

**AGENDA**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Regular Meeting**  
**Wednesday, August 21, 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

**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](http://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 July 17, 2024, Regular Meeting
2. Rent Delinquency Report July 2024
3. Financial Reports for July 2024
4. Public Housing Occupancy/Vacancy Report for July 2024
5. HCV Program Counts July 2024
6. Human Resources & Board Clerk Report

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**V. REGULAR CALENDAR**

1. Resolution Item(s):

- a. **Resolution No. 2024-17:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

- b. **Resolution No. 2024-18:** Authorizing the Executive Director of the Housing Authority of the County of Merced to obtain federal assistance for any existing or future grant program.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Action Item(s):

None

**VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS**

1. Staff Report: Procurement Local Vendor Update
2. Disaster Recovery CDBG – Merced & Planada Migrant Centers

**VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

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

1. Conference with legal counsel regarding anticipated litigation pursuant to California Government Code Section 54956.9(b):
  - a. Tort Claims – Closed
    - i. Application for Leave to Present late claim of Cathy Ryan.
    - ii. Claim of Tina Goytia.

**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, July 17, 2024  
12:00 p.m.

- I. The meeting was called to order by Chairperson Dylina at 12:03 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Robert Dylina, Chairperson  
Evelyn Dorsey  
Hub Walsh  
Marilyn Scorby

**Commissioners Absent:**

Rick Osorio, Vice Chairperson

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  
Melina Frederick, Director of Development & Asset Management  
Maria Alvarado, Director of Housing & Community Development

**Others Present:**

Christy McCammond, Housing Program Manager – City of Los Banos

II. **PUBLIC COMMENT**

Christy McCammond, Housing Program Specialist reported that the City of Los Banos has been awarded a \$11.8 million grant to develop 50 one bed one bath units with on-site supportive services to be provided by Behavioural Health and Recovery Services. The City will seek out Project Based Vouchers for this development. Additionally, Ms. McCammond attended the Washington D.C. National to advocate for affordable housing in Merced County.

III. **PUBLIC HEARING**

There being no public comments the Public Hearing was closed.



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

Executive Director Vazquez requested to move Item IX. Closed Session to Item V. as the time Legal Counsel Lewis had to attend the meeting was limited and his attendance is required for Closed Session.

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

**V. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)**

The Board of Commissioners went into closed session at 12:18 p.m. The following people were present:

<u>Board Members</u>	<u>Others Present</u>
Robert Dylina, Chairperson	Tom Lewis, Legal Counsel
Hub Walsh	Rosa Vazquez, Executive Director/Board Secretary
Evelyn Dorsey	Maria Alvarado, Director of Development
Marilyn Scorby	

1. Conference with legal counsel regarding real property acquisition pursuant to California Government Code Section §54956.8.
  - a. Property Address: 290 Q Street, Merced, CA 95341

**The Board returned to Regular Session at 12:31 p.m. and no reportable action. Direction was given to staff. Executive Director Vazquez requested to add an additional Closed Session item, the Board approved the addition of the item and subsequently returned to Closed Session at 12:32 p.m.**

The Board of Commissioners went into closed session at 12:18 p.m. The following people were present:

<u>Board Members</u>	<u>Others Present</u>
Robert Dylina, Chairperson	Tom Lewis, Legal Counsel
Hub Walsh	Rosa Vazquez, Executive Director/Board Secretary
Evelyn Dorsey	Maria Alvarado, Director of Development
Marilyn Scorby	

1. Conference with legal counsel anticipated litigation pursuant to California Government Code Section §54956.9(b).

**The Board returned to Regular Session at 1:17 p.m. and no reportable action. Direction was given to staff.**

**VI. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS**

**VII. CONSENT CALENDAR**

1. Meeting Minutes June 18, 2024 Special Meeting

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



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

## VIII. REGULAR CALENDAR

1. Resolution Item(s):
  - a. **Resolution No. 2024-12:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.  
(M/S/C): Commissioner Walsh/Commissioner Scorby/Motion Passed
  - b. **Resolution No. 2024-13:** Approving the PHA Annual Plan Fiscal Year 2024 for submission to the Department of Housing & Urban Development.  
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
  - c. **Resolution No. 2024-14:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).  
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
  - d. **Resolution No. 2024-15:** Approving the revisions to the Housing Choice Voucher Program Administrative Plan.  
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
  - e. **Resolution No. 2024-16:** Approving the Operational Budget for Fiscal Year 2024-2025.  
(M/S/C): Commissioner Walsh/Commissioner Dorsey/Motion Passed
2. Action Item(s):

None



**IX. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS**

1. Director of Procurement Frederick provided an update on various projects. Those are as follows:
  - a. Spectrum continues with the boardband installation at the migrant centers. The Los Banos center is now complete, the Merced Center is currently being worked on, and the Planada center is slated next. The delay continues at the Atwater center due to the routing of the fiber.
  - b. The Authority continues to work on getting the Public Housing units up to NSPIRE standards and the vendor is ahead of schedule with this project.
  - c. Lastly, The demolition and repair of the four burned units has commenced and demolition is scheduled to be complete by the end of July.
2. The Authority notified the Board that select Public Housing and Project-Based waiting lists will be opening. The announcement was made available on the Authority’s website, newspaper, and a blast email was sent to various community partners. The waitlist will open on July 19, 2024, and close August 19, 2024. The notice includes information on how to request a Reasonable Accommodation so that applicants who require assistance completing the application receive it.

**X. COMMISSIONER’S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

None

**XI. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:46 p.m.

\_\_\_\_\_  
Chairperson Signature

Date: August 21, 2024

\_\_\_\_\_  
Secretary Signature

Date: August 21, 2024



**Aged Receivables Report as for 07/31/2024 - As of 08-12-2024**

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	2,176.48	1,522.41	50.00	389.37	4,138.26	4,138.26
ca023010 PH - Merced	-181.00	-103.74	25.00	-2,558.86	-2,818.60	-2,818.60
ca023013 PH - Merced Sr	307.00	256.00	74.00	-46.00	591.00	591.00
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
<b>AMP 1 TOTALS</b>	<b>2,944.48</b>	<b>1,699.67</b>	<b>149.00</b>	<b>-2,215.49</b>	<b>1,910.66</b>	<b>1,910.66</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	95.00	10.00	0.00	-303.00	-198.00	-198.00
ca023006 PH - Livingston	1,450.00	-592.00	100.00	2,174.51	3,132.51	3,132.51
012a PH - Atwater	1,212.00	709.00	0.00	5,106.78	7,027.78	7,027.78
012b PH - Winton	500.00	0.00	0.00	0.00	500.00	500.00
<b>AMP 2 TOTALS</b>	<b>3,257.00</b>	<b>127.00</b>	<b>100.00</b>	<b>6,978.29</b>	<b>10,462.29</b>	<b>10,462.29</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	21.00	20.00	125.00	-259.20	-93.20	-93.20
ca023004 PH - Los Banos - Abby, B, C & D	90.00	-265.50	50.00	-2,245.24	-2,370.74	-2,370.74
ca023005 PH - Dos Palos - West Globe	273.48	25.00	228.27	373.13	899.88	899.88
ca023011 PH - Los Banos - J & K St	776.89	160.00	91.00	-4,205.06	-3,177.17	-3,177.17
012c PH - Dos Palos - Alleyne	58.08	0.00	0.00	24.00	82.08	82.08
012d PH - Dos Palos - Globe	884.58	57.00	25.00	-2,890.00	-1,923.42	-1,923.42
<b>AMP 3 TOTALS</b>	<b>2,104.03</b>	<b>-3.50</b>	<b>519.27</b>	<b>-9,202.37</b>	<b>-6,582.57</b>	<b>-6,582.57</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	0.00	0.00	0.00	-32.00	-32.00	-32.00
<b>AMP 4 TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-32.00</b>	<b>-32.00</b>	<b>-32.00</b>
<b>VALLEY VIEW</b>						
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
pbcb - atw	46.00	25.00	25.00	-46.00	50.00	50.00
pbcb - dp	719.25	606.00	50.00	4,345.00	5,720.25	5,720.25
pbcb - mid	2,778.50	1,903.48	124.87	1,252.48	6,059.33	6,059.33
<b>VALLEY VIEW TOTALS</b>	<b>3,543.75</b>	<b>2,534.48</b>	<b>199.87</b>	<b>5,551.48</b>	<b>11,829.58</b>	<b>11,829.58</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	1,172.00	506.00	110.00	1,715.98	3,503.98	3,503.98
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>1,172.00</b>	<b>506.00</b>	<b>110.00</b>	<b>1,715.98</b>	<b>3,503.98</b>	<b>3,503.98</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>13,021.26</b>	<b>4,863.65</b>	<b>1,078.14</b>	<b>2,795.89</b>	<b>21,091.94</b>	<b>21,091.94</b>

**Housing Authority of the County of Merced**

Financial Statement - AMP 1 (.fs-amp1)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	587,794	581,366	6,427	1	775,155
TOTAL GRANT INCOME (2)	523,873	525,629	-1,756	0	700,838
<b>TOTAL INCOME</b>	<b>1,111,666</b>	<b>1,106,995</b>	<b>4,672</b>	<b>0</b>	<b>1,475,993</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	424,981	349,632	-75,349	-22	466,176
TOTAL TENANT SERVICES EXPENSES	1,529	1,275	-254	-20	1,700
TOTAL UTILITY EXPENSES (7)	176,618	200,520	23,902	12	267,360
TOTAL MAINTENACE EXPENSES (8,9,10)	301,662	328,842	27,180	8	438,456
TOTAL GENERAL EXPENSES (11)	118,405	106,545	-11,860	-11	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	3,933	3,000	-933	-31	4,000
TOTAL FINANCING EXPENSES	30,000	30,000	0	34	40,000
TOTAL NON-OPERATING ITEMS (12)	5,104	28,287	23,183	82	37,716
<b>TOTAL EXPENSES</b>	<b>1,062,233</b>	<b>1,048,101</b>	<b>-14,132</b>	<b>9</b>	<b>1,397,468</b>
<b>NET INCOME</b>	<b>49,433</b>	<b>58,893</b>	<b>-9,460</b>	<b>-16</b>	<b>78,525</b>

- (1) Tenant Rents +\$ 3K, Other Tenant Inc. +\$ 4K
- (2) Grant Inc. down -\$ 2K
- (3) Salaries +\$ 10K, Benefit Exp +\$ 6K
- (4) Legal is under -\$ 19K (Unlawful Detainers -\$ 34K, General Legal +\$ 15K)
- (5) Other Admin -\$ 24K ( Audit & Mgt Fees +\$ 2K, Consultant -\$ 26K)
- (6) Misc Admin. -\$ 48K (Postage -\$ 3K, Answer Serv -\$ 2K, Temp Admin Labor -\$ 44K)
- (7) Sewer & Water - +\$ 24K, Elect/Gas -\$ 1K
- (8) Maint. Benefits +\$ 28K (Sal +\$ 3K, Benefits +\$ 25K)
- (9) Maint. Costs Supplies -\$ 41K (Elcetrical -\$ 10K, Appliance -\$ 2K, Repairs -\$ 4K, Plumbing -\$ 25K)
- (10) Contract Costs +\$ 40K - (some cost lower in winter, expected to catch up in summer)
- (11) Property Ins Higher -\$ 14K, W/C lower +\$ 3K, Pymts in Lieu -\$ 2K
- (12) Depreciation Items fully depreciated +\$ 23K



**Housing Authority of the County of Merced**

Financial Statement - AMP 2 (.fs-amp2)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	489,835	476,969	12,866	3	635,959
TOTAL GRANT INCOME (2)	373,962	339,397	34,565	10	452,530
<b>TOTAL INCOME</b>	<b>863,797</b>	<b>816,367</b>	<b>47,430</b>	<b>6</b>	<b>1,088,489</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	286,159	242,865	-43,295	-18	323,820
TOTAL TENANT SERVICES EXPENSES	0	1,200	1,200	100	1,600
TOTAL UTILITY EXPENSES (6)	163,318	190,445	27,127	14	253,926
TOTAL MAINTENANCE EXPENSES (7,8,9)	213,608	251,004	37,396	15	334,672
TOTAL GENERAL EXPENSES (10,11)	87,238	90,027	2,789	3	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	1,830	1,740	-90	-5	2,320
TOTAL FINANCING EXPENSES	14,250	14,250	0	0	19,000
TOTAL NON-OPERATING ITEMS	178	0	-178	N/A	0
<b>TOTAL EXPENSES</b>	<b>766,582</b>	<b>791,530</b>	<b>24,948</b>	<b>13</b>	<b>1,055,374</b>
<b>NET INCOME</b>	<b>97,215</b>	<b>24,836</b>	<b>72,378</b>	<b>291</b>	<b>33,115</b>

- (1) Tenant Rents +\$ 11K, Tenant Other Inc. +\$ 2K
- (2) HUD PHA Subsidy +\$ 35K
- (3) Admin - Salary & Benefits +\$ 11K, Legal -\$ 16K (Unlawful -\$21K and General Legal +\$ 5K)
- (4) Other Admin -\$ 3K, (Mgt Fee +\$ 13K & Consultants -\$ 16K)
- (5) Misc. Admin -\$34K (Temp Salaries -\$ 35K, Office supplies & Copiers +\$ 1K)
- (6) Utilities - Water/Sewer +\$ 20K, Elect. & Gas +\$ 10K, Garbage -\$ 3K
- (7) Maint. Salary & Benefits Exp. +\$ 31K
- (8) Material Exp. -\$ 18K - (Elect Supp -\$ 5K & Grounds and Decorating +\$ 4K, Repairs -\$ 12K & Plumbing -\$ 6K)
- (9) Contract Costs +\$ 24K, (Bldg Repairs +\$ 11K, Floor covering +\$ 6K, Landscaping +\$ 5K, Inspections +\$ 2K)
- (10) W/C +\$ 4K
- (11) Payments in Lieu -\$ 3K

**Housing Authority of the County of Merced**

Financial Statement - AMP 3 (.fs-amp3)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	440,688	476,746	-36,058	-8	635,662
TOTAL GRANT INCOME (2)	389,645	337,108	52,537	16	449,477
<b>TOTAL INCOME</b>	<b>830,333</b>	<b>813,854</b>	<b>16,479</b>	<b>2</b>	<b>1,085,139</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	261,374	263,668	2,295	1	351,557
TOTAL TENANT SERVICES EXPENSES	614	975	361	37	1,300
TOTAL UTILITY EXPENSES (7)	144,849	146,474	1,624	1	195,298
TOTAL MAINTENACE EXPENSES (8,9,10)	161,896	260,124	98,228	38	346,832
TOTAL GENERAL EXPENSES (11)	83,549	96,032	12,484	13	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS (12)	5,118	3,150	-1,968	-62	4,200
TOTAL FINANCING EXPENSES	12,750	12,750	0	0	17,000
TOTAL NON-OPERATING ITEMS	184	0	-184	N/A	0
<b>TOTAL EXPENSES</b>	<b>670,334</b>	<b>783,173</b>	<b>112,840</b>	<b>24</b>	<b>1,044,231</b>
<b>NET INCOME</b>	<b>159,999</b>	<b>30,681</b>	<b>129,320</b>	<b>421</b>	<b>40,908</b>

- (1) Tenant Rent -\$ 36K
- (2) Grant Subsidy +\$ 52K
- (3) Salaries +\$ 37K & Benefits +\$ 18K
- (4) Legal \$ 2K ( Unlawful Detainers -\$ 7K, Gen. Legal +\$ 9K)
- (5) Other Admin -\$ 6K (Mgt Fee +\$ 12K, Consultants -\$ 17K)
- (6) Misc. Admin -\$ 49K (Temp Labor -\$ 43K, Copiers -\$ 2K, Postage -\$ 2K)
- (7) Elect/Gas -\$ 3K, Garbage +\$ 3K, Water/Sewer +\$ 1K
- (8) Maintenance Salary & Benefits +\$ 34K & Vehicle Gas -\$ 1K
- (9) Supplies Maintenance +\$ 21K - (Maint/Repairs +\$ 26K, Appliances/Decorating +\$ 7K, Plumbing -\$ 12K)
- (10) Contract Costs +\$ 44K, (Repairs/Painting +\$ 12K, Landscaping +\$17K, HVAC +\$ 8K, Equip Rental +\$ 9K, Inspec. +\$ 4K, Plumbing -\$ 11K)
- (11) Property Ins. +\$ 4K, W/C lower +\$ 4, Pymts in Lieu Taxes +\$ 4k
- (12) Utility Assistance Pmts Higher than Budgeted -\$ 2K

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

**Budget Comparison**

Period = Oct 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	16,326	15,005	1,322	9	20,006
TOTAL GRANT INCOME (2)	17,711	20,433	-2,722	-13	27,244
TOTAL INCOME	34,037	35,437	-1,400	-4	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	10,382	9,963	-420	-4	13,284
TOTAL UTILITY EXPENSES	5,109	6,318	1,209	19	8,424
TOTAL MAINTENANCE EXPENSES (3)	7,408	5,510	-1,898	-34	7,347
TOTAL GENERAL EXPENSES	3,200	3,038	-161	-5	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	75	75	100	100
TOTAL FINANCING EXPENSES	545	750	205	27	1,000
TOTAL NON-OPERATING ITEMS	35,849	35,818	-32	0	47,757
TOTAL EXPENSES	62,493	61,473	-1,021	-2	81,964
NET INCOME	-28,456	-26,035	-2,421	9	-34,714

(1) Tenant Rent +\$ 1K

(2) Grant Subsidy -\$ 3K

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

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

**Budget Comparison**

Period = Oct 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	19,701,959	19,199,167	502,792	3	25,598,890
TOTAL OTHER INCOME	492	1,125	-633	-56	1,500
<b>TOTAL INCOME</b>	<b>19,702,452</b>	<b>19,200,293</b>	<b>502,159</b>	<b>3</b>	<b>25,600,390</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8,9)	1,264,812	1,495,532	230,720	21	1,994,042
TOTAL TENANT SERVICES EXPENSES	3,491	1,987	-1,504	-76	2,650
TOTAL UTILITY EXPENSES	512	199	-313	-157	265
TOTAL MAINTENACE EXPENSES (10)	955	18,038	17,083	95	24,050
TOTAL GENERAL EXPENSES (11,12)	35,807	61,498	25,691	42	81,997
TOTAL HOUSING ASSISTANCE PMTS (13,14,15,16)	17,461,932	17,463,379	1,447	0	23,284,505
TOTAL FINANCING EXPENSES	54,412	54,412	0	0	72,550
TOTAL NON-OPERATING ITEMS	1,274	0	-1,274	N/A	0
<b>TOTAL EXPENSES</b>	<b>18,823,194</b>	<b>19,095,044</b>	<b>271,851</b>	<b>2</b>	<b>25,460,059</b>
<b>NET INCOME</b>	<b>879,258</b>	<b>105,248</b>	<b>774,010</b>	<b>735</b>	<b>140,331</b>

- (1) HAP from HUD +\$ 576K
- (2) Lower Admin Fees -\$78K, Port-in +\$ 5K
- (3) Lower Salaries +\$ 198K & Benefits Costs +\$ 106K
- (4) Lower Legal Fees +\$ 5K
- (5) Lower Mgt and Bookkeeping fees +\$ 87K, Training -\$ 2K
- (6) Higher inspections -\$ 27K, Higher Consultant Costs -\$ 2K, Auditing -\$ 2K
- (7) Misc. Admin. Exp. -\$ 89K (Office Supp/Comp Parts +\$3K, Other Misc +\$ 9K, Postage +\$ 6
- (8) Higher Temp. Labor Exp. -\$ 80K
- (9) Misc. Admin. Exp. Section 8, -\$ 23K - not budgeted
- (10) Lower Contract Costs +\$ 16K, (expenses projected, not incurred as of yet - some are higher in summer months)
- (11) Lower Workman's Comp. Exp. +\$ 13K
- (12) Lower Port-out admin fees +\$ 12K
- (13) Higher HAP issued -\$ 131K
- (14) Port Out Payments +\$ 150K (lower than budgeted)
- (15) Tenant Utility -\$ 7K (higher than budgeted)
- (16) Escrow Contributions Higher -\$ 10K

Housing Authority of the County of Merced

Financial Statement - Central Office Cost Center (cocc)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4)	965,360	1,041,057	-75,698	-30	1,388,076
TOTAL INCOME	965,360	1,041,057	-75,698	-30	1,388,076
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6,7)	889,654	797,862	-91,792	-12	1,063,816
TOTAL TENANT SERVICES EXPENSES	2,374	1,125	-1,249	-111	1,500
TOTAL UTILITY EXPENSES (8)	38,262	40,079	1,816	5	53,439
TOTAL MAINTENACE EXPENSES	36,385	64,961	28,576	44	86,615
TOTAL GENERAL EXPENSES (9)	25,973	26,475	503	2	35,300
TOTAL FINANCING EXPENSES	56,250	56,250	0	0	75,000
TOTAL NON-OPERATING ITEMS	6,978	5,905	-1,073	-18	7,873
TOTAL EXPENSES	1,055,876	992,657	-63,219	-6	1,323,543
NET INCOME	-90,516	48,400	-138,916	-287	64,533

- (1) Lower Mgmt. Fees from HCV -\$ 54K
- (2) Lower Bookkeeping Fees -\$ 34K
- (3) Asset Mgt Fee booked as budgeted (As Budgeted \$ 37K)
- (4) Admin Fee to be booked as Cap Projects funding allows ( Budgetted 201K)
- (5) Admin Salary -\$ 5K & Benefits Higher -\$ 14K (Posting Resolution Mgt in Nov for 9 mo.)
- (6) Legal Fees higher -\$ 83K
- (7) Admin Other Exp +\$ 9K - (Training/travel/Audit -\$ 7K, Consultants -\$ 2K)
- (8) Utilities Gas & Elect. +\$ 1K, Water & Sewer +\$ 1K
- (9) Maint. Exp - Materials & Contract costs lower +\$ 29K - time of year, additional exp during summer

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	58,892	55,821	3,071	6	74,428
TOTAL OTHER INCOME (2,3)	404,018	211,910	192,108	91	282,546
<b>TOTAL INCOME</b>	<b>462,910</b>	<b>267,731</b>	<b>195,180</b>	<b>73</b>	<b>356,974</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4)	51,716	61,996	10,280	17	82,661
TOTAL UTILITY EXPENSES	72	1,200	1,128	94	1,600
TOTAL MAINTENACE EXPENSES (5)	470	8,760	8,290	95	11,680
TOTAL GENERAL EXPENSES	17,086	17,049	-37	0	22,732
TOTAL FINANCING EXPENSES	114,750	114,750	0	0	153,000
TOTAL NON-OPERATING ITEMS	2,579	2,579	0	0	3,438
<b>TOTAL EXPENSES</b>	<b>186,672</b>	<b>206,333</b>	<b>19,661</b>	<b>60</b>	<b>275,111</b>
<b>NET INCOME</b>	<b>276,238</b>	<b>61,398</b>	<b>214,841</b>	<b>350</b>	<b>81,863</b>

- (1) Tenant Income +\$ 2K, (Rents -\$ 6k and Other Tenant +\$ 8K
- (2) Other Income +\$ 190K - Interest income from F & M Bnak on deposit accounts - not budgeted
- (3) Management Fee +\$ 2K
- (4) Salary -\$ 2K, Legal +\$ 2K, Consultants +\$ 9K, Other Misc Admin. +\$ 1K
- (5) Contract Cost Lower +\$ 7K, (Timing - Landscaping +\$ 5K, HVAC +\$ 1K)

**Housing Authority of the County of Merced**

Financial Statement - Obanion Learning Center (obanion)

**Budget Comparison**

Period = Oct 2023-Jun 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	145,097	163,469	-18,372	-11	217,958
TOTAL INCOME	145,097	163,469	-18,372	-11	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	16,349	16,525	176	1	22,033
TOTAL UTILITY EXPENSES (2)	68,045	71,274	3,229	5	95,032
TOTAL MAINTENACE EXPENSES (3)	23,493	29,578	6,085	21	39,438
TOTAL GENERAL EXPENSES	4,522	4,703	181	4	6,270
TOTAL NON-OPERATING ITEMS (4)	41,713	40,350	-1,363	-3	53,800
TOTAL EXPENSES	154,123	162,429	8,308	1	216,573
NET INCOME	-9,026	1,039	-10,064	-969	1,385

(1) Tenant Rents - lower -\$ 15K, (Golden Valley Health moved out), Tenant Utilties -\$ 4K

(2) Water/Sewer +\$ 2K, Garbage +\$ 5K

(3) Supplies Janitorial +\$ 2K, Contract +\$ 5K (Alarm +\$ 2K, Floor Covering +\$ 2K, Janitorial +\$ 2K)

(4) Depreciation = Bld Imp -\$ 1K (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-Jun 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME(1)	657,750	470,740	187,010	40	627,653
TOTAL GRANT INCOME (2)	487,340	474,298	13,042	3	632,397
<b>TOTAL INCOME</b>	<b>1,145,090</b>	<b>945,037</b>	<b>200,053</b>	<b>21</b>	<b>1,260,050</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	83,724	135,054	51,330	38	180,072
TOTAL UTILITY EXPENSES (6)	80,200	89,269	9,069	10	119,025
TOTAL MAINTENACE EXPENSES (7,8)	78,106	114,898	36,791	32	153,197
TOTAL GENERAL EXPENSES (9)	29,211	31,640	2,429	36	42,187
TOTAL HOUSING ASSISTANCE PAYMENTS (10)	488,878	474,298	-14,580	-3	632,397
TOTAL FINANCING EXPENSES	51,375	51,375	0	0	68,500
TOTAL NON-OPERATING ITEMS	11,691	11,691	0	0	15,588
<b>TOTAL EXPENSES</b>	<b>823,185</b>	<b>908,224</b>	<b>85,039</b>	<b>9</b>	<b>1,210,966</b>
<b>NET INCOME</b>	<b>321,905</b>	<b>36,813</b>	<b>285,092</b>	<b>774</b>	<b>49,084</b>

- (1) Tenant Assistance Pmts +\$ 195K, Tenat Rents -\$ 8K
- (2) Grant Inc +\$ 13k
- (3) Vacant staff positions +\$ 24K, Lower Benefit costs +\$ 11K
- (4) Legal Exp Lower +\$ 12K (no legal billing to date)
- (5) Management Fees +\$ 4K
- (6) Utility Invoices timing. +\$ 9K (Water/Sewer +\$ 8K, Gas/Electric +\$ 3K, Garabge -\$ 2K)
- (7) Maint. Salary & Benefits Lower +\$ 12K, Supplies costs +\$ 8K
- (8) Contract Costs +\$ 17K (Bld Repairs +\$ 7K, Landscaping +\$ 5K, Alarm Monitoring +\$ 3K)
- (9) W/C lower +\$ 3K
- (10) Housing Assistance Pmt Higher -\$ 14K



**Housing Authority of the County of Merced**

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

**Budget Comparison**

Period = Oct 2023-Jun 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	417,877	426,022	-8,145	-2	568,030
TOTAL OTHER INCOME	20	0	20	N/A	0
<b>TOTAL INCOME</b>	<b>417,897</b>	<b>426,022</b>	<b>-8,126</b>	<b>-2</b>	<b>568,030</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	43,223	58,284	15,061	26	77,712
TOTAL UTILITY EXPENSES (3)	69,440	76,102	6,662	9	101,470
TOTAL MAINTENACE EXPENSES (4,5)	68,704	81,163	12,212	15	108,218
TOTAL GENERAL EXPENSES (6)	19,703	30,293	10,591	35	40,391
TOTAL FINANCING EXPENSES	15,000	15,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	146,603	146,603	0	0	195,471
<b>TOTAL EXPENSES</b>	<b>362,672</b>	<b>407,446</b>	<b>44,526</b>	<b>-19</b>	<b>543,262</b>
<b>NET INCOME</b>	<b>55,225</b>	<b>18,576</b>	<b>36,400</b>	<b>-455</b>	<b>24,768</b>

(1) Vacancies -\$ 50K, Rental Assistance +\$ 341K

(2) Sal & Benefits costs +\$ 13K

(3) Water\Sewer +\$ 2K, Elect/Gas -\$ 3K, Garbage +\$ 7K

(4) Supplies +\$ 10K - Electrical +\$ 4K & Appliances +\$ 5K (Materials Adj for Water Heaters Res Exp 6K/ Ranges-Refrig Res Exp 5K)

(5) Contract +\$ 32K (After Adj. 31K Flooring - should come out of reserves)

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

Housing Authority of the County of Merced

Financial Statement - Financial Stmt - Migrant (.fs-mig)

**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
<b>TOTAL INCOME</b>	<b>1,519,352</b>	<b>2,110,544</b>	<b>591,192</b>	<b>28</b>	<b>2,110,544</b>
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 - Maintenance Expenses (4)	44,234	65,150	20,916	32	65,150
Total - Contractor Administration (5)	152,581	146,896	-5,685	-4	146,896
Total - Debt Service and Replacement	150,402	150,402	0	0	150,402
<b>TOTAL</b>	<b>1,519,352</b>	<b>2,110,544</b>	<b>591,192</b>	<b>28</b>	<b>2,110,544</b>

(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
128	YES	Pending offer	\$300.00
482	YES	Pending Offer	\$300.00
36	YES	Pending Unit Turnover Pending Offer	\$300.00
350	NO	Pending Unit Turnover	\$500.00
382	NO	Pending Unit Turnover	\$500.00
430	NO	Pending Unit Turnover	\$500.00
54	NO	Pending Unit Turnover	\$300.00
341	NO	Pending Unit Turnover	\$500.00

**Indicators**

Sub-Indicator #1	Performance Scoring	Feb	Mar	Apr	May	Jun	Jul
<b>Lease Up Days</b>		914	1156	1287	1312	1385	1642
Average Lease Up Days		44	43	40	39	38	40
<b>Make Ready Time</b>		417	544	644	673	692	773
Average Make Ready Days		20	20	20	20	19	19
<b>Down Days</b>		1904	2235	2731	2805	2918	3144
Average Down Days		91	91	85	83	81	77
<b>Total # Vacant Units Turned</b>		21	27	32	34	36	41
Total # Turn Around Days		3235	3935	4662	4790	4995	5559
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	154	145	145	140	138	135

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:** August 21, 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, however, none have been identified at this time.

The Authority received a resignation notification from Commissioner Odom Gunn in June. The Clerk of the Board of Supervisors was notified via email of said resignation and the position has been confirmed vacant and is open for applications.

### **Human Resources**

The Authority currently has seven (7) vacant positions. Those positions are Director of Housing Programs (1), Compliance Analyst (1), Administrative Clerk (1), Maintenance Manager (1), Housing Programs Specialist (1), Eligibility Specialist (2).

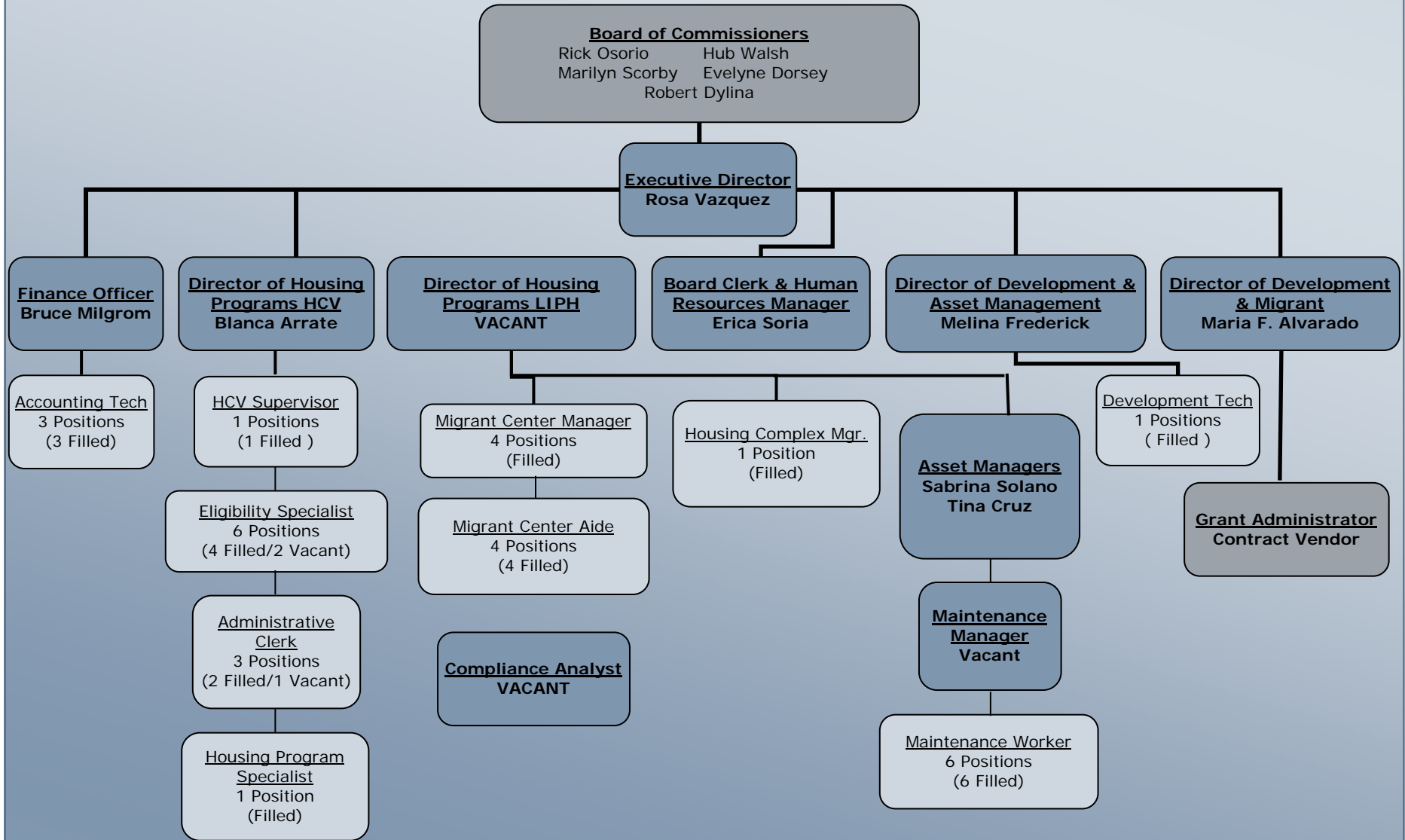
The Authority held an oral panel interview with an internal candidate that submitted an application for the position of Eligibility Specialist on Friday, August 2, 2024. Subsequently, a conditional job offer was extended and accepted by the candidate. This filled a vacancy for the aforementioned position and opened a vacancy for the Administrative Clerk position.

The Authority issued an internal Closed Recruitment Notice to regular full-time employees for the positions of Administrative Clerk and Housing Program Specialist. Interested employees have five (5) business days to submit a Statement of Qualifications.

It is with a heavy heart that the Authority reports the passing of Ms. Sharon James. Sharon became part of the Authority as an Eligibility Specialist in May of 2024. Our condolences have been extended to the family and the Authority will be sending a floral arrangement to her service.

The Authority publishes the recruitment announcement in the following ways: Merced Sun-Star, Authority website, mailings to community partners such as WorkNet, Merced College, Human Services Agency, etc.

# Housing Authority of the County of Merced



## STAFF REPORT

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

**FROM:** Bruce Milgrom, Finance Officer

**DATE:** August 21, 2024

**SUBJECT:** Recommendation to adopt **Resolution No. 2024-17**, approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

The Housing Authority of the County of Merced (Authority) incurs tenant receivables for current families and families that have moved. The Authority actively seeks to collect monies owed during tenancies. Upon families moving out and leaving a balance owed, the Authority enters the monies owed into the Department of Housing & Urban Development (HUD) database so that if that former resident is ever eligible to receive rental assistance with another Public Housing Authority (PHA) the debt must be paid the Authority where the monies are owed.

Under Federal regulation, allowable write-offs impact the Authority's Tenant Accounts Receivable (TAR) Public Housing Assessment System ("PHAS") score and are an accepted accounting practice. PHAS is the annual assessment process by which HUD fulfills its statutory requirement to assess a PHAs administration of the Public Housing program. The Authority acts to collect all tenant charges and will continue to pursue collection of the accounts included in this write-off.

In February 2022, HUD published notice PIH 2022-021, which provided guidance to PHAs on the end of the COVID-19 waiver authority for PHAS assessments granted to HUD as a part of the Coronavirus Aid, Relief & Economic and Security (CARES) Act. The notice also communicated an adjustment to the Tenant Accounts Receivable sub-indicator under the Management Operations Indicator (MASS) due to the impact of various local, State, and Federal eviction moratoria. Nationally, PHAs that the eviction moratoria impacted rent collections, which impacted their financial status and reduced their scores under the TAR sub-indicator of MASS.

While PHAs have largely returned to normal operations and PHAS regulatory requirements after the COVID-19 pandemic emergency, PHAs continue to experience challenges with collecting rent and managing rent collection activities, which have impacted the PHAs' performance under the TAR sub-indicator. Due to the continued challenges, PHAs are facing with TAR, this notice advises that for PHAs with fiscal years ending March 31, 2023, June 30, 2023, September 30,

2023, and December 31, 2023, only, HUD is continuing a temporary revision to the scoring methodology for TAR. HUD determined that this extended temporary adjustment to the scoring notice will appropriately score PHAs as they continue to return to normal operations and requirements

HUD intends to return to the regular scoring methodology for TAR for PHAs with fiscal years ending in 2024. The long-term sustainability of the Public Housing program depends on families paying and PHAs collecting rent, so it is important that PHAs continue to work to improve tenant rent collection.

The Authority has worked with families to enter into repayment agreements, and legal stipulations via legal and or evictions. However, the Authority will need to write off monies incurred during the COVID pandemic that are not collectible at this time. The Authority will be reviewing all monies owed and bringing write-off amounts to the Board to ensure the Authority aligns with HUD requirements.

NOTE: For existing Tenant Receivable the money showing in the pending monies owed column cannot be written off until a family moves out of rental assistance.

Amounts to be written off are summarized by program below.

PH AMP 1:	\$ 13,960.17
PH AMP 3:	\$ 27,473.42
FT-YR:	\$ 22,130.00
	-----
TOTAL:	\$ 63,563.59
	=====

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-17**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.



**RESOLUTION NO. 2024-17**

**APPROVING THE WRITE-OFF FOR BAD DEBTS  
FROM TENANTS' ACCOUNTS RECEIVABLE**

**WHEREAS**, every year the Housing Authority of the County of Merced (Authority) operates a number of rental housing projects throughout the county for low-income tenants; and

**WHEREAS**, certain former tenants have been unable or unwilling to pay their rent and/or work orders; and it is no longer prudent to carry over these receivables on the books of account; and

**WHEREAS**, allowable write-off's impact Authority Tenant Accounts Receivable Public Housing Assessment System ("PHAS") score and is an accepted accounting practice; and

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the write-off of the tenant delinquent accounts in the amount of \$63,563.59, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the August 21, 2024 Board of Commissioners meeting of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Date: August 21, 2024

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

## STAFF REPORT

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

**FROM:** Maria Alvarado, Director of Development

**DATE:** August 21, 2024

**SUBJECT:** Recommendation to adopt **Resolution No. 2024-18**, Authorizing the Executive Director of the Housing Authority of the County of Merced to obtain federal assistance for any existing or future grant program.

As previously reported to and approved by the Board, the Authority operated an emergency response shelter at the Felix Torres Farmworker Housing Center in January 2023. The shelter housed displaced families in the City of Planada during the 2023 floods that occurred in the County.

The Authority incurred several expenses for the operation of the shelter and subsequently applied for FEMA/CalOES reimbursement for said costs. Part of the claim requirements is the the Board authorize the Executive Director to apply for and obtain federal assistance for this existing and/or any future grants.

Reimbursement to the Authority is contingent that the Board approved the attached resolution.

### **RECOMMENDATION**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-18**, Authorizing the Executive Director of the Housing Authority of the County of Merced to obtain federal assistance for any existing or future grant program.



Cal OES ID No: \_\_\_\_\_

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
 (Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
 (Title of Authorized Agent)

\_\_\_\_\_, OR  
 (Title of Authorized Agent)

\_\_\_\_\_  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
 (Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
 (Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
 (Name of Applicant)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Title)

## STAFF REPORT

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

**FROM:** Melina Frederick, Director of Procurement

**DATE:** August 21, 2024

**SUBJECT:** Local Economy Contribution

The Housing Authority of the County of Merced (Authority) procures services and conducts business with various vendors to provide services to the Authority's Public Housing units. The work and services solicited vary both in size and nature.

At previous meetings, the Board has inquired about local vendors and their ability to secure some of the contracts issued by the Authority. While the Authority does its best to encourage local vendor participation, HUD regulations forbid the Authority from exclusively soliciting to local businesses.

Notwithstanding, the Authority's efforts to engage local vendor participation have been successful. For Fiscal Year 2023-2024, due to close September 30<sup>th</sup>, the Authority has executed contracts amounting to approximately \$1,075,932 with local vendors.

The Authority will continue to diligently reach out to Merced County business while also continuing to follow Judicial Regulation and Authority Procurement Policy, as required, for all business conducted.

## STAFF REPORT

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

**FROM:** Maria Alvarado, Director of Development  
Melina Frederick, Director of Procurement

**DATE:** August 21, 2024

**SUBJECT:** Community Development Block Grant Disaster Recovery Grant Funds  
(CDBG-DR)

The California Department of Housing and Community Development (HCD) announced the release of its Community Development Block Grant Disaster Recovery Multifamily Housing Program Notice of Funding Availability (DR-MHP NOFA).

Approximately \$120.8 million in funds were appropriated by Congress and allocated by HUD to rebuild disaster-impacted areas and provide crucial seed money to start the long-term recovery process. Specifically, those communities impacted by 2020 disasters, such as Planada and Merced.

HCD has approached the Authority to collaborate and apply for these funds. These funds would be utilized to perform Capital Needs Improvements to ensure that the centers have all of the required amenities in the event they are once again used as emergency and/or evacuation centers.

The Authority intends to participate and apply for these funds. Further discussions, with HCD, will be had to gather the required information and submit the application. Updates will be provided to the Board as they are available.