

**A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF  
SAN BERNARDINO**

TO BE HELD AT 672 SOUTH WATERMAN AVENUE  
SAN BERNARDINO, CALIFORNIA  
MAY 9, 2023 AT 3:00 P.M.

**AGENDA**

**PUBLIC SESSION**

- 1) Call to Order and Roll Call
- 2) Additions or deletions to the agenda
- 3) General Public Comment - Any member of the public may address the Board of Commissioners on any matter not on the agenda that is within the subject matter jurisdiction of the Board. To make a comment on a specific agenda item, you may do so during the meeting or, alternatively, please submit your comments via email by 1:00 p.m. on the Tuesday of the Board meeting. Comments should be limited to 250 words or less. Please submit your comments via web at <https://hacsb.com/board-of-commissioners/> or email at [publiccomment@hacsb.com](mailto:publiccomment@hacsb.com). Your comments will be placed into the record at the meeting. Efforts will be made to read the comments into the record, but some comments may not be read due to time limitations.

**CLOSED SESSION**

- 4) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code Section 54956.8)  
Property: 14243 Rodeo Drive, Victorville, CA 92392  
Agency negotiator: Rishad Mitha, Director of Operations; and Fred Galante, General Counsel  
Negotiating parties: USA Strategic Property Management LLC  
Under negotiation: Price and terms of potential acquisition

**DISCUSSION CALENDAR**

(Public comment is available for each item on the discussion calendar)

- 5) Receive the Executive Director's Report for May 9, 2023.  
(Page 1)

- 6) Receive the board building presentation for May 9, 2023, an overview of the Housing Authority of the County of San Bernardino's Tenant-Based Voucher programs.  
(Page 2)
- 7) 1 – Approve Amendment No. 4 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program, modifying the annual funding amount for a total amount not to exceed \$985,241 and extending the term by one additional year, effective July 1, 2023 through June 30, 2024.  
  
2 – Authorize and direct the Executive Director to execute and deliver the contract amendment to Foothill AIDS Project and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.  
(Pages 3-7)
- 8) 1 – Approve Amendment No. 3 to contract No. PC1244, effective May 10, 2023 with Brilliant Corners for Housing Navigation Services, increasing the current contract amount by \$550,626 for a total contract amount not to exceed \$4,838,687.69 through September 30, 2023.  
  
2 – Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.  
(Page 8-13)
- 9) 1 – Approve Amendment No. 3 to Contract No. PC1204 with Executive Inspections, LLC for Housing Quality Standards Inspections – Alternative Inspections, to exercise the second option year through June 30, 2024 and increasing the current contract amount by \$56,683.15 for a total contract amount not to exceed \$142,390.15.  
  
2 – Authorize and direct the Executive Director to execute and deliver the contract amendment to Executive Inspections, LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.  
(Pages 14-19)

## **CONSENT CALENDAR**

- APPROVAL OF CONSENT ITEMS: # 10-12
- 10) Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on April 25, 2023.  
(Pages 20-25)
- 11) Approve and file Agency-wide Financial Statements through January 2023.  
(Pages 26-28)
- 12) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of February 2023.  
(Pages 29-32)
- 13) Individual Board member comments.
- 14) Adjourn

This agenda contains a brief description of each item of business to be considered at the

meeting. In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting at the Housing Authority of the County of San Bernardino (HACSB) Building located at 715 East Brier Drive, San Bernardino, California, 92408. The agenda and its supporting documents can be viewed online at <http://www.hacsb.com>. However, the online agenda may not include all available supporting documents or the most current version of documents.

If you challenge any decision regarding any of the above agenda items in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that agenda item or in written correspondence delivered to the Board of Commissioners at, or prior to, the public meeting.

It is the intention of the HACSB to comply with the Americans with Disabilities Act (ADA). If you require special assistance, HACSB will attempt to accommodate you in every reasonable manner. Please contact Cynthia Robinson at (909) 890-5388 at least 48 hours prior to the meeting to inform us of your particular needs.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al (909) 890-0644.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**May 9, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

**Executive Director's Report for May 9, 2023**

**RECOMMENDATION(S)**

Receive the Executive Director's Report for May 9, 2023.  
(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

This item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

**BACKGROUND INFORMATION**

The Executive Director's report summarizes ongoing initiatives of HACSB's strategic plan, Moving to Work activities, overall agency updates, as well as other initiatives federally regulated by the United States Department of Housing and Urban Development.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2023.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**May 9, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

Board Building Presentation for May 9, 2023

**RECOMMENDATION(S)**

Receive the board building presentation for May 9, 2023, an overview of the Housing Authority of the County of San Bernardino's Tenant-Based Voucher programs.  
(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

**BACKGROUND INFORMATION**

Per the United States Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training, board building is required to provide the Board of Commissioners with information regarding ongoing initiatives of HACSB's strategic plan, Moving to Work (MTW) activities, overall agency updates, as well as other initiatives federally regulated by HUD.

This month's board building presentation will include an overview of HACSB's Tenant-Based Voucher programs.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on, April 28, 2023.

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**May 9, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Amendment No. 4 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program

## **RECOMMENDATION(S)**

1. Approve Amendment No. 4 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program, modifying the annual funding amount for a total amount not to exceed \$985,241 and extending the term by one additional year, effective July 1, 2023 through June 30, 2024.
2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Foothill AIDS Project and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing out resources by mobilizing the talents of our community partners.**

## **FINANCIAL IMPACT**

Under the Memorandum of Understanding (MOU), Foothill AIDS Project (FAP) will provide up to \$985,241 annually to the Housing Authority of the County of San Bernardino (HACSB) which will fund the rental assistance payments for the Housing Opportunity for Persons with AIDS (HOPWA) program for approximately 77 households and all other costs including administrative costs related to the program. The revenue and expenses are included in the FYE 2023 and the proposed FYE 2024 budgets.

## **BACKGROUND INFORMATION**

The HOPWA program is funded by the United States Department of Housing and Urban Development's (HUD) Office of HIV/AIDS Housing and was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. The program goals are to maintain stable housing, reduce the risk of homelessness and increase access to care.

FAP contracts with HACSB to administer the HOPWA grant in San Bernardino County. This partnership provides housing assistance and personal stability for HOPWA participants so they can achieve and maintain an enriched quality of life. HACSB provides housing assistance payments to private market landlords on behalf of 65 eligible families and housing assistance

Amendment to the Memorandum of Understanding with Foothill AIDS project  
For the Housing Opportunities for Persons with AIDS program  
May 9, 2023

under a project-based voucher contract for up to 12 units. The funding amount also covers the administrative duties related to the housing assistance component. FAP provides ongoing case management and supportive services for HOPWA participants. This MOU amendment will ensure continued provision of rental assistance administered by HACSB for up to 77 households.

The current MOU includes the option of extending the MOU for one-year periods. The recommended Amendment No. 4 to the MOU will extend the contract term through June 30, 2024 and increase the annual funding amount from \$906,328 to \$985,241.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2023.

## AMENDMENT NO. 4

### MEMORANDUM OF UNDERSTANDING

Between

Housing Authority of the County of San Bernardino

and

Foothill AIDS Project

for

Housing Opportunities for Persons with AIDS Program

July 1, 2023 – June 30, 2024

**THIS AMENDMENT NO. 4 TO MEMORANDUM OF UNDERSTANDING**, dated as of July 1, 2023 (this Amendment), is entered into by and between the HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO, a public corporation (HACSB) and the FOOTHILL AIDS PROJECT, a California nonprofit corporation (FAP).

**WHEREAS**, the HACSB and FAP entered into that certain Memorandum of Understanding, dated July 1, 2020 (the "MOU"); and

**WHEREAS**, the HACSB and FAP now desire to amend the term of the MOU;

**NOW, THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, HACSB and FAP agree as follows:

- I. SECTION VI **FISCAL PROVISIONS** of the MOU is hereby amended to add provisions for funding for Fiscal Year 2022/2023 to read as follows:

FY 2022/2023 Housing Opportunity for Persons with AIDS (HOPWA) budget of \$985,241, (which may be modified in the sixth (6<sup>th</sup>) month of the contract year), is projected to cover approximately 77 households, dependent on per unit cost per household per month.

- II. SECTION VIII **TERM** of the MOU is hereby amended to read as follows:

This MOU is effective as of July 1, 2021 and expires June 30, 2024 but may be terminated earlier in accordance with the Early Termination Section of this MOU.

- III. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

[END OF AMENDMENT]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and the Foothill AIDS Project have entered into this Amendment No. 4 as of the date first set forth above.

FOOTHILL AIDS PROJECT

HOUSING AUTHORITY OF THE COUNTY  
OF SAN BERNARDINO

By: \_\_\_\_\_  
La Monica Stowers  
Interim Executive Director

By: \_\_\_\_\_  
Maria Razo  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**May 9, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Amendment No. 3 with Brilliant Corners for Housing Navigation Services.

## **RECOMMENDATION(S)**

1. Approve Amendment No. 3 to contract No. PC1244, effective May 10, 2023 with Brilliant Corners for Housing Navigation Services, increasing the current contract amount by \$550,626 for a total contract amount not to exceed \$4,838,687.69 through September 30, 2023.
2. Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing out resources by mobilizing the talents of our community partners.**

## **FINANCIAL IMPACT**

This item is not expected to exceed \$4,838,687.69 through September 30, 2023. The contract is funded by the U.S. Department of Housing and Urban Development (HUD) through Emergency Housing Voucher (EHV) supportive services funds from the Housing Authority of the County of San Bernardino (HACSB), Emergency Solutions Grant (ESG) funds provided by San Bernardino County (County), and up to \$1.5 million in Moving to Work (MTW) Administrative Fee Reserves.

## **BACKGROUND INFORMATION**

The EHV program has been authorized through the American Rescue Plan Act of 2021 (Act) also known as the stimulus package. Within the Act was an allocation of \$5 billion to provide EHVs to housing authorities across the nation. The result was an award of EHVs to almost 700 Housing Authorities, of which HACSB was one of the awardees. Under the program regulations, housing authorities have until September 30, 2023 to lease all vouchers. After September 30<sup>th</sup>, turnover vouchers will sunset. HACSB received an award of 455 vouchers, of which providing housing navigation services is a mandatory requirement for the implementation of the EHV program.

Housing navigation services can be defined as assisting voucher participants locate available housing units, assist with lease execution and administer financial assistance, such as payment of application fees, utility deposits, security deposits, and landlord incentives. Furthermore, a certain level of post tenancy support to stabilize the resident is provided as well.

Contract amendment with Brilliant Corners for Housing Navigation Services  
May 9, 2023

On August 17, 2021, HACSB issued a Request for Proposals (RFP) for housing navigation services to fulfill this required component of the HUD EHV program. HACSB also secured \$3.5 million in ESG funds from the County to support one year of housing navigation services. On September 14, 2021, HACSB's Board of Commissioners (Board) approved an initial contract with Brilliant Corners in the amount of \$3,691,016.41 effective October 1, 2021 through September 30, 2022 with up to two single-year extensions. Thereafter, the contract was amended to comply with ESG funding requirements concerning the treatment of administrative costs and indirect costs, and amended to extend the contract to September 30, 2023 and added \$597,045 to the initial contract amount.

Most EHV participants have significant housing barriers, including little or no income, poor credit history, no recent rental history and/or evictions, criminal background, and mental health or substance abuse challenges. However, despite these barriers, the leasing success rate for EHV is nearly twice the success rate of the Moving to Work program, which did not have housing navigation services and the support of service providers.

As of March 29, 2023, 364 EHV participants were housed and 117 were currently working with Brilliant Corners to locate housing. Based on the current pace of leasing, staff estimates that all remaining program slots will be filled by the summer. After full leasing is achieved, housing retention services will continue to be needed through September 30, 2023. Also, as participants leave the program, HACSB may issue turnover vouchers until September 30, 2023, and the housing navigation support will still be required. Staff anticipates that additional funds will be required to ensure housing retention and housing navigation services can be adequately provided through September 30, 2023.

Staff recommends increasing the contract by \$550,626 for a total contract amount of \$4,838,687.69. The extension and increase to the total contract amount will provide continuity of service to the EHV clients and assist HACSB with meeting program leasing goals.

### **PROCUREMENT**

The Procurement and Contracts Department previously advertised a "Request for Proposals" (RFP) for Housing Navigation Services (RFP PC1244) on August 17, 2021, which resulted in the receipt of two (2) proposals. The proposals were evaluated per the requirements of the RFP where Brilliant Corners was deemed the most responsive, reasonably priced, and determined qualified to provide this service to HACSB.

On September 14, 2021, the Board approved an initial contract with Brilliant Corners with a one-year base effective October 1, 2021 through September 30, 2022 with up to two single-year options to extend through September 30, 2024 with an amount of \$3,691,016.41 for the initial one year base period. Additional option year funds to be approved by the board as needed.

On September 13, 2022, the Board approved an amendment to increase the contract by \$597,045.28 and extend the contract for the first option year through September 30, 2023.

### **REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on May 01, 2023.



**AMENDMENT #3 TO CONTRACT FOR HOUSING NAVIGATION SERVICES  
(PC1244)**

**BETWEEN**

**THE HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO**

**And**

**BRILLIANT CORNERS**

This Amendment No. 3 ("Third Amendment"), dated May 10, 2023 ("Effective Date"), to Agreement for Housing Navigation Services (PC1244), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Brilliant Corners ("Contractor").

**RECITALS**

**WHEREAS**, the Authority and Contractor entered into that certain Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated October 1, 2021 relating to Housing Navigation Services ("Agreement") with a total price of \$3,691,016.41;

WHEREAS, the Authority and Contractor entered into a first Amendment to the Agreement adding Article 33 concerning indirect costs and Exhibit A-1 revising the budget detail;

**WHEREAS**, the Authority and Contractor entered into the Third Amendment to the Agreement to increase the contract by \$597,045.28 for a total amount not-to-exceed \$4,288,061.69.

**WHEREAS**, the Authority and Contractor now wish to enter into this third Amendment to the Agreement to increase the contract by \$550,626.00 for a total amount not-to-exceed \$4,838,687.69.

**OPERATIVE PROVISIONS**

**NOW, THEREFORE**, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Third Amendment by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

**Section 1.** Article 4 of the Agreement, entitled "Price" is hereby amended to increase the compensation payable to Contractor for the provision of the Work for the total not-to-exceed sum as shown in the Total Agreement Cost set forth on Exhibit "A-2. Except as so amended, the other provisions of Article 4 shall remain unmodified and in full force and effect.

**Section 2.** Continuing Effect of Agreement. Except as amended by this Third Agreement, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this Third Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 2.

**Section 3.** Affirmation of Agreement; Warranty Re Absence of Defaults. Authority and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement, as amended. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than by way of this Amendment No. 2 as provided herein. Each party represents and warrants to the other that the Agreement, as amended by Amendment No. 2, is currently an effective, valid, and binding obligation.

Consultant represents and warrants to Authority that, as of the date of this Third Amendment, Authority is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Authority represents and warrants to Consultant that, as of the date of this Third Amendment, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

**Section 4.** Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Third Amendment.

**Section 5.** Authorization. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Brilliant  
Corners

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**BRILLIANT CORNERS**

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

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

**HOUSING AUTHORITY OF THE COUNTY OF  
SAN BERNARDINO**

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

Name: Maria Razo

Title: Executive Director

Date:\_\_\_\_\_

## Exhibit A-2

**Schedule Dates:**

Effective Date: May 10, 2023  
Completion Date: September 30, 2023

**Total Agreement Cost: Not to exceed \$4,838,687.69**

<b>Original Agreement Amount Not to Exceed</b>	<b>\$3,691,016.41</b>
<b>Net Change Orders Previously Approved</b>	<b>\$0.00</b>
<b>Net Change Order Previously Approved – Amendment #2</b>	<b>\$597,045.28</b>
<b>Net Change Order – Amendment #3</b>	<b>\$550,626.00</b>
<b>Agreement Value as Amended Not to Exceed</b>	<b>\$4,838,687.69</b>

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**May 9, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Amendment No. 3 with Executive Inspections, LLC for Housing Quality Standards Inspection – Alternative Inspection.

## **RECOMMENDATION(S)**

1. Approve Amendment No. 3 to Contract No. PC1204 with Executive Inspections, LLC for Housing Quality Standards Inspections – Alternative Inspections, to exercise the second option year through June 30, 2024 and increasing the current contract amount by \$56,683.15 for a total contract amount not to exceed \$142,390.15.
  2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Executive Inspections, LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
- (Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing out resources by mobilizing the talents of our community partners.**

## **FINANCIAL IMPACT**

This item is not expected to exceed \$56,683.15 for the one-year option period which is included within the Housing Authority of the County of San Bernardino's (HACSB) approved budget and will be included in the budget for subsequent fiscal years.

## **BACKGROUND INFORMATION**

To ensure the quality of the housing being subsidized HACSB is required to conduct a Housing Quality Standards (HQS) inspection before contracting for a new unit (initial inspection) and annually or biennially thereafter depending upon the program. For project-based voucher units, HACSB inspects a sample of 25% of the units under contract each year.

Additionally, HACSB is required to verify that contract rents are reasonable at the start of a new tenancy and when a rent increase is requested by the owner. Rent reasonableness certifications are completed through GoSection8.com.

Currently, HACSB contracts with Reliant Asset Management Solutions to conduct a majority of the HQS inspections and rent reasonableness certifications. However, due to conflict of interest, Reliant Asset Management Solutions is not able to conduct inspections or rent reasonableness certifications for some properties. Therefore, HACSB requires the assistance of a secondary

inspection vendor to conduct inspections and rent reasonableness certifications for certain units.

On July 1, 2021, HACSB contracted with Executive Inspections, LLC to complete HQS inspections and rent reasonable determinations for certain units. The work of Executive Inspections, LLC has been satisfactory, and staff is recommending extending the agreement for an additional 1-year term pursuant to the contract terms.

### **PROCUREMENT**

A request for quotes (RFQ) was completed in March 2021 in which six vendors were invited to participate in providing a quote for services. One quote was received in response to this request in which Executive Inspections, LLC was awarded a one-year base contract with up to four one year options to extend. Board approval was not required for the original contract as it did not exceed our professional services threshold.

On July 1, 2021, a contract was executed between Executive Inspections, LLC and HACSB. Due to our professional services threshold of consulting contracts up to \$75,000, no board approval was required.

On June 14, 2022, Amendment #1 was approved and executed by the Board of Commissioners to extend the contract for the one-year option through June 30, 2023 and increasing the contract by \$42,853.50

On August 1, 2022, Amendment #2 was executed to update the fee schedule. No other changes were made to the contract.

### **REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on May 1, 2022.



**AMENDMENT #3 TO CONTRACT FOR HQS INSPECTION SERVICES – ALTERNATE  
INSPECTION  
(PC1204)**

**BETWEEN**

**THE HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO**

**And**

**EXECUTIVE INSPECTIONS, LLC**

This Amendment No. 3 (“Third Amendment”), dated July 1, 2023 (“Effective Date”), to Agreement for Housing Authority Standards (HQS) Inspection Services – Alternate Inspections (PC1204), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, (“Authority”) and Executive Inspections, LLC (“Contractor”).

**RECITALS**

**WHEREAS**, the Authority and Contractor entered into a Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated July 1, 2021 relating to HQS Inspection Services – Alternate Inspections (“Agreement”) with a total price of \$42,853.50;

**WHEREAS**, the Authority and Contractor entered into Amendment No. 1 to the Agreement to exercise the first year option to extend the term through June 30, 2023 and increase the compensation payable to Contractor by \$42,853.50 for a total amount not-to-exceed \$85,707.00

**WHEREAS**, the Authority and Contractor entered into Amendment No. 2 to the Agreement to update the fee schedule located in Exhibit A-1.

**WHEREAS**, the Authority and Contractor now wish to enter into this Amendment No. 3 to the Agreement to exercise the second option year through June 30, 2024 and increase the compensation payable to Contractor by \$56,683.15 for a total amount not-to-exceed \$142,390.15

**OPERATIVE PROVISIONS**

**NOW, THEREFORE**, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Third Amendment

by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

**Section 1.** Article 4 of the Agreement, entitled "Price" is hereby amended to increase the fee schedule for the provision of the Work for the total not-to-exceed sum as shown in the Total Agreement Cost set forth on Exhibit "A-1. Except as so amended, the other provisions of Article 4 shall remain unmodified and in full force and effect.

**Section 2.** Continuing Effect of Agreement. Except as amended by this Third Agreement, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this Third Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by this Third Amendment.

**Section 3.** Affirmation of Agreement; Warranty Re Absence of Defaults. Authority and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement, as amended. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than by way of this Third Amendment as provided herein. Each party represents and warrants to the other that the Agreement, as amended by this Third Amendment, is currently an effective, valid, and binding obligation.

Consultant represents and warrants to Authority that, as of the date of this Third Amendment, Authority is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Authority represents and warrants to Consultant that, as of the date of this Third Amendment, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

**Section 5.** Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Third Amendment.

**Section 6.** Authorization. The persons executing this Third Amendment on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Third Amendment on behalf of said party, (iii) by so executing this Third Amendment, such party is formally bound to the provisions of this Third Amendment, and (iv) the entering into this Third Amendment does not violate any provision of any other agreement to which said party is bound.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Executive Inspections, LLC

---

**EXECUTIVE INSPECTIONS, LLC**

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

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

**HOUSING AUTHORITY OF THE COUNTY OF  
SAN BERNARDINO**

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

Name: Maria Razo

Title: Executive Director

Date:\_\_\_\_\_

## Exhibit A-1

### Schedule Dates:

Effective Date: July 1, 2023  
 Completion Date: June 30, 2024

**Total Agreement Cost: Not to exceed \$142,390.15**

<b>Original Agreement Amount Not to Exceed</b>	<b>\$42,853.50</b>
<b>Net Change Orders Previously Approved</b>	<b>\$0.00</b>
<b>Net Change Order Previously Approved – Amendment #1</b>	<b>\$42,853.50</b>
<b>Net Change Order Previously Approved – Amendment #2</b>	<b>\$0.00</b>
<b>Net Change Order – Amendment #3</b>	<b>\$56,683.15</b>
<b>Agreement Value as Amended Not to Exceed</b>	<b>\$142,390.15</b>

### Fee Schedule:

<b>Inspection Type</b>	<b>All Inclusive Fee</b>
Initial HQS inspection	\$145.00*
Annual HQS inspection at the unit	\$145.00*
Annual inspection via video conferencing (Remote video inspection)	\$25.00
Re-inspection at the unit (fail items only)	\$65.00*
Re-inspection by mail through self-certification	\$15.00
Re-inspection via video conferencing (Remote Video Inspection)	\$25.00
No Show	\$75.00*
Rent Reasonableness Surveys	\$45.00

### **\*\*Updated Fee schedule effective June 30, 2023\*\***

\*If travel to a long-distance location is required for only one HQS inspection, reinspection or no-show appointment, a \$30 charge will be added to the HQS inspection fee. Long-distance locations include Adelanto, Angelus Oaks, Apple Valley, Bagdad, Baker, Barstow, Big Bear, Boron, Daggett, Earp, Fawnskin, Fort Irwin, Helendale, Hesperia, Johnson Valley, Joshua Tree, Lake Havasu, Lucerne Valley, Ludlow, Lytle Creek, Morongo Valley, Newberry Springs, Oro Grande, Parker Dam, Red Mountain, Sugar Loaf, Trona, Twenty-nine Palms, Victorville, Yermo, and Yucca Valley.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**May 9, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

Special Meeting Minutes for Meeting Held on April 25, 2023

**RECOMMENDATION(S)**

Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on April 25, 2023.

(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there are no financial impacts associated with this item.

**BACKGROUND INFORMATION**

The HACSB Board of Commissioners (Board) Special Meeting took place on April 25, 2023 and attached are the meeting minutes for review and recommended approval by the Board.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on, May 01, 2023.

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
April 25, 2023**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a special meeting at the Housing Programs Office, at 672 South Waterman Avenue, San Bernardino, California at 3:10 p.m. on April 25, 2023.

Details of the meeting discussion can be obtained through the recording of the Board of Commissioners meeting through a Public Records Request submitted in person or through the HACSB website: <https://hacsb.com/public-records-request/>

**1) Call to Order and Roll Call**

The meeting was called to order, and upon roll call, the following were present:

Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Chair Johnson and Commissioner Avila were recorded as absent.

Also in attendance were Maria Razo, Executive Director; Gus Joslin, Deputy Executive Director; Jennifer Dawson, Director of Human Resources; Nicole Beydler, Director of Policy and Public Relations; Rishad Mitha, Director of Operations; John Moore, Director of Development; Renee Kangas, Sr. Management Analyst; Angie Lardapide, Procurement and Contracts Supervisor; Perlle Liu, Asset Management Analyst; Lucy Leslie, Sr. Regional Communities Manager; Kristin Maithonis, Assistant Director of Housing Services; Ronald Kennedy Jr., Management Analyst; Patricia Simpson, Management Analyst; and Claudia Hurtado, Executive Assistant.

Also present, Fred Galante, Legal Counsel to the Housing Authority.

**2) Additions or Deletions to the Agenda**

Vice-Chair Cooper called for additions or deletions to the April 25, 2023 agenda. There were none.

**3) General Public Comment**

Vice-Chair Cooper provided an opportunity for members of the public to address the Board of Commissioners.

# Minutes of a Special Meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino for April 25, 2023

Page 2

New Public Comment

info@hacsb.com  
To: Public Comments

Reply Reply All Forward

Fri 4/21/2023 11:14 AM

**Request to Speak. I want to speak to:**  
Speak to a closed session item

**Agenda items**  
Complaint about Spectrum

**Name**  
Klayden Malekpourani

**Email**  
klyden@kkydenhtms.com

**Phone**  
(213) 254-7134

**Address**  
4997 Jadeite Ave  
Rancho Cucamonga, CA 91737  
Rancho Cucamonga, ca 91737  
[Map It](#)

**Comments**  
Some companies like Spectrum are way out of control. for this month of April by mistake I made two payments of \$180.67, and I have called them many times to refund me back one of them and they are refusing to do that. How could this have happened in America? Is there any office to overlook what these guys are doing.  
I have been a customer of them for long time and still getting treaded like this.  
My Account No with Them is 8245 10 065 1944106.  
I would appreciate your help on this matter.  
Kind Regards

Staff will contact Klayden Malekpurani letting them know that they have reached the Housing Authority of the County of San Bernardino and that they will need to contact Spectrum.

New Public Comment

info@hacsb.com  
To: Public Comments

Reply Reply All Forward

Tue 4/25/2023 10:12 AM

You forwarded this message on 4/25/2023 2:12 PM.

**Request to Speak. I want to speak to:**  
Make a general public comment

**Agenda items**  
Re-examination

**Name**  
gwenetta thomas

**Email**  
gwenetta@thomas@yahoo.com

**Phone**  
(909) 510-2887

**Address**  
641 West Vesta Street, C  
641 west vesta st #c  
Ontario, CA 91762  
[Map It](#)

**Comments**  
shereen torino did a re-examination on my household and took away my 30% because of Loss income to highest prior family rent. Thank you

Staff will follow up with Gwenetta Thomas, to provide information and update.

Chair Johnson arrived to the Special Board of Commissioners meeting at 3:21 pm.

## **4) Executive Director's Report**

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report.

**5) Board Building Presentation for April 25, 2023**

Discussion calendar item number 5, to receive the board presentation for April 25, 2023, a recap and update of the Housing Authority of the County of San Bernardino's legislative Capitol Hill visits in March, was requested.

Nicole Beydler, Director of Policy and Public Relations, provided the Board a recap and update of the Housing Authority of the County of San Bernardino's legislative Capitol Hill visits in March.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 5.

**6) Amendment to Conflict of Interest Policy**

Discussion calendar item number 6, to approve Resolution No. 174 amending the Conflict of Interest Policy applicable to the Board of Commissioners and Employees of the Housing Authority of the County of San Bernardino, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 6, as recommended by staff and Commissioner MacDuff seconded the motion.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 6.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**7) Contract Amendment with Advanced Environmental Landscape Corporation and Priority Landscape Services, LLC for Landscaping Services agency-wide**

Discussion calendar item number 7 to 1) Approve Amendments to Contract No. PC1152, effective May 1, 2023, for agency-wide landscaping services to Advance Environmental Landscape Corp. increasing the current amount by \$248,726.30 for a total contract amount not to exceed \$1,063,040.00, and to Priority Landscape Services LLC, increasing the current amount by \$188,820.00 for a total contract amount not to exceed \$717,221.07 for an aggregate total amount not to exceed \$1,780,261.37 and exercising the single year option extension for both contracts through April 30, 2024, 2) authorize and direct the Executive Director to execute and deliver the contract amendments to Advanced Environmental Landscape Corp. and Priority

Landscape Services LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 7, as recommended by staff, and Commissioner MacDuff duly seconded the motion.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**8-10) Consent Calendar**

Approval of the consent calendar including agenda item numbers 8-10 was requested.

Commissioner Tarango moved to approve consent calendar agenda item numbers 8-10, to:

8) Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on March 14, 2023.

9) Approve and file Agency-wide Financial Statements through December 2022.

10) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of January 2023.

The motion was duly seconded by Commissioner Miller and upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Avila

Nays

Chair Johnson provided an opportunity for individual board member comments. In reference to Gus Joslin's retirement, Chair Johnson thanked Gus Joslin, Deputy Executive Director, for his hard work and dedication.

There being no other business, Commissioner Tarango moved for the special meeting of Tuesday, April 25, 2023, to be adjourned, and which motion was duly seconded by Commissioner Miller. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:12 p.m.

Minutes of a Special Meeting of the Board of Commissioners of the Housing Authority of the  
County of San Bernardino for April 25, 2023

Page 5

\_\_\_\_\_  
Cassie MacDuff

\_\_\_\_\_  
Sylvia Miller

\_\_\_\_\_  
Bobby Tarango

\_\_\_\_\_  
David Avila

Attest:

\_\_\_\_\_  
Secretary

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**May 9, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

**Agency-wide Financial Statements through January 2023**

## **RECOMMENDATION(S)**

Approve and file Agency-wide Financial Statements through January 2023.  
(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

## **FINANCIAL IMPACT**

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net loss through January 2022 for Federal Fiscal Year (FFY) 2022-23 is \$(4,973,844). The loss is included in the board approved budget for FY 2022-23 as it reflects the use of \$4.2 million from our HUD Held Reserves (HHR). The net loss is currently lower than the budgeted net gain of \$415,050, with a variance of \$5,388,895.

The \$5,388,895 variance between the budgeted and the actual net income is due to:

- \$4.3 million less in funding received for our Housing Choice Voucher program. Our budget reflects funding for a 100% lease rate and when actual expenses are lower than the expected lease rate, HUD provides us with less funding. The monthly amount the Authority receives is based on Housing Assistance Payment (HAP) expenses in prior months and not based on the current month's HAP expense. This will cause a discrepancy between the current month's lease rate and the lease rate used to fund HACSB monthly. A reconciliation between the amount funded and the actual HAP expenses is performed at year-end. The difference between the authorized funding amount and actual funding received is deposited into a restricted HUD Held Reserve (HHR) account which can be used for future eligible expenses, with HUD's approval. There are currently over 500 households searching with a voucher, which once leased will positively impact the lease rate and HCV program related revenue and expenses.
- Related to the lease rate, there was also an increase in Housing Assistance Payments in the amount of \$1.9 million due to a higher lease rate than budgeted for the months reported. Unlike the funding in the Housing Choice Voucher program, the Housing Assistant Payments (HAP) are not budgeted at a 100% lease rate. It is budgeted based on an estimated lease rate for the year. We expect the actual lease rate to be the same as the budgeted rate by the end of the year.

- Offsetting the decrease in revenue on the financial statements, is a decrease in tenant services expenses in the amount of \$2.9 million. This was due to a sizable portion of the Emergency Housing Vouchers (EHV) and Emergency Solutions Grant (ESG) grants not being reflected on the financials. HACSB is working with our 3<sup>rd</sup> party vendor and the County of San Bernardino on reconciling the activity for these grants and reducing the delays in billing and invoicing. We estimate that the understatement in expenses is about \$2.1 million. Related to the incomplete activity, we also estimate that the revenue is understated by \$2.1 million.
- Depreciation expenses and other non-operating items are not budgeted and amount to \$1.3 million through January 2023.

The information provided is based on unaudited information. During the audit process, revenue and expenses are typically adjusted and we expect a material amount of expenses related to the pension and Other Post Employment Benefit (OPEB) plans to be recognized during this process which will decrease the operating net income. The audited financial report will be provided to the Board once the audit process has been completed. The audit process will be completed in late June 2023 for the prior fiscal year which is when the audited financial statements are submitted to HUD.

<b>Financial Summary</b>	<b>FY 2023 YTD</b>
Revenues	\$56,959,107
Expenses	\$(60,656,259)
Operating Net Income/(Loss)	\$(3,697,152)
Operating Transfers/Non-Operating Items	\$(1,276,693)
<b>Net Income/(Loss)</b>	<b>\$(4,973,844)</b>

### **BACKGROUND INFORMATION**

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FFY 2022-23 budget and financial operations continue to support the vision and mission of HACSB and are in line with its Strategic Plan and Moving to Work Annual Plans. Overall, HACSB has demonstrated fiscal stability even through the challenges presented by the pandemic.

Despite ongoing challenges, we continue to focus on maintaining the agency's fiscal stability, customer service, innovation, enhancing partnerships that will assist our staff and families, and a continued passion for our agency's mission.

Based on HUD's guidance to routinely present key information to HACSB's Board of Commissioners, HACSB is presenting the financial statements on a monthly basis.

### **PROCUREMENT**

Not applicable.

### **REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on May 01, 2023.

## HACSB Budget Comparison

Period = Oct 2022-Jan 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	9,610,816	9,421,094	189,722	2.01	28,326,881
Total Other Tenant Income	234,760	178,054	56,705	31.85	533,968
NET TENANT INCOME	9,845,575	9,599,148	246,428	2.57	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	44,768,622	49,025,951	-4,257,329	-8.68	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	2,344,910	2,861,614	-516,704	-18.06	6,664,147
TOTAL INCOME	56,959,107	61,486,713	-4,527,605	-7.36	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	3,989,705	2,738,073	-1,251,632	-45.71	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	4,836,032	5,077,764	241,732	4.76	16,054,336
Total Legal Expense	142,851	195,218	52,367	26.83	585,444
Total Other Admin Expenses	2,207,837	2,532,504	324,668	12.82	7,631,528
Total Miscellaneous Admin Expenses	879,425	1,142,724	263,299	23.04	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	8,066,144	8,948,210	882,066	9.86	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	1,425,675	4,314,822	2,889,146	66.96	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	1,229,736	1,359,586	129,850	9.55	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	1,247,010	991,727	-255,283	-25.74	3,088,481
Total Materials	342,764	299,099	-43,665	-14.60	897,267
Total Contract Costs	1,153,587	1,215,622	62,035	5.10	3,656,124
TOTAL MAINTENANCE EXPENSES	2,743,361	2,506,448	-236,913	-9.45	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	751,337	536,245	-215,092	-40.11	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	1,346,407	1,529,992	183,585	12.00	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	40,535,400	38,671,382	-1,864,017	-4.82	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	568,493	466,904	-101,589	-21.76	1,400,713
TOTAL OPERATING EXPENSES	60,656,259	61,071,662	415,403	0.68	182,899,678
<b>OPERATING NET INCOME</b>	<b>-3,697,152</b>	<b>415,050</b>	<b>-4,112,202</b>	<b>-990.77</b>	<b>-437,902</b>
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	1,276,693	0	-1,276,693	N/A	0
NET INCOME	-4,973,844	415,050	-5,388,895	-1,298.37	-437,902

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**May 9, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the Month of February 2023

## **RECOMMENDATION(S)**

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of February 2023.

(Presenter: Maria Razo, Executive Director, 332-6305)

## **GOALS & OBJECTIVES**

**HACSB communication is open, honest, and consistent.**

**HACSB has secured the resources needed for accomplishing its mission.**

## **FINANCIAL IMPACT**

The accounts receivable loss for the month ending February 28, 2023, is \$66,654.08. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in its annual budget.

## **BACKGROUND INFORMATION**

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc., and also include public housing developments converted through the United States Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

Despite HACSB's efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. As part of HACSB's standard property management business practices, Board of Commissioners approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. Losses during this time period are primarily for voluntary move-outs and evictions. The total write-off for the month of February 2023 is \$66,654.08, as delineated in the following table. Attached is a worksheet that itemizes the individual accounts.

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss  
for the Month of February 2023  
May 9, 2023

**SUMMARY FOR HACSB- Authority Owned Properties**

<b>PROPERTY</b>	<b>NO. VACATED</b>	<b>TOTAL</b>
481170 - Barstow	1	1,271.00
407 - Sunset Pointe	1	4,854.00
416 - Arrowhead	2	15,570.00
425a - Sequoia	2	8,319.00
434a - Third	1	26,988.00
437 - Sunset Gardens	1	2,067.00
467 - Hillcrest	0	-
Concessions Write Off		-
<b>TOTAL RENT WRITE OFF</b>	<b>8</b>	<b>59,069.00</b>
Miscellaneous Charges		350.00
Maintenance Charges		10,832.08
Legal Charges		2,120.00
Security Deposits Applied		(5,717.00)
<b>NET TOTAL WRITE OFF</b>		<b>66,654.08</b>

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2023

# Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

02/28/23

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
<b>481170 - Barstow</b>													
1	R	D		S	281.00	1,271.00		200.00	2,402.08	-	3,873.08	1,487.00	2,386.08
<b>TOTALS:</b>						<b>1,271.00</b>	<b>-</b>	<b>200.00</b>	<b>2,402.08</b>	<b>-</b>	<b>3,873.08</b>	<b>1,487.00</b>	<b>2,386.08</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Notice of Belief of Abandonment	1.23.23	1.23.23	N/A	N/A	N/A		N/A	N/A		2.13.2023		

<b>407 - Sunset Pointe</b>													
1	W	S		V	1,020.00	4,854.00			2,333.00		7,187.00	400.00	6,787.00
<b>TOTALS:</b>						<b>4,854.00</b>	<b>-</b>	<b>-</b>	<b>2,333.00</b>	<b>-</b>	<b>7,187.00</b>	<b>400.00</b>	<b>6,787.00</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Pay or Quit	01/17/23									02/06/23		

<b>416 - Arrowhead</b>													
1	S	L		V	1,000.00	101.00	-	50.00	700.00		851.00	230.00	621.00
2	C	E		E	1,000.00	15,469.00	-		1,570.00	1,060.00	18,099.00	400.00	17,699.00
<b>TOTALS:</b>						<b>15,570.00</b>	<b>-</b>	<b>50.00</b>	<b>2,270.00</b>	<b>1,060.00</b>	<b>18,950.00</b>	<b>630.00</b>	<b>18,320.00</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Skip										02/13/23		
2	Eviction	05/25/22	Posted	06/02/22	07/03/22	N			02/01/23		02/01/23		

<b>425a - Sequoia</b>													
1	P	M		V	800.00	7,445.00		50.00	1,195.00		8,690.00	600.00	8,090.00
2	D	P		V	875.00	874.00		50.00	285.00		1,209.00	800.00	409.00
<b>TOTALS:</b>						<b>8,319.00</b>	<b>-</b>	<b>100.00</b>	<b>1,480.00</b>	<b>-</b>	<b>9,899.00</b>	<b>1,400.00</b>	<b>8,499.00</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Intent to Vacate	12/27/22									01/27/23		
2	Intent to Vacate	12/30/22									01/30/23		

\*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy \*\*Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
434a - Third													
1	B	W		E	1,360.00	26,988.00			1,450.00	1,060.00	29,498.00	1,000.00	28,498.00
											-		-
TOTALS:						26,988.00	-	-	1,450.00	1,060.00	29,498.00	1,000.00	28,498.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
1	Pay or Quit	05/06/22	Posted	06/27/22	07/14/22	N			01/25/23			01/25/23	
437 - Sunset Gardens													
1	P	R		V	908.00	2,067.00	-		535.00		2,602.00	800.00	1,802.00
							-				-		-
TOTALS:						2,067.00	-	-	535.00	-	2,602.00	800.00	1,802.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
1	Intent to Vacate	01/24/23										02/05/23	
467 - Hillcrest													
1	A	S		V					362.00		362.00		362.00
											-		-
TOTALS:						-	-	-	362.00	-	362.00	-	362.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
1	Adjustment to previous month deposit accounting												
ALL PROPERTY TOTALS:						59,069.00	-	350.00	10,832.08	2,120.00	72,371.08	5,717.00	66,654.08

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy \*\*Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.