

AGENDA
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, November 20, 2024
12:00 p.m.

Closed session immediately following

Housing Authority of the County of Merced
Administrative Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Robert Dylina, Chairperson
Rick Osorio, Vice-Chair
Evelyne Dorsey
Hub Walsh
Marilyn Scorby
Rachel Torres

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Clerk of the Board located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. PUBLIC COMMENT

NOTICE TO THE PUBLIC –

This portion of the meeting is set aside for members of the public to comment on any item within the subject-matter jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 3-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record. Public comments must not interfere with orderly discussion or otherwise disrupt the meeting (CA Gov. Code 54957.9, SB 1100 (2022)). Slanderous, profane, threatening remarks or disorderly conduct that disrupts the meeting are prohibited (CA Gov. Code 36813, White v. City of Norwalk, 900 F.2d 1421 (1990)). Disruptive conduct may be grounds for removal from the meeting.

III. AGENCY OR COMMISSIONER REVISIONS TO AGENDA

(M/S/C): ___/___/___



IV. CONSENT CALENDAR

1. Meeting Minutes October 16, 2024, Special Meeting
2. Rent Delinquency Report October 2024
3. Financial Reports for October 2024
4. Public Housing Occupancy/Vacancy Report for September 2024
5. HCV Program Counts October 2024
6. Human Resources & Board Clerk Report

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

V. REGULAR CALENDAR

1. Resolution Item(s):

- a. **Resolution No. 2024-21:** Awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

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

- b. **Resolution No. 2024-22:** Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.

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

- c. **Resolution No. 2024-23:** Approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2024.

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

2. Action Item(s):

None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Migrant Center Closures
2. Fiscal & Calendar Year-End Tasks
3. Housing Choice Voucher Program Complaint
4. Rental Assistance Demonstration

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

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

None

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

X. ADJOURNMENT



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, October 16, 2024
12:05 p.m.

- I. The meeting was called to order by Chairperson Dylina at 12:05 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Robert Dylina, Chairperson
Rick Osorio, Vice Chairperson
Marylin Scorby
Hub Walsh

Commissioners Absent:

Evelyne Dorsey

Chairperson Dylina declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Tom Lewis, Legal Counsel
Erica Soria, HR Manager & Clerk of the Board
Bruce Milgrom, Finance Officer
Blanca Arrate, Director of Housing Programs
Evelyn Chavira, Director of Development & Asset Management
Maria Alvarado, Director of Housing & Community Development

Others Present:

Rachel Torres, Newly Appointed Commissioner

II. **PUBLIC COMMENT**

Newly appointed Commissioner Rachel Torres was in attendance to introduce herself as she has been recently appointed to the Authority's Board of Commissioners. Mrs. Torres has previously served on the board.

III. **AGENCY OR COMMISSIONER REVISION TO AGENDA**

None

(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed

IV. **CONSENT CALENDAR**

1. Meeting Minutes September 21, 2024, Regular Meeting

(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed



2. Rent Delinquency Report September 2024
(M/S/C): Commissioner Walsh/Commissioner Osorio/Motion Passed
3. Financial Reports for September 2024
(M/S/C): Commissioner Walsh/Commissioner Osorio /Motion Passed
4. Public Housing Occupancy/Vacancy Report for September 2024
(M/S/C): Commissioner Walsh/Commissioner Osorio /Motion Passed
5. HCV Program Counts September 2024
(M/S/C): Commissioner Walsh/Commissioner Scorby /Motion Passed
6. Human Resources & Board Clerk Report
(M/S/C): Commissioner Walsh/Commissioner Osorio /Motion Passed

V. REGULAR CALENDAR

1. Resolution Item(s):
None
2. Action Item(s):
 - a. **Action Item No. 2024-A-02:** Authorizing the Executive Director to proceed with the necessary steps to initiate the Public Housing repositioning analysis and application.
(M/S/C): Commissioner Osorio/Commissioner Walsh/Motion Passed

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez provided the Board with a staff report detailing what Payment in Lieu of Taxes (PILOT) is and why the Authority is bound by it. PILOT has been discussed in previous meetings along with the methodology of calculating PILOT. Additionally, a possible analysis of the cost of property taxes versus PILOT.
2. It was previously reported to the Board that former Director of Procurement Frederick had issued an RFP for banking services. After its release, the agency received questions from solicitors resulting in RFP amendments. A total of one proposal was received and it has been evaluated by a panel. A resolution to enter into contract will be brought before the Board in the December meeting.
3. Executive Director Vazquez informed the Board that the issue related to a landlord and an HCV participant has been resolved.



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

None

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

The Board of Commissioners went into closed session at 12:53 p.m. The following people were present:

Board Members

Robert Dylina, Chairperson
Rick Osorio, Vice Chairperson
Hub Walsh
Marilyn Scorby

Others Present

Tom Lewis, Legal Counsel
Rosa Vazquez, Executive Director/ Board Secretary

1. Conference with Legal Counsel – Existing Litigation pursuant to California Government Code Section 54956.9

Tina Goytia vs. Housing Authority of the County of Merced et al.

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

The Board returned to Regular Session at 1:28 p.m. with no reportable action. Direction was given to staff.

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:28 p.m.

Chairperson Signature

Date: November 20, 2024

Secretary Signature

Date: November 20, 2024



Aged Receivables Report as for 10/31/2024 - As of 11-06-2024

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	1,634.87	609.00	75.00	3,379.24	5,698.11	5,698.11
ca023010 PH - Merced	2,223.44	230.00	150.00	3,325.09	5,928.53	5,928.53
ca023013 PH - Merced Sr	83.41	50.00	50.00	404.59	588.00	588.00
ca023021 PH - Acquisition	642.00	25.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
AMP 1 TOTALS	4,583.72	914.00	275.00	7,108.92	12,214.64	12,214.64
AMP 2						
CA023003 PH - Atwater - Cameo	403.00	100.00	25.00	123.75	651.75	651.75
ca023006 PH - Livingston	367.52	322.00	50.00	863.46	1,602.98	1,602.98
012a PH - Atwater	1,090.00	712.00	25.00	5,296.11	7,123.11	7,123.11
012b PH - Winton	88.00	25.00	91.00	0.00	204.00	204.00
AMP 2 TOTALS	1,948.52	1,159.00	191.00	6,283.32	9,581.84	9,581.84
AMP 3						
ca023002 PH - Los Banos	40.00	0.00	17.80	-394.00	-336.20	-336.20
ca023004 PH - Los Banos - Abby, B, C & D	405.00	0.00	0.00	-3,131.46	-2,726.46	-2,726.46
ca023005 PH - Dos Palos - West Globe	857.00	130.00	25.00	589.53	1,601.53	1,601.53
ca023011 PH - Los Banos - J & K St	810.00	752.00	678.00	-2,697.00	-457.00	-457.00
012c PH - Dos Palos - Alleyne	50.00	25.00	25.00	113.98	213.98	213.98
012d PH - Dos Palos - Globe	1,897.00	35.00	25.00	10.00	1,967.00	1,967.00
AMP 3 TOTALS	4,059.00	942.00	770.80	-5,508.95	262.85	262.85
AMP 4						
ca023024 PH 1st Street	0.00	0.00	0.00	0.00	0.00	0.00
AMP 4 TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
VALLEY VIEW						
atw Atwater Elderly	0.00	0.00	0.00	0.00	0.00	0.00
dp Dos Palos Elderly	0.00	0.00	0.00	0.00	0.00	0.00
mid Midway	0.00	0.00	0.00	0.00	0.00	0.00
pbc - atw	648.00	92.00	26.00	770.00	1,536.00	1,536.00
pbc - dp	635.00	141.00	25.00	-131.00	670.00	670.00
pbc - mid	959.00	608.00	75.00	8,817.95	10,459.95	10,459.95
VALLEY VIEW TOTALS	2,242.00	841.00	126.00	9,456.95	12,665.95	12,665.95
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	-1,052.50	806.00	120.00	2,409.98	2,283.48	2,283.48
FELIX TORRES YEAR ROUND TOTALS	-1,052.50	806.00	120.00	2,409.98	2,283.48	2,283.48
HOUSING AUTHORITY TOTALS	11,780.74	4,662.00	1,482.80	19,750.22	37,008.76	37,008.76

Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	797,817	775,155	22,662	3	775,155
TOTAL GRANT INCOME (2)	715,677	700,838	14,839	2	700,838
TOTAL OTHER INCOME	10	0	10	N/A	0
TOTAL INCOME	1,513,504	1,475,993	37,511	3	1,475,993
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	558,432	466,176	-92,256	-20	466,176
TOTAL TENANT SERVICES EXPENSES	2,314	1,700	-614	-36	1,700
TOTAL UTILITY EXPENSES (7)	239,935	267,360	27,425	10	267,360
TOTAL MAINTENACE EXPENSES (8,9,10)	430,239	438,456	8,217	2	438,456
TOTAL GENERAL EXPENSES (11)	157,097	142,060	-15,037	-11	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS (12)	6,886	4,000	-2,886	-72	4,000
TOTAL FINANCING EXPENSES	39,781	40,000	219	1	40,000
TOTAL NON-OPERATING ITEMS (13)	6,806	37,716	30,910	82	37,716
TOTAL EXPENSES	1,441,490	1,397,468	-44,022	-3	1,397,468
NET INCOME	72,014	78,525	-6,511	-8	78,525

- (1) Tenant Rent +\$ 23K (Rents +\$ 10K, Other Tenant Inc. +\$ 13K - (9K of this is July M/O Charges))
- (2) Grant Subsidy +\$ 15K
- (3) Salaries +\$ 11K & Benefits +\$ 5K
- (4) Legal -\$ 26K (Unlawful Detainers -\$ 46K, Gen. Legal +\$ 20K)
- (5) Other Admin -\$ 36K (Audit & Mgt Fees +\$ 2K, Consultant -\$ 38K)
- (6) Misc Admin. -\$ 68K (Postage -\$ 3K, Answer Serv -\$ 4K, Copier -\$ 6K, Temp Admin Labor -\$ 56K)
- (7) Sewer & Water - +\$ 29K, Elect/Gas -\$ 1K, Garbage -\$ 1K
- (8) Maint. Salary & Benefits +\$ 37K (Sal -\$ 4K, Benefits +\$ 41K)
- (9) Maint. Costs Supplies -\$ 46K (Elcetrical -\$ 10K, Tools/Equip. +\$ 2K, Repairs -\$ 12K, Plumbing -\$ 27K)
- (10) Contract Costs +\$ 17K - (Lower Building Repairs +\$ 9K and Carpet Cleaning +\$ 6K)
- (11) Property Ins Higher -\$ 18K, W/C lower +\$ 5K, Pymts in Lieu -\$ 2K
- (12) Housing Assist. Exp. - FSS Escrow -\$ 4K - not budgeted
- (13) Depreciation Items fully depreciated +\$ 31K

Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	651,419	635,959	15,460	2	635,959
TOTAL GRANT INCOME (2)	508,911	452,530	56,381	12	452,530
TOTAL INCOME	1,160,330	1,088,489	71,841	7	1,088,489
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	392,298	323,820	-68,478	-21	323,820
TOTAL TENANT SERVICES EXPENSES	0	1,600	1,600	100	1,600
TOTAL UTILITY EXPENSES (6)	225,171	253,926	28,756	11	253,926
TOTAL MAINTENACE EXPENSES (7,8,9)	309,275	334,672	25,397	8	334,672
TOTAL GENERAL EXPENSES (10,11)	115,256	120,036	4,780	4	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	2,538	2,320	-218	-9	2,320
TOTAL FINANCING EXPENSES (12)	20,163	19,000	-1,163	-6	19,000
TOTAL NON-OPERATING ITEMS	237	0	-237	N/A	0
TOTAL EXPENSES	1,064,938	1,055,374	-9,563	-1	1,055,374
NET INCOME	95,392	33,115	62,278	188	33,115

- (1) Tenant Rents +\$ 12K, Tenant Other Inc. +\$ 3K
- (2) HUD PHA Subsidy +\$ 56K
- (3) Admin - Salary & Benefits +\$ 11K, Legal -\$ 23K (Unlawful -\$29K and General Legal +\$ 6K)
- (4) Other Admin -\$ 7K, (Mgt Fee +\$ 17K & Consultants -\$ 24K)
- (5) Misc. Admin -\$48K (Temp Salaries -\$ 46K, Answering Serv. -\$ 4K, Off Sup & Com Pts +\$ 2K)
- (6) Utilities - Water/Sewer +\$ 26K, Elect. & Gas +\$ 11K, Garbage -\$ 8K
- (7) Maint. Salary & Benefits Exp. +\$ 35K
- (8) Material Exp. -\$ 10K - (Elect Supp -\$ 4K & Decorating +\$ 4K, Repairs -\$ 7K & Plumbing -\$ 8K)
- (9) Contract Costs +\$ 1K, (Blding Rprs +\$ 15K, Floor cover +\$ 8K, Landscaping -\$ 8K, Jantorial -\$ 4K, HVAC -\$ 5K, Plumbing -\$ 6K)
- (10) W/C +\$ 7K
- (11) Payments in Lieu -\$ 3K
- (12) Higher interest paid

Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	600,920	635,662	-34,742	-5	635,662
TOTAL GRANT INCOME (2)	535,567	449,477	86,090	19	449,477
TOTAL INCOME	1,136,487	1,085,139	51,348	5	1,085,139
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	349,970	351,557	1,588	0	351,557
TOTAL TENANT SERVICES EXPENSES	939	1,300	361	28	1,300
TOTAL UTILITY EXPENSES	196,488	195,298	-1,190	-1	195,298
TOTAL MAINTENACE EXPENSES (7,8,9)	228,690	346,832	118,142	34	346,832
TOTAL GENERAL EXPENSES (10)	112,611	128,043	15,432	12	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS (11)	6,806	4,200	-2,606	-62	4,200
TOTAL FINANCING EXPENSES	17,438	17,000	-438	-3	17,000
TOTAL NON-OPERATING ITEMS	245	0	-245	N/A	0
TOTAL EXPENSES	913,187	1,044,231	131,044	13	1,044,231
NET INCOME	223,300	40,908	182,392	446	40,908

- (1) Tenant Rent -\$ 35K
- (2) Grant Subsidy +\$ 86K
- (3) Salaries +\$ 48K & Benefits +\$ 21K
- (4) Legal -\$ 4K (Unlawful Detainers -\$ 15K, Gen. Legal +\$ 12K)
- (5) Other Admin -\$ 11K (Mgt Fee +\$ 15K, Consultants -\$ 26K)
- (6) Misc. Admin -\$ 68K (Temp Labor -\$ 55K, Copiers -\$ 5K, Postage -\$ 1K, Answering -\$ 4K, Other Misc Exp -\$ 3K)
- (7) Maintenance Salary +\$ 38K & Benefits -\$ 4K
- (8) Supplies Maintenance +\$ 39K - (Maint/Repairs +\$ 37K, Appliances/Decorating +\$ 11K, Plumbing -\$ 10K)
- (9) Contract Costs +\$ 45K, (Repairs/Painting +\$ 16K, Landscaping +\$ 20K, HVAC +\$ 5K, Equip Rental +\$ 12K, Inspec. +\$ 6K, Plumbing -\$ 11K, Veh Maint -\$ 3K)
- (10) Property Ins. +\$ 5K, W/C lower +\$ 5, Pymts in Lieu Taxes +\$ 5k
- (11) Utility Assistance Pmts Higher than Budgeted -\$ 3K

Housing Authority of the County of Merced
 Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	22,602	20,006	2,596	13	20,006
TOTAL GRANT INCOME (2)	24,265	27,244	-2,979	-11	27,244
TOTAL INCOME	46,867	47,250	-382	-1	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	13,806	13,284	-522	-4	13,284
TOTAL UTILITY EXPENSES	6,909	8,424	1,515	18	8,424
TOTAL MAINTENANCE EXPENSES (3)	10,689	7,347	-3,342	-45	7,347
TOTAL GENERAL EXPENSES	4,316	4,051	-265	-7	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	100	100	100	100
TOTAL FINANCING EXPENSES	1,090	1,000	-90	-9	1,000
TOTAL NON-OPERATING ITEMS	47,799	47,757	-42	0	47,757
TOTAL EXPENSES	82,394	81,964	-431	-1	81,964
NET INCOME	-35,527	-34,714	-813	2	-34,714

(1) Tenant Rent +\$ 3K

(2) Grant Subsidy -\$ 3K

(3) Contract Costs -\$ 4K (Plumbing \$ 1K, Windows -\$ 2K, HVAC -\$ 2K)

Housing Authority of the County of Merced
Financial Statement - All HCV Properties with Sub (.fs-hcvs)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	26,263,869	25,598,890	664,979	3	25,598,890
TOTAL OTHER INCOME	618	1,500	-882	-59	1,500
TOTAL INCOME	26,264,487	25,600,390	664,097	3	25,600,390
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8,9)	1,686,842	1,994,042	307,200	15	1,994,042
TOTAL TENANT SERVICES EXPENSES	5,651	2,650	-3,001	-113	2,650
TOTAL UTILITY EXPENSES	1,101	265	-836	-315	265
TOTAL MAINTENANCE EXPENSES (10)	4,373	24,050	19,677	82	24,050
TOTAL GENERAL EXPENSES (11,12)	30,629	81,997	51,368	63	81,997
TOTAL HOUSING ASSISTANCE PAYMENTS (13,14,15,16)	23,484,335	23,284,505	-199,830	-1	23,284,505
TOTAL FINANCING EXPENSES (17)	69,481	72,550	3,069	4	72,550
TOTAL NON-OPERATING ITEMS	1,713	0	-1,713	N/A	0
TOTAL EXPENSES	25,284,125	25,460,059	175,934	1	25,460,059
NET INCOME	980,362	140,331	840,031	599	140,331

- (1) HAP from HUD +\$ 786K
- (2) Lower Admin Fees -\$55K, Port-in -\$ 67K (Clearing up some old uncollectable charges)
- (3) Lower Salaries +\$ 265K & Benefits Costs +\$ 80K
- (4) Lower Legal Fees +\$ 7K
- (5) Lower Mgt and Bookkeeping fees +\$ 116K
- (6) Higher inspections -\$ 27K, Higher Consultant Costs -\$ 6K, Auditing -\$ 1K
- (7) Misc. Admin. Exp. -\$ 128K (Other Misc +\$ 12K, Postage +\$ 9, Copiers -\$ 5K, Office Equip +\$ 5K)
- (8) Temp. Labor -\$ 117K, Tele. Answering -\$ 8K
- (9) Misc. Admin. Exp. Section 8, -\$ 24K - not budgeted
- (10) Lower Contract Costs +\$ 18K, (expenses budgeted were not incurred as expceted)
- (11) Lower Workman's Comp. Exp. +\$ 15K
- (12) Lower Port-out admin fees +\$ 11K
- (13) Higher HAP issued -\$ 219K
- (14) Port Out Payments +\$ 45K (lower than budgeted)
- (15) Tenant Utility -\$ 9K (higher than budgeted)
- (16) Escrow Contributions Higher -\$ 17K
- (17) Interest Exp. Lower than budgeted +\$ 3K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4,5)	1,315,105	1,388,076	-101,490	-7	1,388,076
TOTAL INCOME	<u>1,315,105</u>	<u>1,388,076</u>	<u>-101,490</u>	<u>-7</u>	<u>1,388,076</u>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (6,7,8,9)	1,197,244	1,063,816	-133,427	-13	1,063,816
TOTAL TENANT SERVICES EXPENSES	4,452	1,500	-2,952	-197	1,500
TOTAL UTILITY EXPENSES (10)	59,207	53,439	-5,768	-11	53,439
TOTAL MAINTENACE EXPENSES (11)	52,345	86,615	34,270	40	86,615
TOTAL GENERAL EXPENSES (12)	38,887	35,300	-3,587	-10	35,300
TOTAL FINANCING EXPENSES (13)	72,478	75,000	2,522	3	75,000
TOTAL NON-OPERATING ITEMS (14)	9,316	7,873	-1,443	-18	7,873
TOTAL EXPENSES	<u>1,433,929</u>	<u>1,323,543</u>	<u>-110,385</u>	<u>-8</u>	<u>1,323,543</u>
NET INCOME	<u><u>-118,824</u></u>	<u><u>64,533</u></u>	<u><u>-211,875</u></u>	<u><u>-328</u></u>	<u><u>64,533</u></u>

- (1) Lower Mgmt. Fees from HCV -\$ 50K
- (2) Lower Bookkeeping Fees -\$ 44K
- (3) Asset Mgt Fee booked as budgeted (As Budgeted \$ 45K)
- (4) Admin Fee to be booked as Cap Projects funding allows (fund drawn 296K)
- (5) Misc. Inc. - Insuance Dividend - not budgeted. +\$ 13K
- (6) Admin Salary -\$ 30K & Benefits Higher -\$ 30K (Posting Resolution Mgt in Nov for 9 mo.)
- (7) Legal Fees higher -\$ 76K
- (8) Admin Other Exp +\$ 17K - (Training/travel/Audit +\$10K, Consultants +\$ 8K)
- (9) Misc. Admin. Exp. -\$ 13K (Compter Parts & Postage +\$ 10K, Tele. Answering -\$ 13K, Temp Labor -\$ 5K, Office Equip & Interent -\$ 9K, Other Exp +\$ 4K)
- (10) Utilities Gas & Elect. -\$ 7K, Water & Sewer +\$ 1K
- (11) Maint. Exp - Materials & Contract +\$ 38K - (Bld rprs +\$ 12K, Janitorial +\$ 9K, Veh Maint +\$ 4K, Equip Rental +\$ 4K, Monitoring +\$ 8K)
- (12) Higher Workman's Comp - added postions and cash outs - increasing premium
- (13) Int Exp Lower +\$ 2K
- (14) Depreciation Higher - HVAC Replacment - not budgeted -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	78,921	74,428	4,493	6	74,428
TOTAL OTHER INCOME (2,3)	551,133	282,546	268,587	95	282,546
TOTAL INCOME	630,053	356,974	273,079	76	356,974
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4)	65,134	82,661	17,526	21	82,661
TOTAL UTILITY EXPENSES	84	1,600	1,516	95	1,600
TOTAL MAINTENANCE EXPENSES (5)	6,943	11,680	4,737	41	11,680
TOTAL GENERAL EXPENSES	23,053	22,732	-321	-1	22,732
TOTAL FINANCING EXPENSES	152,043	153,000	957	1	153,000
TOTAL NON-OPERATING ITEMS	3,438	3,438	0	0	3,438
TOTAL EXPENSES	250,695	275,111	24,415	9	275,111
NET INCOME	379,358	81,863	297,494	363	81,863

- (1) Tenant Income +\$ 4K, (Rents +\$ 3K and Other Tenant +\$ 2K)
- (2) Other Income +\$ 268K - (Int. inc. F & M Bnak - not budgeted +\$ 260K)
- (3) Management Fee +\$ 8K
- (4) Salary & Benefits -\$ 4K, Legal +\$ 2K, Consultants +\$ 18K, Other Misc Admin. +\$ 2K
- (5) Contract Cost Lower +\$ 4K, (Timing - Landscaping +\$ 1K, HVAC +\$ 2K)

Housing Authority of the County of Merced

Financial Statement - Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	186,694	217,958	-31,264	-14	217,958
TOTAL INCOME	186,694	217,958	-31,264	-14	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	20,951	22,033	1,082	5	22,033
TOTAL UTILITY EXPENSES (2)	104,049	95,032	-9,017	-9	95,032
TOTAL MAINTENACE EXPENSES (3)	38,334	39,438	1,104	3	39,438
TOTAL GENERAL EXPENSES	6,031	6,270	239	4	6,270
TOTAL NON-OPERATING ITEMS (4)	55,722	53,800	-1,922	-4	53,800
TOTAL EXPENSES	225,086	216,573	-8,514	-4	216,573
NET INCOME	-38,392	1,385	-39,777	-2,871	1,385

(1) Tenant Rents - lower -\$ 20K, (Golden Valley Health moved out), Tenant Utilties -\$ 11K (timing)

(2) Water/Sewer +\$ 1K, Garbage +\$ 7K, Electricity/Gas -\$ 16K

(3) Supplies Janitorial +\$ 1K, Contract -\$ 1K (Floor Covering +\$ 2K, Janitorial -\$ 3K)

(4) Depreciation = Bld Imp -\$ 2K (New HVAC)

Housing Authority of the County of Merced

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

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	879,198	627,653	251,546	40	627,653
TOTAL GRANT INCOME (2)	651,737	632,397	19,340	3	632,397
TOTAL INCOME	1,530,936	1,260,050	270,886	21	1,260,050
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	113,941	180,072	66,131	37	180,072
TOTAL UTILITY EXPENSES (6)	108,747	119,025	10,278	9	119,025
TOTAL MAINTENANCE EXPENSES (7,8)	123,028	153,197	30,169	20	153,197
TOTAL GENERAL EXPENSES (9)	39,037	42,187	3,150	7	42,187
TOTAL HOUSING ASSISTANCE PAYMENTS (10)	653,967	632,397	-21,570	-3	632,397
TOTAL FINANCING EXPENSES	68,500	68,500	0	0	68,500
TOTAL NON-OPERATING ITEMS	15,588	15,588	0	0	15,588
TOTAL EXPENSES	1,107,220	1,210,966	88,158	7	1,210,966
NET INCOME	423,716	49,084	359,044	731	49,084

- (1) Tenant Assistance Pmts +\$ 263K, Tenat Rents -\$ 11K
- (2) Grant Inc +\$ 19k
- (3) Salaries - Vacant staff positions +\$ 30K, Lower Benefit costs +\$ 14K
- (4) Legal Exp Lower +\$ 15K (no legal billing to date)
- (5) Management Fees +\$ 5K
- (6) Utility Invoices timing. +\$ 10K (Water/Sewer +\$ 9K, Gas/Electric +\$ 3K, Garabge -\$ 3K)
- (7) Maint. Salary & Benefits Lower +\$ 11K, Supplies costs +\$ 12K (Supplies Maint/Repairs)
- (8) Contract Costs +\$ 7K (Bld Repairs +\$ 8K, Landscaping +\$ 5K, HVAC -\$ 8K)
- (9) W/C lower +\$ 3K
- (10) Housing Assistance Pmt Higher -\$ 20K, Utility Pymts -\$ 1K

Housing Authority of the County of Merced

Financial Statement - Felix Torres Year Round (.fs-ftyr)

Budget Comparison

Period = Oct 2023-Sep 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	564,250	568,030	-3,780	-1	568,030
TOTAL OTHER INCOME	20	0	20	N/A	0
TOTAL INCOME	564,270	568,030	-3,760	-1	568,030
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	63,187	77,712	14,525	19	77,712
TOTAL UTILITY EXPENSES (3)	97,958	101,470	3,512	3	101,470
TOTAL MAINTENACE EXPENSES (4,5)	100,436	108,218	7,784	7	108,218
TOTAL GENERAL EXPENSES	39,502	40,391	889	2	40,391
TOTAL FINANCING EXPENSES	20,000	20,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	195,471	195,471	0	0	195,471
TOTAL EXPENSES	516,554	543,262	26,710	5	543,262
NET INCOME	47,716	24,768	22,950	93	24,768

(1) Tenant income -\$ 5K (\$ Vacancies -\$ 65K, Rental Assistance +\$ 60K)

(2) Sal & Benefits costs +\$ 17K (Salary +\$ 6K, Benefits +\$ 10K)

(3) Water\Sewer +\$ 3K, Elect/Gas -\$ 8K, Garbage +\$ 8K

(4) Maint. Salaries & Benefits -\$ 3K

(5) Supplies +\$ 13K -(Electrical +\$ 5K & Appliances +\$ 7K (Materials Adj for Water Heaters Res Exp 6K/ Ranges-Refrig Res Exp 5K)

(6) Contract +\$ 2K (After Adj. 31K Flooring - should come out of reserves)

(7) Non-Routine Exp. - (Adj for Exp paid from Reserve Funds - Sewer Pump replacement)

Budget Comparison

Period = Jul 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME (1)	1,519,352	2,110,544	591,192	28	2,110,544
TOTAL INCOME	1,519,352	2,110,544	591,192	28	2,110,544
EXPENSES					
Total - Center Personnel (2)	612,574	728,865	116,291	16	728,865
Total - Operating Expenses (3)	559,562	1,019,231	459,669	45	1,019,231
Total - Contractor Administration (4,5)	152,581	146,896	-5,685	-4	146,896
Total - Debt Service and Replacement	150,402	150,402	0	0	150,402
TOTAL	1,519,352	2,110,544	591,192	28	2,110,544

- (1) Zero budget, offset to variance in expenses -\$ 336K
- (2) Salaries +\$ 34K, Benefits +\$ 83K
- (3) Higher utilities - Net diff. +\$ 459K, (Utilities +\$ 1k, Communications +\$ 56K, Major Equip. +\$ 419K Other Costs -\$ 17K -not budgeted)
(OMS/ High Speed Interned project has started, figures are impacting Operations budget figures)
- (4) General lower supplies and contract expenses +\$21K, (Painting and Material. Supplies +\$ 20K, Lumber and Materials +\$ 2K)
- (5) Expense compared to budget -Audit Fees Higher than Bgdt YTD-\$ 4K , Admin Support -\$ 2K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 413
 Number of Vacant Units: 8

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
159	Yes	pending unit turnover	\$500.00
183	Yes	ready for move in 12/3	\$300.00
10	Yes	ready for move in 11/22	\$500.00
15	Yes	pending unit turnover	\$500.00
428	No	ready for move in 11/22	\$500.00
358	No	pending unit turnover	\$500.00
238	No	pending unit turnover	\$500.00
237	No	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	May	June	Jul	Aug	Sep	Oct
Lease Up Days		1312	1385	1642	1798	1843	1924
Average Lease Up Days		39	38	40	38	33	33
Make Ready Time		673	692	773	874	1105	1205
Average Make Ready Days		20	19	19	19	20	21
Down Days		2805	2918	3144	3340	3871	3916
Average Down Days		83	81	77	71	70	67
Total # Vacant Units Turned		34	36	41	47	56	59
Total # Turn Around Days		4790	4995	5559	6012	6819	7045
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	140	138	135	127	121	119

These indicators measure the annual average amount of time it takes a PHA to turn around its vacant units.

Lease Up Days means for each "turned" unit in the immediate fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease

Make Ready Time means for each unit "turned" in the immediate fiscal year, the days from the date maintenance receives the keys to the date maintenance turns the unit back to management for rental

Down Days means for each unit "turned" in the immediate fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired.

Total # Vacant Units Turned means the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during

Total # Turn Around Days means total number of days from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new

STAFF REPORT

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

FROM: Erica Soria, HR Manager & Clerk of the Board

DATE: November 20, 2024

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

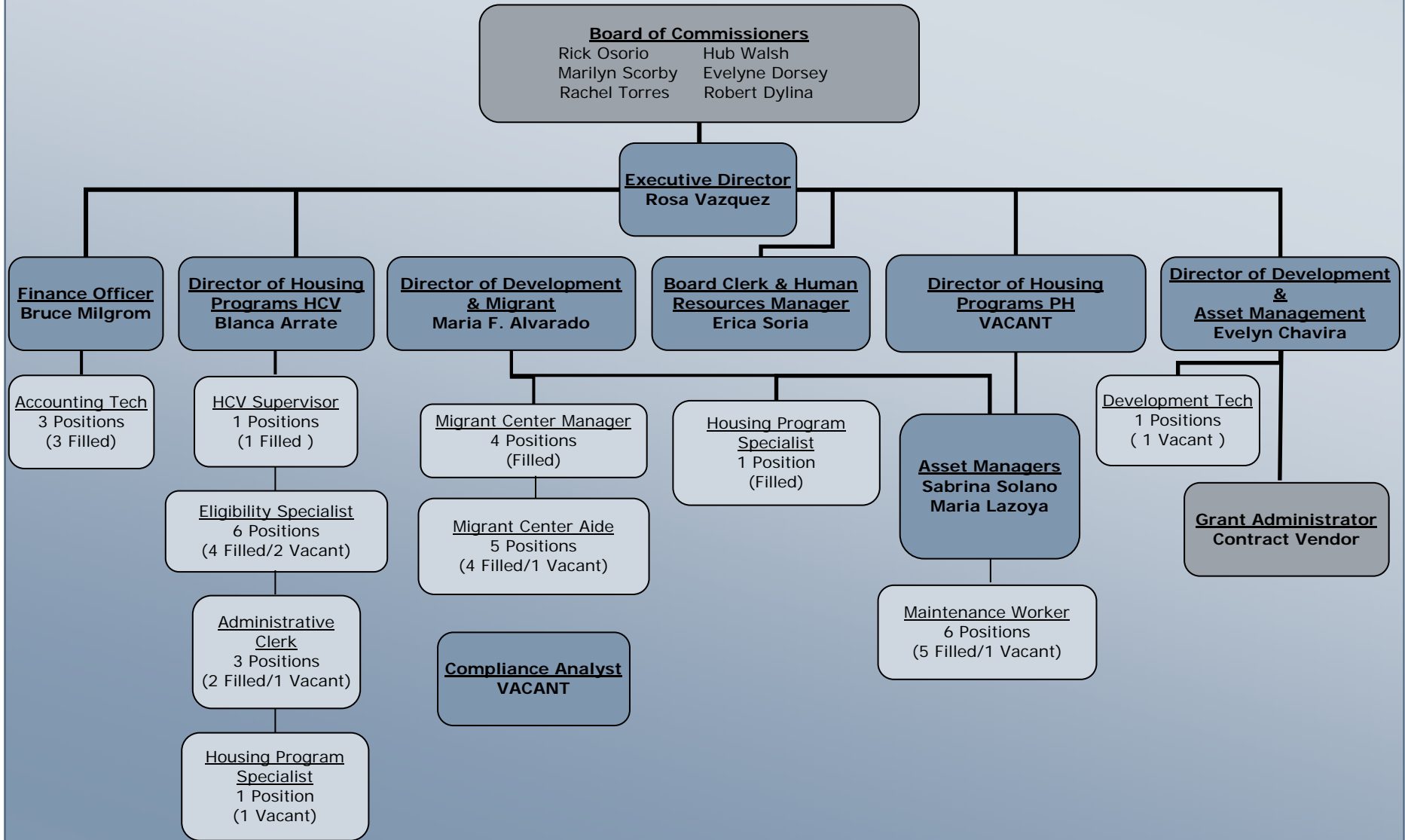
The Authority continues outreach to Public Housing residents to fill the Resident Commissioner vacancy. Asset Managers and the Authority continue to search for a candidate.

Mrs. Rachel Torres will be rejoining the Board after being reappointed by the Board of Supervisors.

Human Resources

The Authority currently has nine (9) vacant positions. Those positions are Director of Housing Programs (1), Compliance Analyst (1), Administrative Clerk (1), Eligibility Specialist (2), Housing Program Specialist (1), Migrant Center Aide (1), Maintenance Worker (1), Development Technician (1). This is one less open position than reported at the October meeting. Positions continue to be backfilled by temporary staff.

Housing Authority of the County of Merced



STAFF REPORT

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

FROM: Evelyn Chavira, Director of Procurement

DATE: November 20, 2024

SUBJECT: **Resolution No. 2024-21**, awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

The Housing Authority of the County of Merced (Authority) has procured Banking Services for all Authority business operations via a Request for Proposals (RFP). In order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years. This procurement will ensure the Authority meets this requirement.

The Authority sought sealed proposals as required by the Authority's procurement policy by conducting wide-spread advertising to financial institutions, through direct email, phone calls and posting on the Authority Website. Eleven (11) financial institutions received direct e-mails including the solicitation packets.

After one extension Proposals were due on October 11, 2024, and provided to an Evaluation Committee on October 11, 2024. The Evaluation Committee provided their results to the proposals. The evaluations have been reviewed and scored with the following results:

Financial Institution	Average Score
Farmers & Merchants Bank of Central California	99.67

Total Points Possible: 110 Points

The proposal submitted by Farmers & Merchants Bank of Central California (F&M Bank) is responsive and complete. HUD required background research did not result in any disbarments, limited purification and/or other disqualifications. F&M Bank is accredited with Better Business Bureau ("BBB") with an A+ rating.

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-21**, awarding agency-wide banking services contract to Farmers & Merchants Bank of California. Merced and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

RESOLUTION NO. 2024-21

AWARDING CONTRACT FOR BANKING SERVICES AGENCY-WIDE TO FARMERS & MERCHANTS BANK OF CENTRAL CALIFORNIA

WHEREAS, in order to ensure compliance with Housing and Urban Development (HUD) regulations, the authority must procure services no more than every five years; and

WHEREAS, the Housing Authority of the County of Merced (Authority) has procured Banking Services for all Authority business; and

WHEREAS, The Authority, conducted nationwide advertising, e-mailed eleven (11) solicitation packets to financial institutions, published the RFP online; and

WHEREAS, one (1) bid was received and opened on October 11, 2024 and forwarded to a pre-selected Evaluation Committee for review on October 11, 2024; and

WHEREAS, the Evaluation Committee reviewed the proposals and recommended the most responsive bid was submitted by Farmers & Merchants Bank of Central California; and

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the County of Merced does hereby accept the proposal and authorizes the award of the contract to Farmers & Merchants Bank of Central California for Banking Services and does hereby appoint Executive Director, Rosa Vazquez, as the person designated with signature authority on behalf of the Board.

The foregoing resolution was introduced at the November 20, 2024 Board meeting of the Board of Commissioners and adopted by the following vote:

Motion: Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: November 20, 2024

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: November 20, 2024

SUBJECT: **Resolution No. 2024-22**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.

On November 27, 2023, United States Department of Housing and Urban Development (HUD) published Federal Register Notice Vol. 88, (88 FR 82982) allocating \$115,022,000 in CDBG-DR funding to the State of California in response to the Federal Emergency Management Agency (FEMA) major disaster declarations DR-4683. The California Department of Housing and Community Development (HCD) is the grantee responsible for administering the CDBG-DR funds allocated to the State of California.

Recognizing unmet infrastructure recovery needs, related to DR-4683, HCD allocated \$15,003,000 in CDBG-DR funding to the 2023 Migrant Resiliency Center Program (MRCP or MRC Program). The proposed mitigation program for this grant is intended to implement a variety of physical and infrastructure improvements to enhance the ability of Migrant Centers to host disaster survivors and act as community resiliency center. These enhancements may also benefit the migrants that live there during the growing season (i.e. the MRCP will add heating to the units so that the Centers could be used for disaster housing when they are vacant in the winter.

The Housing Authority of the County of Merced (Authority) manages and operates two Migrant Centers that qualify for this funding. Those Centers are the Merced and Felix Torres Migrant Centers. As such the Authority wishes to solicit said funding.

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
Merced Migrant Center	\$2,186,400.00
Felix Torres Migrant Center	\$2,809,100.00

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-22**, Approving a Project Intake Form for funding and the Execution of a Grant Agreement and any Amendments thereto from the 2023 CDBG-DR Migrant Resiliency Center Program.

RESOLUTION NO. 2024-22

APPROVING A PROJECT INTAKE FORM FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 CDBG-DR MIGRANT RESILIENCY CENTER PROGRAM

WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) has a current contractual relationship with the Housing Authority of the County of Merced (the “Authority”), through its Office of Migrant Services Program (OMS) (“Program”) for the purposes of managing and maintaining the OMS Merced & Felix Torres Migrant Centers.

WHEREAS the Authority commits to facilitate the rehabilitation and improvements at the Merced & Felix Torres Migrant Centers and agrees to provide direct project management and oversight to the work performed in accordance with all OMS Program requirements, all applicable state and federal rules and laws, and in a manner consistent and in compliance with the Standard Agreement between the Authority and the Department.

BE IT RESOLVED by the Authority as follows:

SECTION 1:

The Authority has reviewed and hereby approves the submission to the State of California of one or more project intake form(s) in the aggregate amount, not to exceed, of **\$4,995,500.00** for the following CDBG-DR activities, pursuant to the 2023 CDBG-DR Migrant Resiliency Center Program:

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
Merced Migrant Center	\$2,186,400.00
Felix Torres Migrant Center	\$2,809,100.00

SECTION 2:

The Authority acknowledges compliance with all state and federal public participation requirements in the development of its project intake form(s).

SECTION 3:

The Authority hereby authorizes and directs Executive Director Rosa Vazquez, or designee*, to execute and deliver all project intake forms and act on the [Agency Name]’s behalf in all matters pertaining to all such project intake forms.

SECTION 4:

If a project intake form is approved, the Executive Director, or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any

STAFF REPORT

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

FROM: Blanca Arrate, Director of Housing Programs

DATE: November 20, 2024

SUBJECT: Recommendation to adopt **Resolution No. 2024-23:** Approving the submission of the Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for the Fiscal Year Ending September 30, 2024.

The Section Eight Management Assessment Program (SEMAP) is required by the Department of Housing & Urban Development (HUD) as established by the Federal Regulation dated September 10, 1998, and is sent electronically to HUD after approval by the Board.

SEMAP was established to objectively measure the Authority's performance in key Housing Choice Voucher (HCV) tenant-based assistance program areas. There are fourteen (14) key indicators as indicated on the attached SEMAP form. All SEMAP performance indicators set a standard for a key area of HCV Program management. The Authority is assessed against these standards to show whether the Authority administers the program properly and effectively.

Attached for your review and approval is HUD Form 52648, SEMAP Certification.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-23**, approving the submission of the Section 8 Management Assessment Program (SEMAP) Certification, HUD Form 52648 to HUD for Fiscal Year Ending September 30, 2024.

RESOLUTION NO. 2024-23

APPROVING SUBMISSION OF THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION, HUD FORM 52648 TO HUD FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

WHEREAS, it is necessary that this Authority submit correct information to the HUD Area Office for the Section 8 Management Assessment Program (SEMAP), and

WHEREAS, the information gathered by the Staff of this Authority has been reviewed closely by the Staff as to its authenticity and accuracy;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2024-23**, acknowledging the SEMAP Certification, HUD Form 52648 data from Fiscal Year Ending September 30, 2024, and authorizes the Executive Director to verify and submit the required data to HUD.

The foregoing resolution was introduced at the November 20, 2024 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent

Abstain:

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

Dated: November 20, 2024

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

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

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

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

PHA Name Housing Authority of the County of Merced	For PHA FY Ending (mm/dd/yyyy) 09/30/2024	Submission Date (mm/dd/yyyy) 11/42/2024
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>994</u>	1-BR FMR <u>1159</u>	2-BR FMR <u>1420</u>	3-BR FMR <u>1995</u>	4-BR FMR <u>2410</u>
PS <u>1004</u>	PS <u>1171</u>	PS <u>1434</u>	PS <u>2015</u>	PS <u>2434</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

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

b. Number of FSS families currently enrolled

57

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

0

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

43.84%

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

60.00%

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

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: 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)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 11/20/2024

Date (mm/dd/yyyy) 11/20/2024

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.