13,310,000)	(6,952,996)	higher payments from HUD to cover higher costs
3201.01.000	HUD Contributions - Mainstream Voucher	(16,084)	-	(16,084)	-	(16,084)	(16,084)	-	
3202.00.000	HUD Contributions - Admin	(612,456)	(596,000)	(16,456)	(1,192,000)	(21,779)	(1,213,779)	(601,323)	
3202.01.000	HUD Contributions - Mainstream Admin	(1,216)	-	(1,216)	-	-	-	1,216	
3610.00.000	Interest Revenue - Admin	(528)	(650)	122	(1,300)	-	(1,300)	(772)	
	Total Housing Assistance (Voucher) Funding	(6,987,288)	(6,451,650)	(535,638)	(12,903,300)	(1,637,863)	(14,541,163)	(7,553,875)	
Housing Assistance (Voucher) Payments									
4900.00.000	HAP Payments for HCV	5,501,704	5,090,000	411,704	10,180,000	1,500,000	11,680,000	6,178,296	
4900.01.000	HAP Payments for PBV	334,392	282,500	51,892	565,000	100,000	665,000	330,608	
4900.02.000	HAP Payments for Enhanced Vouchers	236,976	250,000	(13,024)	500,000	(30,000)	470,000	233,024	
4900.03.000	HAP Payments for Tenant Protection	145,232	137,500	7,732	275,000	20,000	295,000	149,768	
4900.04.000	HAP Payments for VASH-HCV	53,835	31,000	22,835	62,000	50,000	112,000	58,165	
4900.05.000	HAP Payments for VASH-PBV	29,998	26,500	3,498	53,000	6,000	59,000	29,002	
4900.06.000	HAP Payments for Homeownership	9,235	8,000	1,235	16,000	3,000	19,000	9,765	
4900.08.000	HAP Payments for Mainstream	35,781	-	35,781	-	36,000	36,000	219	
4900.09.000	HAP Payments for FUP	40,920	-	40,920	-	80,000	80,000	39,080	
4901.00.000	HAP Utility Payments for HCV	11,821	8,500	3,321	17,000	6,000	23,000	11,179	
4901.01.000	HAP Utility Payments for PBV	1,501	1,000	501	2,000	1,000	3,000	1,499	
4901.02.000	HAP Utility Payments for Enhanced Vouchers	1,667	1,500	167	3,000	-	3,000	1,333	
4901.03.000	HAP Utility Payments for Tenant Protection	130	750	(620)	1,500	(1,000)	500	370	
4901.04.000	HAP Utility Payments for VASH-HCV	56	250	(194)	500	-	500	444	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - HCV

Housing Choic Vouchers (funds 200, 252)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4901.05.000	HAP Utility Payments for VASH-PBV	-	-	-	-	-	-	-	
4901.06.000	HAP Utility Payments for Homeownership	754	-	754	-	1,500	1,500	746	
4901.08.000	HAP Utility Payments for Mainstream	17	-	17	-	50	50	33	
4901.09.000	HAP Utility Payments for FUP	19	-	19	-	50	50	31	
4902.00.000	HAP FSS Escrow Payments	6,557	12,500	(5,943)	25,000	(12,000)	13,000	6,443	
4903.00.000	HAP Payments for Incoming Ports	2,342	2,250	92	4,500	-	4,500	2,158	
	Total Housing Assistance (Voucher) Payments	6,412,937	5,852,250	560,687	11,704,500	1,760,600	13,465,100	7,052,163	
	Net Housing Assistance (Voucher) Activity	(574,351)	(599,400)	25,049	(1,198,800)	122,737	(1,076,063)	(501,712)	
	Net (Revenue) Over Expenses	85,504	(3,153)	88,657	(6,307)	192,937	186,630	101,126	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - LIPH

AMPs/Public Housing Units (funds 101,102, 103)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3110.00.000	Dwelling Rent	(1,211,688)	(493,750)	(717,938)	(1,975,000)	(275,000)	(2,250,000)	(1,038,312)	$328k UA moved to tenant utility cost
3110.01.000	Tenant Charges - Maint. & Repairs	(9,194)	(4,000)	(5,194)	(16,000)	-	(16,000)	(6,806)	
3110.02.000	Tenant Charges - Administrative	(1,980)	(1,875)	(105)	(7,500)	3,500	(4,000)	(2,020)	
3110.03.000	Tenant Charges - Electric Revenue	(142,278)	-	(142,278)	-	(280,000)	(280,000)	(137,722)	PG&E power paid by YCH, passed thru to residents
3110.04.000	Tenant Charges - Gas Revenue	(54,312)	-	(54,312)	-	(108,000)	(108,000)	(53,688)	PG&E power paid by YCH, passed thru to residents
3210.00.000	CF Trans In - Soft Costs Op Funds (1406)	-	(40,000)	40,000	(160,000)	-	(160,000)	(160,000)	Q4 funding
3220.00.000	CF Trans In - Soft Costs Mgmt Impr (1408)	(9,833)	(575)	(9,258)	(2,300)	(11,000)	(13,300)	(3,467)	as needed
3230.00.000	CF Trans In - Soft Costs General Activity (1480)	(48,296)	-	(48,296)	-	(40,000)	(40,000)	8,296	as drawn, but minimized pending RAD
3240.00.000	CF Trans In - Soft Costs Mgmt Fee (1410)	-	(19,994)	19,994	(79,978)	-	(79,978)	(79,978)	Q4 funding
3300.00.000	Rental Revenue - Commercial	(7,018)	(3,503)	(3,515)	(14,010)	-	(14,010)	(6,992)	
3302.00.000	Rental Revenue - Space (Temp)	(60)	(188)	128	(750)	600	(150)	(90)	
3690.00.000	Other Revenue	(300)	-	(300)	-	(200)	(200)	100	
3690.04.000	Other Revenue - Laundry & Vending	(605)	(500)	(105)	(2,000)	700	(1,300)	(695)	
9000.00.000	Equity Transfer In/Out	-	-	-	-	-	-	-	
9100.01.000	CF Trans In - Hard Costs General Capital Activity (1480)	-	(22,500)	22,500	(90,000)	(30,000)	(120,000)	(120,000)	cap funds for RAD consultants, etc.
	Total Operating Revenue	(1,485,565)	(586,884)	(898,680)	(2,347,538)	(739,400)	(3,086,938)	(1,601,373)	
Operating Expenses									
4110.00.000	Administrative Salaries	160,353	66,769	93,584	267,076	54,000	321,076	160,723	EE rather than temp in prof svcs, mgr time on solar
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	10,621	5,709	4,912	22,835	(1,000)	21,835	11,214	
4125.02.000	Admin. P/R Taxes - SUI	519	521	(2)	2,086	(500)	1,586	1,066	
4125.03.000	Admin. Retirement	27,542	12,239	15,303	48,954	6,000	54,954	27,412	
4125.04.000	Admin. Workers Comp	2,371	512	1,859	2,048	2,300	4,348	1,977	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	8,521	2,375	6,146	9,500	7,500	17,000	8,479	solar billing
4140.00.000	Training	5,805	1,875	3,930	7,500	1,750	9,250	3,445	
4150.00.000	Travel	3,281	1,250	2,031	5,000	1,500	6,500	3,220	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	26,718	11,125	15,593	44,500	(17,000)	27,500	782	Renior
4170.02.000	Contract Services - Plan Updates	6,969	4,125	2,844	16,500	(1,500)	15,000	8,031	
4170.03.000	Contract Services - Consulting	37,825	2,000	35,825	8,000	150,000	158,000	120,175	NFC, Placer Title, NV5, RAD consulting
4171.00.000	Auditing	14,229	7,313	6,917	29,250	-	29,250	15,021	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4180.00.000	147 Rent	31,964	15,985	15,979	63,941	-	63,941	31,976	
4190.00.000	Postage	1,192	1,100	92	4,400	(1,500)	2,900	1,708	
4190.01.000	Office Supplies & Equipment	3,628	1,250	2,378	5,000	1,250	6,250	2,622	
4190.02.000	Printing & Copier Usage Charges	1,918	1,338	581	5,350	(1,250)	4,100	2,182	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - LIPH

AMPs/Public Housing Units (funds 101,102, 103)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4190.03.000	Fair Housing Services	2,500	1,313	1,188	5,250	-	5,250	2,750	
4190.04.000	Dues & Subscriptions	787	463	324	1,850	-	1,850	1,063	
4190.05.000	Uniforms	-	-	-	-	-	-	-	
4190.06.000	Criminal Background Checks	2,371	800	1,571	3,200	1,000	4,200	1,829	
4190.07.000	Meeting Expense	138	25	113	100	250	350	212	
4190.08.000	Advertising	-	325	(325)	1,300	-	1,300	1,300	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.00.000	IT Services	9,568	10,524	(956)	42,096	(20,000)	22,096	12,528	
4191.01.000	Computer Support & License Fees	16,403	6,000	10,403	24,000	2,500	26,500	10,098	11 months of exp for MRI fees paid in 6/2019
4191.02.000	Computer Equipment	-	1,875	(1,875)	7,500	(7,500)	-	-	capitalized
4191.03.000	Office Machines & Leases	3,179	1,938	1,242	7,750	-	7,750	4,571	
4192.00.000	Telephone	8,773	4,950	3,823	19,800	(1,750)	18,050	9,277	
4192.01.000	Internet	19,693	10,125	9,568	40,500	-	40,500	20,807	
4210.00.000	Tenant Service Salaries	25,393	7,367	18,025	29,469	7,500	36,969	11,576	ROSS for 3 mos
4225.01.000	Tenant Svc. P/R Taxes - Social Security & Medicare	1,383	630	754	2,520	-	2,520	1,136	
4225.02.000	Tenant Svc. P/R Taxes - SUI	354	160	195	639	300	939	585	
4225.03.000	Tenant Svc. Retirement	1,072	764	308	3,054	-	3,054	1,983	
4225.04.000	Tenant Svc. Workers Comp	1,091	57	1,035	226	1,502	1,728	637	
4230.00.000	Tenant Svc. Materials	1,840	675	1,165	2,700	300	3,000	1,160	
4240.00.000	Tenant Liaison	2,800	1,650	1,150	6,600	-	6,600	3,800	
4250.00.000	Tenant Watering Contracts	600	300	300	1,200	-	1,200	600	
4310.00.000	Water	119,582	66,750	52,832	267,000	2,500	269,500	149,918	
4320.00.000	Electricity	35,152	17,750	17,402	71,000	1,000	72,000	36,848	
4320.01.000	Electricity - Tenants	70,756	-	70,756	-	140,000	140,000	69,244	
4330.00.000	Gas	2,449	2,413	36	9,650	(3,000)	6,650	4,201	
4330.01.000	Gas - Tenants	35,242	-	35,242	-	67,000	67,000	31,758	
4340.00.000	Sewerage	114,886	33,625	81,261	134,500	98,269	232,769	117,883	AMP2 fees from MOU, fee budget was only 6 mos
4340.01.000	Sewerage - City of Winters MOU	600	12,500	(11,900)	50,000	(48,800)	1,200	600	moved fees to sewerage
4400.01.000	AMP Management Fees	194,231	94,750	99,481	379,000	8,500	387,500	193,269	
4400.02.000	AMP Bookkeeping Fees	19,163	9,875	9,288	39,500	-	39,500	20,338	
4400.03.000	AMP Asset Management Fees	25,860	13,250	12,610	53,000	-	53,000	27,140	
4400.04.000	Cap Fund Mgmt Fee (1410)	-	19,994	(19,994)	79,978	-	79,978	79,978	calculation finalized and drawn in Q4
4420.00.000	Maint. Supplies	5,783	50	5,733	200	7,500	7,700	1,917	
4420.01.000	Electrical Supplies	10,449	5,425	5,024	21,700	(500)	21,200	10,751	
4420.02.000	Plumbing Supplies	14,495	7,125	7,370	28,500	1,500	30,000	15,505	
4420.03.000	Painting Supplies	3,345	1,450	1,895	5,800	1,500	7,300	3,955	
4420.04.000	Chemical Supplies	285	938	(653)	3,750	(750)	3,000	2,715	
4420.05.000	Lumber & Hardware	22,219	10,125	12,094	40,500	-	40,500	18,281	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - LIPH

AMPs/Public Housing Units (funds 101,102, 103)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4420.06.000	Dwelling Equipment	54,123	11,500	42,623	46,000	20,000	66,000	11,877	front-loaded cost
4420.07.000	Maintenance Equipment	252	313	(60)	1,250	-	1,250	998	
4430.00.000	Grounds Maint. Contract	26,218	288	25,930	1,150	50,000	51,150	24,932	solar maintenance work @$3k per mo.
4430.01.000	Landscape Maint. Contract	64,154	26,375	37,779	105,500	14,000	119,500	55,346	more work in Q1 and Q4 due to weather
4430.02.000	Tree Trimming Contract	49,367	11,250	38,117	45,000	19,000	64,000	14,633	add'l trimming required, AMP1 is $12k
4430.03.000	Painting Contract	11,297	4,750	6,547	19,000	(500)	18,500	7,203	
4430.04.000	Plumbing Repair Contract	6,957	2,625	4,332	10,500	(1,000)	9,500	2,543	
4430.05.000	Electrical Repair Contract	270	1,325	(1,055)	5,300	(2,500)	2,800	2,530	
4430.06.000	Chemical Treatment Contract	16,147	7,375	8,772	29,500	(800)	28,700	12,553	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	
4430.10.000	Mat Service Contract	977	495	482	1,980	-	1,980	1,003	
4430.11.000	Rubbish & Trash Removal Contract	64,030	31,500	32,530	126,000	3,000	129,000	64,970	
4430.12.000	Fire Protection, Testing & Monitor Contract	11,926	4,875	7,051	19,500	(750)	18,750	6,824	
4430.13.000	Janitorial Contract	100	-	100	-	100	100	-	
4430.14.000	Other Maint. Contracts	264	-	264	-	300	300	36	
4436.00.000	Maintenance Charges	379,129	143,863	235,266	575,452	155,000	730,452	351,324	rates increased by $10/hr(15%), add'l work done
4480.00.000	Protective Services	838	613	225	2,450	-	2,450	1,612	
4510.00.000	Insurance - Flood	39,073	8,750	30,323	35,000	5,000	40,000	927	
4510.01.000	Insurance - General Liability	17,917	4,875	13,042	19,500	50	19,550	1,633	
4510.02.000	Insurance - Auto	-	-	-	-	-	-	-	
4510.03.000	Insurance - Property	60,414	16,250	44,164	65,000	-	65,000	4,586	11 months of exp paid in 6/2019
4520.00.000	PILOT, Taxes & Fees	154,037	32,250	121,787	129,000	26,000	155,000	963	accrued & paid after final audit in Q3
4540.00.000	Admin. Benefits	23,284	13,127	10,157	52,508	(5,000)	47,508	24,223	
4540.01.000	Retired Benefits	19,708	8,000	11,708	32,000	5,500	37,500	17,792	
4540.03.000	Tenant Service Benefits	993	434	559	1,735	-	1,735	743	
4540.05.000	OPEB Expense	7,000	28,750	(21,750)	115,000	-	115,000	108,000	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	8,375	(8,375)	33,500	(15,000)	18,500	18,500	
4580.00.000	Interest Expense	26,188	15,000	11,188	60,000	(5,500)	54,500	28,312	
4600.00.000	OES Support Agreement	-	1,125	(1,125)	4,500	-	4,500	4,500	
4610.00.000	Extraordinary Maintenance	-	-	-	-	-	-	-	
4620.00.000	Minor Equipment Repairs	-	250	(250)	1,000	-	1,000	1,000	
4630.00.000	Major Equipment Repairs	3,930	250	3,680	1,000	3,000	4,000	70	
4640.00.000	Building Repairs	13,695	7,125	6,570	28,500	(8,000)	20,500	6,805	
	Total Operating Expenses	2,168,183	873,149	1,295,033	3,492,598	722,271	4,214,869	2,046,686	
	Operating Revenue Over Expenses	682,618	286,265	396,353	1,145,060	(17,129)	1,127,931	445,313	cap funds to offset $120k of consulting costs

Grants and Other Funding

$3 billion of CARES funds for affordable housing

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - LIPH

AMPs/Public Housing Units (funds 101,102, 103)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
3200.00.000	HUD Operating Subsidy	(753,828)	(315,000)	(438,828)	(1,260,000)	(143,832)	(1,403,832)	(650,005)	higher YTD allocation than expected
3290.00.000	Other Revenue - Other Gov't (SEFA)	-	-	-	-	-	-	-	
3610.00.000	Interest Revenue	(1,923)	(875)	(1,048)	(3,500)	-	(3,500)	(1,577)	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	-	-	-	-	-	-	-	
3620.00.000	Gain/Loss Sale of Fixed Assets	-	-	-	-	-	-	-	
	Total Grants and Other Funding	(755,751)	(315,875)	(439,876)	(1,263,500)	(143,832)	(1,407,332)	(651,581)	
	Net (Revenue) Over Expenses	(73,133)	(29,610)	(43,523)	(118,440)	(160,961)	(279,401)	(206,269)	
					OK				

YCH Solar Program Summary	
(388,000)	electric & gas revenue
207,000	PG&E costs paid by YCH for residents
218,960	solar costs to COCC
37,960	Net (savings)/additional costs for solar program

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - ROSS/FSS

ROSS & FSS Grants (funds 991, 992)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3690.00.000	Other Revenue	-	-	-	-	-	-	-	
9100.00.000	Operating Transfers In	-	-	-	-	-	-	-	
9200.00.000	Operating Transfer Out	-	-	-	-	-	-	-	
	Total Operating Revenue	-	-	-	-	-	-	-	
Operating Expenses									
4110.00.000	Administrative Salaries	2,995	72	2,923	287	2,708	2,995	0	ROSS used by Q2, FSS awarded after budget
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	16	5	11	20	(4)	16	(0)	
4125.02.000	Admin. P/R Taxes - SUI	-	0	(0)	2	(2)	(0)	(0)	
4125.03.000	Admin. Retirement	46	4	42	18	28	46	(0)	
4125.04.000	Admin. Workers Comp	4	0	4	1	3	4	(0)	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4140.00.000	Training	-	-	-	-	-	-	-	
4150.00.000	Travel	586	122	464	487	99	586	0	
4170.01.000	Professional Services	-	-	-	-	-	-	-	
4190.01.000	Office Supplies & Equipment	-	9	(9)	35	(35)	(0)	(0)	
4190.02.000	Printing & Copier Usage Charges	84	27	56	110	21	131	47	
4191.00.000	IT Services	-	3	(3)	12	(12)	(0)	(0)	
4191.02.000	Computer Equipment	-	-	-	-	-	-	-	
4192.00.000	Telephone	47	20	27	79	(33)	46	(0)	
4192.01.000	Internet	474	58	417	231	243	474	(0)	
4210.00.000	Tenant Service Salaries	6,498	3,875	2,623	15,500	15,998	31,498	25,000	
4225.01.000	Tenant Svc. P/R Taxes - Social Security & Medicare	1,357	266	1,092	1,062	5,295	6,357	5,000	
4225.02.000	Tenant Svc. P/R Taxes - SUI	22	46	(24)	182	(161)	21	(0)	
4225.03.000	Tenant Svc. Retirement	4,111	447	3,663	1,789	4,271	6,060	1,950	
4225.04.000	Tenant Svc. Workers Comp	131	33	97	134	(3)	131	(0)	
4225.05.000	Tenant Svc. Comp. Abs.	-	-	-	-	-	-	-	
4540.00.000	Admin. Benefits	-	8	(8)	31	(31)	(0)	(0)	
4540.03.000	Tenant Service Benefits	5,485	1,097	4,388	4,390	5,095	9,485	4,000	
4540.05.000	OPEB Expense	(7,000)	-	(7,000)	-	(7,000)	(7,000)	-	
	Total Operating Expenses	14,855	6,092	8,763	24,369	26,480	50,849	35,994	
	Operating Revenue Over Expenses	14,855	6,092	8,763	24,369	26,480	50,849	35,994	
Grants and Other Funding									
3203.00.000	HUD Grant Revenue	(3,203)	(6,116)	2,913	(24,464)	(36,000)	(60,464)	(57,261)	Q1 draw done & recorded in Q2
	Total Grants and Other Funding	(3,203)	(6,116)	2,913	(24,464)	(36,000)	(60,464)	(57,261)	
	Net (Revenue) Over Expenses	11,652	(24)	11,676	(95)	(9,520)	(9,615)	(21,267)	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - GTZ

Getting to Zero Vouchers in Davis (fund 251)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3690.00.000	Other Revenue	-	-	-	-	-	-	-	
	Total Operating Revenue	-	-	-	-	-	-	-	
Operating Expenses									
4110.00.000	Administrative Salaries	5,240	5,365	(126)	21,462	(10,000)	11,462	6,222	
4110.02.000	Sup Svc - Salaries	22,510	5,415	17,096	21,659	10,000	31,659	9,148	
4115.01.000	Sup Svc - P/R Taxes - Soc Security/Medicare	-	463	(463)	1,852	-	1,852	1,852	
4115.02.000	Sup Svc - P/R Taxes - SUI	-	121	(121)	485	-	485	485	
4115.03.000	Sup Svc - Retirement	-	257	(257)	1,028	-	1,028	1,028	
4115.04.000	Sup Svc - Workers Comp	-	42	(42)	166	-	166	166	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	363	611	(247)	2,443	-	2,443	2,080	
4125.02.000	Admin. P/R Taxes - SUI	-	63	(63)	251	-	251	251	
4125.03.000	Admin. Retirement	919	932	(13)	3,729	-	3,729	2,810	
4125.04.000	Admin. Workers Comp	39	41	(2)	165	-	165	126	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	-	-	-	-	-	-	
4140.00.000	Training	-	-	-	-	-	-	-	
4150.00.000	Travel	575	375	200	1,500	-	1,500	925	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	-	13	(13)	50	-	50	50	
4171.00.000	Auditing	122	63	60	250	-	250	128	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4180.00.000	147 Rent	-	-	-	-	-	-	-	
4190.00.000	Postage	-	-	-	-	-	-	-	
4190.01.000	Office Supplies & Equipment	49	38	11	150	-	150	101	
4190.02.000	Printing & Copier Usage Charges	46	50	(4)	200	-	200	154	
4190.03.000	Fair Housing Services	-	-	-	-	-	-	-	
4190.04.000	Dues & Subscriptions	-	-	-	-	-	-	-	
4190.05.000	Uniforms	-	-	-	-	-	-	-	
4190.06.000	Criminal Background Checks	22	-	22	-	50	50	28	
4190.07.000	Meeting Expense	-	-	-	-	-	-	-	
4190.08.000	Advertising	-	-	-	-	-	-	-	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.00.000	IT Services	635	13	622	50	1,100	1,150	515	
4191.01.000	Computer Support & License Fees	-	125	(125)	500	(100)	400	400	
4191.02.000	Computer Equipment	-	88	(88)	350	(50)	300	300	
4191.03.000	Office Machines & Leases	-	-	-	-	-	-	-	
4192.00.000	Telephone	52	-	52	-	100	100	48	
4192.01.000	Internet	13	-	13	-	50	50	37	
4430.10.000	Mat Service Contract	-	-	-	-	-	-	-	
4436.00.000	Maintenance Charges	-	-	-	-	-	-	-	
4480.00.000	Protective Services	-	-	-	-	-	-	-	
4510.00.000	Insurance - Flood	-	-	-	-	-	-	-	
4510.01.000	Insurance - General Liability	13	38	(24)	150	-	150	137	
4540.00.000	Admin. Benefits	843	1,318	(474)	5,271	(1,000)	4,271	3,428	
4540.01.000	Retired Benefits	-	-	-	-	-	-	-	
4540.05.000	OPEB Expense	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - GTZ

Getting to Zero Vouchers in Davis (fund 251)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4580.00.000	Interest Expense	-	-	-	-	-	-	-	
4600.00.000	OES Support Agreement	-	-	-	-	-	-	-	
4610.00.000	Extraordinary Maintenance	-	1,875	(1,875)	7,500	(7,500)	-	-	
4610.01.000	Move-in Assistance Cost	7,511	375	7,136	1,500	6,100	7,600	89	
4910.00.000	Voucher Payments for GTZ	5,750	1,125	4,625	4,500	1,250	5,750	0	
4911.00.000	Utility Payments for GTZ	14	12	2	49	-	49	35	
	Total Operating Expenses	44,715	18,815	25,901	75,260	-	75,260	30,544	
	Operating Revenue Over Expenses	44,715	18,815	25,901	75,260	-	75,260	30,544	
Grants and Other Funding									
3020.00.000	Other Revenue - Other Gov't (SEFA)	(23,943)	(18,815)	(5,128)	(75,260)	-	(75,260)	(51,316)	
3610.00.000	Other Revenue - Other Gov't (Non-SEFA)	(0)	-	(0)	-	-	-	0	
	Total Grants and Other Funding	(23,944)	(18,815)	(5,129)	(75,260)	-	(75,260)	(51,316)	
	Net (Revenue) Over Expenses	20,772	(0)	20,772	(0)	-	(0)	(20,772)	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - IGT Owned

Property Owned: IGT & Helen Thomson Homes (funds 321, 322, 323)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3110.00.000	Dwelling Rent	-	-	-	-	-	-	-	
8010.21.000	Tenant Charges - Administrative	-	-	-	-	-	-	-	
9000.00.000	CF Trans In - Soft Costs Op Funds (1406)	-	-	-	-	-	-	-	
	Total Operating Revenue	-	-	-	-	-	-	-	
Operating Expenses									
4110.00.000	Administrative Salaries	4,914	216	4,698	864	4,771	5,635	721	HTH-B eviction & rehab costs
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	48	29	20	114	-	114	66	
4125.02.000	Admin. P/R Taxes - SUI	-	3	(3)	13	-	13	13	
4125.03.000	Admin. Retirement	162	35	127	139	-	139	(23)	
4125.04.000	Admin. Workers Comp	-	2	(2)	7	-	7	7	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	-	-	-	-	-	-	
4140.00.000	Training	-	-	-	-	-	-	-	
4150.00.000	Travel	207	81	126	325	(34)	291	84	
4170.01.000	Professional Services	-	38	(38)	150	-	150	150	
4170.02.000	Contract Services - Plan Updates	-	-	-	-	-	-	-	
4170.03.000	Contract Services - Consulting	-	-	-	-	-	-	-	
4171.00.000	Auditing	729	375	354	1,500	(566)	934	205	
4190.00.000	Postage	-	-	-	-	-	-	-	
4190.01.000	Office Supplies & Equipment	-	-	-	-	-	-	-	
4190.02.000	Printing & Copier Usage Charges	32	16	16	65	-	65	33	
4190.06.000	Criminal Background Checks	-	113	(113)	450	(150)	300	300	
4191.01.000	Computer Support & License Fees	-	13	(13)	50	-	50	50	
4192.00.000	Telephone	-	-	-	-	-	-	-	
4192.01.000	Internet/Cable	385	150	235	600	150	750	365	
4210.00.000	Tenant Service Salaries	1,830	392	1,438	1,570	-	1,570	(261)	
4225.01.000	Tenant Svc. P/R Taxes - Social Security & Medicare	-	34	(34)	134	-	134	134	
4225.02.000	Tenant Svc. P/R Taxes - SUI	-	3	(3)	13	-	13	13	
4225.03.000	Tenant Svc. Retirement	-	63	(63)	252	-	252	252	
4225.04.000	Tenant Svc. Workers Comp	-	3	(3)	12	-	12	12	
4225.05.000	Tenant Svc. Comp. Abs.	-	-	-	-	-	-	-	
4230.00.000	Tenant Svc. Materials	-	-	-	-	-	-	-	
4240.00.000	Tenant Liaison	300	150	150	600	-	600	300	
4310.00.000	Water	2,302	863	1,439	3,450	228	3,678	1,376	
4320.00.000	Electricity	5,409	2,000	3,409	8,000	831	8,831	3,422	
4330.00.000	Gas	1,465	800	665	3,200	(675)	2,525	1,060	
4340.00.000	Sewerage	935	450	485	1,800	(175)	1,625	690	
4400.00.000	Management Fees to YCH	7,002	3,500	3,502	14,000	(75)	13,925	6,923	
4420.00.000	Maint. Supplies	5	-	5	-	-	-	(5)	
4420.01.000	Electrical Supplies	-	50	(50)	200	(50)	150	150	
4420.02.000	Plumbing Supplies	69	63	7	250	(125)	125	56	
4420.03.000	Painting Supplies	-	-	-	-	-	-	-	
4420.04.000	Chemical Supplies	-	-	-	-	-	-	-	
4420.05.000	Lumber & Hardware	638	213	425	851	500	1,351	713	
4420.06.000	Dwelling Equipment	-	25	(25)	100	-	100	100	
4420.07.000	Maintenance Equipment	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - IGT Owned

Property Owned: IGT & Helen Thomson Homes (funds 321, 322, 323)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4430.00.000	Grounds Maint. Contract	-	25	(25)	100	-	100	100	
4430.01.000	Landscape Maint. Contract	732	-	732	-	800	800	68	
4430.02.000	Tree Trimming Contract	-	-	-	-	-	-	-	
4430.03.000	Painting Contract	-	-	-	-	-	-	-	
4430.04.000	Plumbing Repair Contract	-	-	-	-	-	-	-	
4430.05.000	Electrical Repair Contract	-	-	-	-	-	-	-	
4430.06.000	Chemical Treatment Contract	85	346	(261)	1,382	(600)	782	697	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	
4430.10.000	Mat Service Contract	-	-	-	-	-	-	-	
4430.11.000	Rubbish & Trash Removal Contract	510	188	322	750	400	1,150	640	
4430.12.000	Fire Protection, Testing & Monitor Contract	-	-	-	-	-	-	-	
4430.13.000	Janitorial Contract	-	-	-	-	-	-	-	
4430.14.000	Other Maint. Contracts	-	-	-	-	-	-	-	
4436.00.000	Maintenance Charges	3,800	1,807	1,993	7,228	940	8,168	4,368	
4510.00.000	Insurance - Flood	2,386	625	1,761	2,500	500	3,000	614	
4510.01.000	Insurance - General Liability	-	44	(44)	175	-	175	175	
4510.03.000	Insurance - Property	706	252	454	1,009	129	1,138	432	
4520.00.000	PILOT, Taxes & Fees	1,244	438	807	1,750	(150)	1,600	356	
4540.00.000	Admin. Benefits	97	125	(28)	500	-	500	403	
4540.01.000	Retired Benefits	-	-	-	-	-	-	-	
4540.03.000	Tenant Service Benefits	-	-	-	-	-	-	-	
4540.05.000	OPEB Expense	-	-	-	-	-	-	-	
4600.00.000	OES Support Agreement	-	188	(188)	750	-	750	750	
4610.00.000	Extraordinary Maintenance	-	-	-	-	5,000	5,000	5,000	
4620.00.000	Minor Equipment Repairs	-	-	-	-	-	-	-	
4630.00.000	Major Equipment Repairs	-	-	-	-	-	-	-	
4640.00.000	Building Repairs	485	221	264	884	(884)	-	(485)	
	Total Operating Expenses	36,479	13,934	22,545	55,737	10,765	66,502	30,023	
	Operating Revenue Over Expenses	36,479	13,934	22,545	55,737	10,765	66,502	30,023	
Grants and Other Funding									
3610.00.000	Interest Income on ADMH Reserves	-	-	-	-	-	-	-	
3690.00.000	Other Government Revenue	-	(8,677)	8,677	(34,707)	34,707	-	-	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	(9,208)	(5,257)	(3,950)	(21,030)	(45,471)	(66,501)	(57,293)	No HTH contract yet, HTH B budget for 10 mos only
	Total Grants and Other Funding	(9,208)	(13,934)	4,727	(55,737)	(10,764)	(66,501)	(57,293)	
	Net (Revenue) Over Expenses	27,272	(0)	27,272	(0)	1	1	(27,271)	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - IGT Managed

Property Managed by YCH: Pacifico & Merkley (funds 700, 701)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3110.01.000	Tenant Charges - Maint. & Repairs	-	(125)	125	(500)	-	(500)	(500)	Merkley not part of original budget
3110.02.000	Tenant Charges - Administrative	-	(50)	50	(200)	-	(200)	(200)	
3690.00.000	Other Revenue	-	-	-	-	-	-	-	
3690.04.000	Other Revenue - Laundry & Vending					-	-	-	
	Total Operating Revenue	-	(175)	175	(700)	-	(700)	(700)	
Operating Expenses									
4110.00.000	Administrative Salaries	-	1,023	(1,023)	4,093	19,252	23,345	23,345	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	-	86	(86)	343	-	343	343	
4125.02.000	Admin. P/R Taxes - SUI	-	8	(8)	31	-	31	31	
4125.03.000	Admin. Retirement	-	184	(184)	735	-	735	735	
4125.04.000	Admin. Workers Comp	-	8	(8)	31	-	31	31	
4130.00.000	Legal Fees	2,460	1,000	1,460	4,000	1,000	5,000	2,540	
4136.00.000	Administrative Charges - Salaries	-	-	-	-	-	-	-	
4136.01.000	Administrative Charges - Taxes & Benefits	-	-	-	-	-	-	-	
4140.00.000	Training	45	125	(80)	500	-	500	455	
4150.00.000	Travel	126	125	1	500	-	500	374	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	44,683	11,250	33,433	45,000	41,000	86,000	41,317	
4171.00.000	Auditing	243	125	118	500	-	500	257	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4180.01.000	Rent Expense - Master Lease	49,220	-	49,220	-	122,400	122,400	73,180	
4190.01.000	Office Supplies & Equipment	310	63	248	250	-	250	(60)	
4190.02.000	Printing & Copier Usage Charges	64	125	(61)	500	500	1,000	936	
4190.04.000	Dues & Subscriptions	-	-	-	-	-	-	-	
4190.05.000	Uniforms	-	-	-	-	-	-	-	
4190.06.000	Criminal Background Checks	505	125	380	500	500	1,000	496	
4190.07.000	Meeting Expense	-	-	-	-	-	-	-	
4190.08.000	Advertising	-	-	-	-	-	-	-	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.00.000	IT Services	510	283	227	1,132	-	1,132	622	
4191.01.000	Computer Support & License Fees	1,241	500	741	2,000	500	2,500	1,259	
4191.02.000	Computer Equipment	-	-	-	-	-	-	-	
4191.03.000	Office Machines & Leases	323	125	198	500	-	500	177	
4192.00.000	Telephone	1,279	250	1,029	1,000	1,500	2,500	1,221	
4192.01.000	Internet	10,145	2,500	7,645	10,000	10,000	20,000	9,855	
4310.00.000	Water	7,784	2,000	5,784	8,000	10,500	18,500	10,716	
4320.00.000	Electricity	20,298	3,500	16,798	14,000	32,000	46,000	25,702	
4330.00.000	Gas	2,872	500	2,372	2,000	4,200	6,200	3,328	
4340.00.000	Sewerage	3,860	1,125	2,735	4,500	3,500	8,000	4,140	
4400.00.000	Management Fees to YCH	21,000	5,250	15,750	21,000	21,000	42,000	21,000	
4420.00.000	Maint. Supplies	1,583	250	1,333	1,000	2,000	3,000	1,417	
4420.01.000	Electrical Supplies	393	125	268	500	-	500	107	
4420.02.000	Plumbing Supplies	-	125	(125)	500	-	500	500	
4420.03.000	Painting Supplies	284	-	284	-	500	500	216	
4420.04.000	Chemical Supplies	727	-	727	-	1,500	1,500	773	
4420.05.000	Lumber & Hardware	764	250	514	1,000	2,000	3,000	2,236	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - IGT Managed

Property Managed by YCH: Pacifico & Merkley (funds 700, 701)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4420.06.000	Dwelling Equipment	3,449	250	3,199	1,000	5,000	6,000	2,551	
4420.07.000	Maintenance Equipment	-	500	(500)	2,000	-	2,000	2,000	
4430.00.000	Grounds Maint. Contract	1,109	-	1,109	-	2,000	2,000	891	
4430.01.000	Landscape Maint. Contract	-	-	-	-	-	-	-	
4430.02.000	Tree Trimming Contract	-	-	-	-	-	-	-	
4430.03.000	Painting Contract	-	-	-	-	-	-	-	
4430.04.000	Plumbing Repair Contract	-	125	(125)	500	-	500	500	
4430.05.000	Electrical Repair Contract	-	125	(125)	500	-	500	500	
4430.06.000	Chemical Treatment Contract	993	450	543	1,800	-	1,800	807	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	
4430.11.000	Rubbish & Trash Removal Contract	2,494	500	1,994	2,000	4,500	6,500	4,006	
4430.12.000	Fire Protection, Testing & Monitor Contract	1,482	375	1,107	1,500	1,500	3,000	1,518	
4430.13.000	Janitorial Contract	5,400	450	4,950	1,800	11,000	12,800	7,400	
4430.14.000	Other Maint. Contracts	-	-	-	-	-	-	-	
4436.00.000	Maintenance Charges	28,231	6,283	21,948	25,133	30,000	55,133	26,902	
4436.01.000	Maintenance Charges - Taxes & Benefits	-	-	-	-	-	-	-	
4480.00.000	Protective Services	1,609	250	1,359	1,000	2,500	3,500	1,891	
4510.02.000	Insurance - Auto	243	-	243	-	750	750	507	
4520.00.000	PILOT, Taxes & Fees	-	63	(63)	250	-	250	250	
4540.00.000	Admin. Benefits	35	220	(185)	880	-	880	845	
4540.05.000	OPEB Expense	-	-	-	-	-	-	-	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	1,250	(1,250)	5,000	-	5,000	5,000	
4600.00.000	OES Support Agreement	-	-	-	-	-	-	-	
4610.00.000	Extraordinary Maintenance	107,361	-	107,361	-	108,551	108,551	1,190	
4640.00.000	Building Repairs	1,109	125	984	500	1,500	2,000	891	
	Total Operating Expenses	324,236	41,994	282,241	167,978	441,153	609,131	284,895	Original budget due to terminate by 12/2019
	Operating Revenue Over Expenses	324,236	41,819	282,416	167,278	441,153	608,431	284,195	
Grants and Other Funding									
3290.00.000	Other Revenue - Other Gov't (SEFA)	-	-	-	-	-	-	-	
3290.01.000	IGT Revenue - Master Lease Rent	(49,220)	-	(49,220)	-	(122,400)	(122,400)	(73,180)	
3290.02.000	IGT Revenue - YCH Operating Costs	(16,200)	-	(16,200)	-	(57,600)	(57,600)	(41,400)	
3290.03.000	IGT Revenue - Rehab Reimb Paid to Owner	(73,551)	-	(73,551)	-	(73,551)	(73,551)	(0)	
3290.04.000	IGT Revenue - Security Deposit Paid to Owner	(6,900)	-	(6,900)	-	(6,900)	(6,900)	-	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	(185,212)	(41,819)	(143,392)	(167,278)	(174,720)	(341,998)	(156,786)	Pacifico rents paid to YCH
3690.06.000	Owner Payment/Reimbursement for Maintenance Costs	(5,202)	-	(5,202)	-	(18,031)	(18,031)	(12,829)	
	Total Grants and Other Funding	(336,284)	(41,819)	(294,465)	(167,278)	(453,202)	(620,480)	(284,196)	
	Net (Revenue) Over Expenses	(12,048)	-	(12,048)	-	(12,049)	(12,049)	(1)	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - Migrant Centers

Seasonal Agricultural Homes: Davis, Madison, & Rehrman/Dixon Migrant Centers (funds 501, 502, 503)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
8010.01.000	Rehab Grant Revenue - OMS	-	-	-	-	-	-	-	
8010.02.000	Rehab Grant Interest Revenue - OMS	-	-	-	-	-	-	-	
8010.11.000	Excess Op Funds - OMS	-	-	-	-	-	-	-	
8010.21.000	Replacement Reserve Revenue	-	(14,875)	14,875	(59,500)	-	(59,500)	(29,750)	
8010.22.000	Replacement Reserve Interest Revenue	(16)	-	(16)	-	-	-	(16)	
	Total Operating Revenue	(16)	(14,875)	14,859	(59,500)	-	(59,500)	(29,766)	
Operating Expenses									
4110.00.000	Administrative Salaries	-	17,788	(17,788)	71,150	-	71,150	35,575	charges at 4136.00.000
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	-	20,711	(20,711)	82,845	-	82,845	41,422	charges at 4136.01.000
4125.02.000	Admin. P/R Taxes - SUI	-	-	-	-	-	-	-	
4125.03.000	Admin. Retirement	-	-	-	-	-	-	-	
4125.04.000	Admin. Workers Comp	-	-	-	-	-	-	-	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	63	(63)	250	-	250	125	
4136.00.000	Administrative Charges - Salaries	32,720	-	32,720	-	-	-	32,720	budget at 4110.00.000
4136.01.000	Administrative Charges - Taxes & Benefits	18,790	-	18,790	-	-	-	18,790	budget at 4125.01.000
4140.00.000	Training	137	-	137	-	-	-	137	
4150.00.000	Travel - Ops	670	925	(255)	3,700	-	3,700	2,520	
4150.01.000	Travel - Admin	-	175	(175)	700	-	700	350	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	146	438	(292)	1,750	-	1,750	1,021	
4171.00.000	Auditing	1,946	1,125	821	4,500	-	4,500	4,196	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4190.00.000	Postage	61	-	61	-	-	-	61	
4190.01.000	Office Supplies & Equipment	-	563	(563)	2,250	-	2,250	1,125	
4190.02.000	Printing & Copier Usage Charges	755	525	230	2,100	-	2,100	1,805	
4190.04.000	Dues & Subscriptions	-	-	-	-	-	-	-	
4190.05.000	Uniforms	204	375	(171)	1,500	-	1,500	954	
4190.10.000	Admin. Other	-	260	(260)	1,040	-	1,040	520	
4191.00.000	IT Services	486	875	(389)	3,500	-	3,500	2,236	
4191.01.000	Computer Support & License Fees	4,021	1,125	2,896	4,500	-	4,500	6,271	
4191.02.000	Computer Equipment	2,492	-	2,492	-	-	-	2,492	
4191.03.000	Office Machines & Leases	-	-	-	-	-	-	-	
4192.00.000	Telephone	1,763	831	932	3,325	-	3,325	3,426	
4192.01.000	Internet	200	1,231	(1,032)	4,925	-	4,925	2,662	
4310.00.000	Water	58,812	35,329	23,482	141,317	-	141,317	129,470	
4320.00.000	Electricity	94,785	35,500	59,285	142,000	-	142,000	165,785	
4330.00.000	Gas	30,917	10,750	20,167	43,000	-	43,000	52,417	
4340.00.000	Sewerage	51,280	20,750	30,530	83,000	-	83,000	92,780	
4400.05.000	YCH Contract Mgmt Fee	90,894	45,450	45,445	181,798	-	181,798	181,793	
4410.00.000	Maintenance Salaries	-	44,549	(44,549)	178,195	-	178,195	89,098	
4415.01.000	Maintenance P/R Taxes - Social Security/Medicare	-	51,871	(51,871)	207,484	-	207,484	103,742	all maint benefits to break out for OMS billing
4415.03.000	Maintenance Retirement	-	-	-	-	-	-	-	
4415.04.000	Maintenance Workers Comp	-	-	-	-	-	-	-	
4415.05.000	Maintenance Comp. Abs.	-	-	-	-	-	-	-	
4420.00.000	Maint. Supplies	6,921	3,675	3,246	14,700	-	14,700	14,271	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - Migrant Centers

Seasonal Agricultural Homes: Davis, Madison, & Rehrman/Dixon Migrant Centers (funds 501, 502, 503)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4420.01.000	Electrical Supplies	3,661	9,650	(5,989)	38,600	-	38,600	22,961	
4420.02.000	Plumbing Supplies	1,741	-	1,741	-	-	-	1,741	
4420.03.000	Painting Supplies	1,720	-	1,720	-	-	-	1,720	
4420.04.000	Chemical Supplies	322	-	322	-	-	-	322	
4420.05.000	Lumber & Hardware	8,079	875	7,204	3,500	-	3,500	9,829	
4420.06.000	Dwelling Equipment	1,073	-	1,073	-	-	-	1,073	
4420.07.000	Maintenance Equipment	367	-	367	-	-	-	367	
4430.00.000	Grounds Maint. Contract	1,587	2,450	(863)	9,800	-	9,800	6,487	
4430.01.000	Landscape Maint. Contract	-	-	-	-	-	-	-	
4430.02.000	Tree Trimming Contract	6,394	-	6,394	-	-	-	6,394	
4430.03.000	Painting Contract	-	-	-	-	-	-	-	
4430.04.000	Plumbing Repair Contract	608	-	608	-	-	-	608	
4430.05.000	Electrical Repair Contract	4,304	-	4,304	-	-	-	4,304	
4430.06.000	Chemical Treatment Contract	250	-	250	-	-	-	250	
4430.07.000	Fuel Contract	3,168	2,225	943	8,900	-	8,900	7,618	
4430.08.000	Vehicle Maint. & Lease Contract	-	-	-	-	-	-	-	
4430.09.000	Equipment Rental Contract	154	-	154	-	-	-	154	
4430.11.000	Rubbish & Trash Removal Contract	29,211	12,875	16,336	51,500	-	51,500	54,961	
4430.12.000	Fire Protection, Testing & Monitor Contract	609	400	209	1,600	-	1,600	1,409	
4430.14.000	Other Maint. Contracts	-	500	(500)	2,000	-	2,000	1,000	
4436.00.000	Maintenance Charges - Salaries	129,536	-	129,536	-	-	-	129,536	
4436.01.000	Maintenance Charges - Taxes & Benefits	111,229	-	111,229	-	-	-	111,229	
4480.00.000	Protective Services	-	1,300	(1,300)	5,200	-	5,200	2,600	
4510.00.000	Insurance - Flood	30,473	26,250	4,223	105,000	-	105,000	82,973	
4510.01.000	Insurance - General Liability	13,008	3,750	9,258	15,000	-	15,000	20,508	
4510.02.000	Insurance - Auto	2,890	750	2,140	3,000	-	3,000	4,390	
4510.03.000	Insurance - Property	41,606	10,250	31,356	41,000	-	41,000	62,106	
4520.00.000	PILOT, Taxes & Fees	306	125	181	500	-	500	556	
4540.00.000	Admin. Benefits	200	-	200	-	-	-	200	
4540.01.000	Retired Benefits	7,589	-	7,589	-	-	-	7,589	
4540.02.000	Maintenance Benefits	-	-	-	-	-	-	-	
4540.05.000	OPEB Expense	-	3,916	(3,916)	15,664	-	15,664	7,832	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	-	-	-	-	-	-	
4580.01.000	Loan Payment (Prn & Int)	-	36,979	(36,979)	147,915	-	147,915	73,958	
4600.00.000	OES Support Agreement	-	188	(188)	750	-	750	375	
4610.00.000	Extraordinary Maintenance	4,985	-	4,985	-	-	-	4,985	
4610.01.000	Extraordinary Events - Butte	-	-	-	-	-	-	-	
4620.00.000	Minor Equipment Repairs	340	525	(185)	2,100	-	2,100	1,390	
4630.00.000	Major Equipment Repairs	-	-	-	-	-	-	-	
4640.00.000	Building Repairs	-	-	-	-	-	-	-	
4650.00.000	Vehicle Maint. & Repairs	5,046	1,750	3,296	7,000	-	7,000	8,546	
8610.01.000	Rehab Grant Exp - OMS	-	-	-	-	-	-	-	
8610.11.000	Op Res Exp - OMS	-	25,232	(25,232)	100,927	-	100,927	50,463	
8610.21.000	Replacement Reserve Exp - OMS	-	11,000	(11,000)	44,000	-	44,000	22,000	
8611.01.000	Rehab Admin Fee Exp - OMS	-	-	-	-	-	-	-	
8611.11.000	Op Res Admin Fee Exp - OMS	-	-	-	-	-	-	-	
8611.21.000	Replacement Reserve Admin Fee - OMS	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - Migrant Centers

Seasonal Agricultural Homes: Davis, Madison, & Rehrman/Dixon Migrant Centers (funds 501, 502, 503)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
	Total Operating Expenses	808,453	445,871	362,582	1,783,485	-	1,783,485	1,700,196	CARE reserve use all shown on balance sheet
	Operating Revenue Over Expenses	808,437	430,996	377,441	1,723,985	-	1,723,985	1,670,429	
Grants and Other Funding									
3010.00.000	Contract Revenue	(803,495)	(409,640)	(393,855)	(1,638,558)	-	(1,638,558)	(1,622,774)	
	Total Grants and Other Funding	(803,495)	(409,640)	(393,855)	(1,638,558)	-	(1,638,558)	(1,622,774)	
	Net (Revenue) Over Expenses	4,942	21,357	(16,414)	85,427	-	85,427	47,656	Reserves for cap impr YCH does not own

85,427 cross check reserve use less contributions

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - Davis Solar

Year-Round Agricultural Homes (funds 600)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
Operating Revenue									
3110.00.000	Dwelling Rent	(29,814)	(14,880)	(14,935)	(59,518)	-	(59,518)	(29,704)	
3110.01.000	Tenant Charges - Maint. & Repairs	-	-	-	-	-	-	-	
3110.02.000	Tenant Charges - Administrative	-	-	-	-	-	-	-	
3610.00.000	Interest Revenue	(108)	(25)	(83)	(100)	-	(100)	8	
3690.00.000	Other Revenue	-	-	-	-	-	-	-	
9000.00.000	Equity Transfer In/Out	-	-	-	-	-	-	-	
	Total Operating Revenue	(29,922)	(14,905)	(15,018)	(59,618)	-	(59,618)	(29,696)	
Operating Expenses									
4110.00.000	Administrative Salaries	569	1,023	(455)	4,093	-	4,093	3,524	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	32	86	(54)	343	-	343	311	
4125.02.000	Admin. P/R Taxes - SUI	-	8	(8)	31	-	31	31	
4125.03.000	Admin. Retirement	764	184	580	735	-	735	(29)	
4125.04.000	Admin. Workers Comp	12	8	4	31	-	31	19	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	-	-	-	-	-	-	
4140.00.000	Training	-	-	-	-	-	-	-	
4150.00.000	Travel	24	16	8	65	-	65	41	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	-	5	(5)	20	-	20	20	
4171.00.000	Auditing	243	125	118	500	-	500	257	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4180.00.000	147 Rent	-	-	-	-	-	-	-	
4190.00.000	Postage	-	-	-	-	-	-	-	
4190.01.000	Office Supplies & Equipment	-	6	(6)	25	-	25	25	
4190.02.000	Printing & Copier Usage Charges	61	31	29	125	-	125	64	
4190.04.000	Dues & Subscriptions	-	-	-	-	-	-	-	
4190.05.000	Uniforms	-	-	-	-	-	-	-	
4190.07.000	Meeting Expense	-	-	-	-	-	-	-	
4190.08.000	Advertising	-	-	-	-	-	-	-	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.01.000	Computer Support & License Fees	453	175	278	700	-	700	247	
4191.02.000	Computer Equipment	-	-	-	-	-	-	-	
4191.03.000	Office Machines & Leases	-	-	-	-	-	-	-	
4192.00.000	Telephone	-	-	-	-	-	-	-	
4192.01.000	Internet	474	225	249	900	-	900	426	
4310.00.000	Water	4,497	1,625	2,872	6,500	-	6,500	2,003	
4320.00.000	Electricity	-	-	-	-	-	-	-	
4330.00.000	Gas	-	-	-	-	-	-	-	
4340.00.000	Sewerage	1,356	1,000	356	4,000	-	4,000	2,644	
4400.00.000	Management Fees to YCH	2,604	1,300	1,304	5,200	-	5,200	2,596	
4420.00.000	Maint. Supplies	-	-	-	-	-	-	-	
4420.03.000	Painting Supplies	-	-	-	-	-	-	-	
4420.04.000	Chemical Supplies	-	-	-	-	-	-	-	
4420.05.000	Lumber & Hardware	222	-	222	-	-	-	(222)	
4420.06.000	Dwelling Equipment	615	1,250	(635)	5,000	-	5,000	4,385	
4430.00.000	Grounds Maint. Contract	-	-	-	-	-	-	-	

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Yolo Housing

FY2019-2020 Q2 Budget Update & Mid-Year Adjustments - Davis Solar

Year-Round Agricultural Homes (funds 600)

Format: Dr/(Cr)

Acct Code	Account Description	Actual thru 12/31/2019	Budget thru 12/31/2019	Partial Budget less Actual	Annual Budget	Budget Revisions	Proposed Mid-Year Budget	Available Budget @ 1/2020	Notes/Comments
4430.01.000	Landscape Maint. Contract	-	-	-	-	-	-	-	
4430.02.000	Tree Trimming Contract	-	-	-	-	-	-	-	
4430.03.000	Painting Contract	-	-	-	-	-	-	-	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	
4430.11.000	Rubbish & Trash Removal Contract	1,626	875	751	3,500	-	3,500	1,874	
4430.13.000	Janitorial Contract	-	-	-	-	-	-	-	
4430.14.000	Other Maint. Contracts	-	-	-	-	-	-	-	
4436.00.000	Maintenance Charges	898	2,833	(1,936)	11,332	(6,000)	5,332	4,435	
4480.00.000	Protective Services	39	-	39	-	-	-	(39)	
4510.00.000	Insurance - Flood	-	-	-	-	-	-	-	
4510.01.000	Insurance - General Liability	267	88	179	350	-	350	83	
4510.02.000	Insurance - Auto	-	-	-	-	-	-	-	
4510.03.000	Insurance - Property	1,338	400	938	1,600	-	1,600	262	
4520.00.000	PILOT, Taxes & Fees	680	338	343	1,350	-	1,350	670	
4540.00.000	Admin. Benefits	262	220	42	880	-	880	618	
4540.05.000	OPEB Expense	-	-	-	-	-	-	-	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	-	-	-	-	-	-	
4580.00.000	Interest Expense	-	-	-	-	-	-	-	
4600.00.000	OES Support Agreement	-	-	-	-	-	-	-	
4610.00.000	Extraordinary Maintenance	-	1,250	(1,250)	5,000	-	5,000	5,000	
4640.00.000	Building Repairs	-	1,250	(1,250)	5,000	-	5,000	5,000	
	Total Operating Expenses	17,034	14,320	2,714	57,280	(6,000)	51,280	34,246	
	Operating Revenue Over Expenses	(12,888)	(584)	(12,303)	(2,338)	(6,000)	(8,338)	4,550	
Grants and Other Funding									
3290.00.000	Other Revenue - Other Gov't (SEFA)	-	-	-	-	-	-	-	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	-	-	-	-	-	-	-	
	Total Grants and Other Funding	-	-	-	-	-	-	-	
	Net (Revenue) Over Expenses	(12,888)	(584)	(12,303)	(2,338)	(6,000)	(8,338)	4,550	

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Yolo Housing

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Operating Revenue									
3110.00.000	Dwelling Rent	(168,233)	(82,500)	(85,733)	(330,000)	-	(330,000)	(161,767)	
3110.01.000	Tenant Charges - Maint. & Repairs	(451)	(1,500)	1,049	(6,000)	-	(6,000)	(5,549)	
3110.02.000	Tenant Charges - Administrative	-	-	-	-	-	-	-	
3110.03.000	Dwelling Rent - RHCP	(14,620)	(6,250)	(8,370)	(25,000)	-	(25,000)	(10,380)	
3300.00.000	Rental Revenue - Commercial	-	-	-	-	-	-	-	
3302.00.000	Rental Revenue - Space (Temp)	-	-	-	-	-	-	-	
3410.00.413	Asset Mgmt Fee - Crosswood	(5,391)	-	(5,391)	-	-	-	5,391	
3500.00.411	Development Fee - Cesar	-	-	-	-	-	-	-	
3500.00.412	Development Fee - Rochdale	-	-	-	-	-	-	-	
3500.00.413	Development Fee - Crosswood	-	-	-	-	-	-	-	
3500.00.414	Development Fee - West Beamer Place	-	-	-	-	-	-	-	
3690.00.000	Other Revenue	(4,170)	-	(4,170)	-	(7,000)	(7,000)	(2,830)	
3690.04.000	Other Revenue - Laundry & Vending	(1,173)	(625)	(548)	(2,500)	-	(2,500)	(1,327)	
8111.00.000	Big DOG Donations	(2,063)	(500)	(1,563)	(2,000)	-	(2,000)	63	
8119.00.000	Big DOG Transfer In	-	-	-	-	-	-	-	
8190.00.000	Big DOG Transfer Out	2,974	-	2,974	-	-	-	(2,974)	
8211.00.000	CLC Donations Rec'd (EE)	-	-	-	-	-	-	-	
8212.00.000	CLC Donations Rec'd (non-EE)	-	(1,875)	1,875	(7,500)	-	(7,500)	(7,500)	
8213.00.000	CLC Fees Collected	-	-	-	-	-	-	-	
8219.00.000	CLC Transfer In	(2,974)	-	(2,974)	-	-	-	2,974	
8411.00.000	Homeless Donations Rec'd (EE)	-	-	-	-	-	-	-	
8412.00.000	Homeless Donations Rec'd (non-EE)	-	-	-	-	-	-	-	
8413.00.000	Homeless Fees Collected	-	-	-	-	-	-	-	
8419.00.000	Homeless Transfer In	-	-	-	-	-	-	-	
8511.00.000	Summer Donations Rec'd (EE)	-	-	-	-	-	-	-	
8512.00.000	Summer Donations Rec'd (non-EE)	-	-	-	-	-	-	-	
8513.00.000	Summer Fees Collected	-	-	-	-	-	-	-	
8519.00.000	Summer Transfer In	-	-	-	-	-	-	-	
8911.00.000	Other Donations Rec'd (EE)	(2,688)	(1,250)	(1,438)	(5,000)	-	(5,000)	(2,312)	
8912.00.000	Other Donations Rec'd (non-EE)	-	-	-	-	-	-	-	
8913.00.000	Other Fees Collected	-	-	-	-	-	-	-	
8919.00.000	Other Transfer In	-	-	-	-	-	-	-	
8990.00.000	Other Transfer Out	-	-	-	-	-	-	-	
	Total Operating Revenue	(198,789)	(94,500)	(104,289)	(378,000)	(7,000)	(385,000)	(186,211)	
Operating Expenses									
4110.00.000	Administrative Salaries	15,537	9,588	5,949	38,354	-	38,354	22,817	
4125.01.000	Admin. P/R Taxes - Social Security & Medicare	1,043	820	223	3,279	-	3,279	2,236	
4125.02.000	Admin. P/R Taxes - SUI	-	130	(130)	520	-	520	520	
4125.03.000	Admin. Retirement	3,281	1,538	1,742	6,154	-	6,154	2,873	
4125.04.000	Admin. Workers Comp	495	74	422	294	500	794	299	
4125.05.000	Admin. Comp. Abs.	-	-	-	-	-	-	-	
4130.00.000	Legal Fees	-	125	(125)	500	-	500	500	
4140.00.000	Training	125	88	37	350	-	350	225	
4150.00.000	Travel	-	13	(13)	50	-	50	50	
4170.00.000	Accounting Fees & Services	-	-	-	-	-	-	-	
4170.01.000	Professional Services	1,163	-	1,163	-	1,500	1,500	337	

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4170.03.000	Contract Services - Consulting	-	-	-	-	-	-	-	
4171.00.000	Auditing	2,797	1,438	1,360	5,750	-	5,750	2,953	
4171.01.000	Tax Return Prep (incl 990)	1,607	625	982	2,500	-	2,500	893	
4172.00.000	Public Relations Expense	-	-	-	-	-	-	-	
4190.00.000	Postage	7	6	1	25	-	25	18	
4190.01.000	Office Supplies & Equipment	188	125	63	500	-	500	312	
4190.02.000	Printing & Copier Usage Charges	31	188	(157)	750	50	800	769	
4190.04.000	Dues & Subscriptions	617	125	492	500	750	1,250	633	
4190.05.000	Uniforms	-	-	-	-	-	-	-	
4190.06.000	Criminal Background Checks	58	38	20	150	-	150	92	
4190.07.000	Meeting Expense	-	13	(13)	50	-	50	50	
4190.08.000	Advertising	-	100	(100)	400	-	400	400	
4190.10.000	Admin. Other	-	-	-	-	-	-	-	
4191.00.000	IT Services	386	691	(305)	2,764	(1,500)	1,264	878	
4191.01.000	Computer Support & License Fees	1,291	500	791	2,000	250	2,250	959	
4191.02.000	Computer Equipment	3,277	375	2,902	1,500	3,000	4,500	1,223	
4191.03.000	Office Machines & Leases	323	250	73	1,000	-	1,000	677	
4192.00.000	Telephone	547	300	247	1,200	-	1,200	653	
4192.01.000	Internet	794	500	294	2,000	-	2,000	1,206	
4240.00.000	Tenant Liaison	-	-	-	-	-	-	-	
4310.00.000	Water	7,182	3,500	3,682	14,000	-	14,000	6,818	
4320.00.000	Electricity	2,521	1,250	1,271	5,000	-	5,000	2,479	
4330.00.000	Gas	301	300	1	1,200	-	1,200	899	
4340.00.000	Sewerage	11,435	5,875	5,560	23,500	-	23,500	12,065	
4400.00.000	Management Fees to YCH	9,660	4,830	4,830	19,320	-	19,320	9,660	
4420.00.000	Maint. Supplies	103	25	78	100	100	200	97	
4420.01.000	Electrical Supplies	32	25	7	100	-	100	68	
4420.02.000	Plumbing Supplies	222	-	222	-	500	500	278	
4420.03.000	Painting Supplies	263	125	138	500	-	500	237	
4420.04.000	Chemical Supplies	-	-	-	-	-	-	-	
4420.05.000	Lumber & Hardware	194	125	69	500	-	500	306	
4420.06.000	Dwelling Equipment	7,465	2,500	4,965	10,000	-	10,000	2,535	
4420.07.000	Maintenance Equipment	-	125	(125)	500	-	500	500	
4430.00.000	Grounds Maint. Contract	500	-	500	-	500	500	-	
4430.01.000	Landscape Maint. Contract	3,284	1,125	2,159	4,500	-	4,500	1,216	
4430.02.000	Tree Trimming Contract	9,624	-	9,624	-	10,000	10,000	376	
4430.03.000	Painting Contract	3,050	-	3,050	-	3,500	3,500	450	
4430.04.000	Plumbing Repair Contract	2,495	625	1,870	2,500	-	2,500	5	
4430.05.000	Electrical Repair Contract	-	-	-	-	-	-	-	
4430.06.000	Chemical Treatment Contract	570	375	195	1,500	-	1,500	930	
4430.09.000	Equipment Rental Contract	-	-	-	-	-	-	-	
4430.11.000	Rubbish & Trash Removal Contract	4,021	2,375	1,646	9,500	-	9,500	5,479	
4430.12.000	Fire Protection, Testing & Monitor Contract	324	250	74	1,000	-	1,000	676	
4430.13.000	Janitorial Contract	520	325	195	1,300	-	1,300	780	
4430.14.000	Other Maint. Contracts	1,026	1,742	(716)	6,968	(5,000)	1,968	942	
4436.00.000	Maintenance Charges	11,496	5,670	5,826	22,681	-	22,681	11,185	
4480.00.000	Protective Services	-	125	(125)	500	-	500	500	
4510.01.000	Insurance - General Liability	4,822	875	3,947	3,500	3,000	6,500	1,678	

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4510.02.000	Insurance - Auto	-	-	-	-	-	-	-	
4510.04.000	Insurance - Director's Risk	5,284	1,300	3,984	5,200	500	5,700	416	
4520.00.000	PILOT, Taxes & Fees	-	125	(125)	500	-	500	500	
4540.00.000	Admin. Benefits	3,267	2,854	413	11,414	(3,000)	8,414	5,147	
4540.01.000	Retired Benefits	-	-	-	-	-	-	-	
4540.05.000	OPEB Expense	-	1,250	(1,250)	5,000	-	5,000	5,000	
4550.00.000	Bank Fees & Charges	-	-	-	-	-	-	-	
4570.00.000	Collection Losses	-	625	(625)	2,500	-	2,500	2,500	
4580.00.000	Interest Expense	27,510	13,500	14,010	54,000	-	54,000	26,490	
4600.00.000	OES Support Agreement	-	125	(125)	500	-	500	500	
4610.00.000	Extraordinary Maintenance	-	-	-	-	-	-	-	
4620.00.000	Minor Equipment Repairs	-	-	-	-	-	-	-	
4630.00.000	Major Equipment Repairs	-	-	-	-	-	-	-	
4640.00.000	Building Repairs	-	3,750	(3,750)	15,000	-	15,000	15,000	
4800.01.000	Amortization of Loan Fees	609	317	293	1,267	-	1,267	658	
8120.00.000	Big DOG Staffing Costs	-	-	-	-	-	-	-	
8130.00.000	Big DOG Operating Costs	185	375	(190)	1,500	-	1,500	1,315	
8220.00.101	CLC Staffing Costs - AMP1	617	-	617	-	1,200	1,200	583	
8220.00.102	CLC Staffing Costs - AMP2	617	-	617	-	1,200	1,200	583	
8220.00.103	CLC Staffing Costs - AMP3	617	-	617	-	1,200	1,200	583	
8220.00.501	CLC Staffing Costs - DMC	-	-	-	-	-	-	-	
8220.00.502	CLC Staffing Costs - MMC	-	-	-	-	-	-	-	
8220.00.503	CLC Staffing Costs - RMC	4,616	1,875	2,741	7,500	-	7,500	2,884	
8230.00.000	CLC Operating Costs	-	-	-	-	-	-	-	
8230.00.101	CLC Operating Costs - AMP 1	356	-	356	-	700	700	344	
8230.00.102	CLC Operating Costs - AMP 2	356	-	356	-	700	700	344	
8230.00.103	CLC Operating Costs - AMP 3	451	-	451	-	700	700	249	
8230.00.501	CLC Operating Costs - DMC	-	-	-	-	-	-	-	
8230.00.502	CLC Operating Costs - MMC	-	-	-	-	-	-	-	
8230.00.503	CLC Operating Costs - RMC	-	-	-	-	-	-	-	
8420.00.000	Homeless Staffing Costs	-	-	-	-	-	-	-	
8430.00.000	Homeless Operating Costs	-	-	-	-	-	-	-	
8520.00.000	Summer Staffing Costs	-	-	-	-	-	-	-	
8530.00.000	Summer Operating Costs	-	-	-	-	-	-	-	
8920.00.000	Other Staffing Costs	-	-	-	-	-	-	-	
8930.00.000	Other Operating Costs	-	1,250	(1,250)	5,000	-	5,000	5,000	
	Total Operating Expenses	159,165	77,160	82,004	308,641	20,350	328,991	169,826	
	Operating Revenue Over Expenses	(39,624)	(17,340)	(22,284)	(69,359)	13,350	(56,009)	(16,385)	
Other Income & (Expense)									
3290.00.000	Other Revenue - Other Gov't (SEFA)	-	-	-	-	-	-	-	
3410.00.411	Asset Mgmt Fee - Cesar	-	-	-	-	-	-	-	
3410.00.412	Asset Mgmt Fee - Rochdale	-	-	-	-	-	-	-	
3410.00.414	Asset Mgmt Fee - West Beamer Place	-	-	-	-	-	-	-	
3610.00.000	Interest Revenue	(427)	-	(427)	-	-	-	427	
3690.02.000	Other Revenue - Other Gov't (Non-SEFA)	-	-	-	-	-	-	-	
	Net Other Income/(Expense)	(427)	-	(427)	-	-	-	427	
	Net (Revenue) Over Expenses	(40,051)	(17,340)	(22,711)	(69,359)	13,350	(56,009)	(15,959)	

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Yolo County Housing
Yolo County, California

Meeting Date: April 15, 2020

To: County Counsel ✓
Yolo County Housing ✓

9. Review and Approve Proposed Postponement of the Opening of the HCVWait Lists and PBV Wait Lists with the Exception of Eleanor Roosevelt Circle (Holt, Jimenez-Perez)

Minute Order No. 20-13: Approved recommended action.

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

Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: April 15, 2020

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Janis Holt, General Director
Irma Jimenez-Perez, Housing Program Supervisor

SUBJECT: Review and Approve Proposed Postponement of the Opening of the HCV Wait Lists and PBV Wait Lists with the Exception of Eleanor Roosevelt Circle

RECOMMENDED ACTION:

That the Housing Commission:

1) Review and approve the postponement of the opening of the HCV and PBV wait lists scheduled for April 21, 2020 with the exception of the Eleanor Roosevelt Circle PBV wait list; and
2) Authorize the Chief Executive Officer to implement the approved option.

BACKGROUND / DISCUSSION

Overview

On February 19, 2020, the Housing Commission reviewed the methodology and proposed options for opening and closing the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) wait lists to new applicants and approved the opening of the wait lists on Tuesday, April 21, 2020. The Housing Commission approval was previous to known impacts of COVID-19, the local, state and federal shelter-in-place orders and subsequent closure of most offices to in-person customer service.

As stated in previous staff reports, when opening the wait list, YCH works with multiple service partners to expand outreach to Yolo's underserved populations including those that serve people experiencing homelessness, families, limited English speaking individuals and families, seniors, disabled persons, LGBTQ and other populations that are traditionally underserved. These service partners help individuals with the online application process in order to assure that underserved populations and those that need extra assistance are served.

Opening the HCV and PBV wait lists during COVID-19 could create a disparate impact on individuals and families that do not have access to the internet through a computer or smartphone in their homes or require extra assistance with the application process.

Staff discussed these concerns with Legal Services of Northern California (LSNC) and our partners that serve populations experiencing homelessness. Their feedback supported the decision to ask the Commission to delay the opening of the wait lists until a later time when access to in-person services becomes available. They agreed that opening the wait list during the coronavirus pandemic could impose fair housing impacts to our most vulnerable populations.

Exceptions to closed lists would continue: YCH opened the HCV waitlist for limited preference for displacement and government referral in 2014 for Bridge to Housing programs linked to special programs targeting homeless encampments; this limited preference category remains open. Project based units through West Beamer Place are taken as a Bridge to Housing program with open limited preference and individuals and families that meet the mainstream voucher preference.

Staff evaluated the number of applicants currently on the Housing Choice Voucher and the Project Based Voucher wait lists. Although the numbers are low, there are enough applicants to postpone the opening of the wait list for four to six months with the exception of Eleanor Roosevelt Circle in Davis, a senior complex that serves those 62+ years of age. As of April 9, 2020, there are only **three applicants on this wait list.** The limited number of applicants will impact staff in being able to fill a PBV vacancy when it becomes available. Opening this wait list is critical to continuing to house vulnerable, extremely low income seniors going forward.

In order to conduct thorough outreach to the target population of seniors aged 62 years or older, staff have identified the following options as ways to reach the most vulnerable target populations:

- Public notice in all local newspapers
- Public notice on the YCH website in three languages
- Public notice in minority media publications
- Coordinate with Continuum of Care Coordinated Entry System (HPAC) to identify the most vulnerable populations that meet the target population through HMIS data, including those currently being housed in hotels due to COVID-19.
- Notify agencies that work with Senior populations that have contact databases including, but not limited to:
    - Area Agency on Aging
    - Yolo County HHSA (Adult & Aging Division, etc.)
    - Yolo County Adult Day Health Care
    - Meals of Wheels
    - Faith-based community
    - Health care providers

Staff Recommendation

Staff recommends:

1. Postponing the opening of the Housing Choice Voucher and Project Based Voucher wait lists to a future date, after COVID-19 shelter in place orders are lifted. This postponement would apply to all wait lists with the exception of the Eleanor Roosevelt Circle PBV wait list; and
2. Reaching to the organizations listed above to assist with the most vulnerable elderly populations; and
3. Opening the Eleanor Roosevelt Circle PBV wait list on Tuesday, April 28, 2020 at 8:00am and accepting applications until either Thursday, May 8, 2020, or until the CEO determines that a sufficiency number of applications have been received to be served within a five (5) year period.

FISCAL IMPACT

There are costs that are unknown at this time for media outreach and publication; however, staff does not anticipate the costs to be above $2,500. Staff time and database software are budgeted in the Housing Choice Voucher program. There could be additional database software upgrade costs to prepare for the opening of the wait lists. The current budget will support these costs.

CONCLUSION

Staff recommends that the Commission approve the postponement of the opening of the voucher wait lists with the exception of the Eleanor Roosevelt Circle Project Based Voucher wait list and authorize staff to move forward with the Eleanor Roosevelt opening focusing on working with agencies serving most vulnerable seniors, including those in homelessness that are part of the HMIS system.