

**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
August 8, 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. 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.

DISCUSSION CALENDAR

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

- 4) Receive the Executive Director's Report for August 8, 2023.
(Page 1)
- 5) Receive the board building presentation for August 8, 2023, an overview of the Housing Authority of the County of San Bernardino proposed 2023 Moving to Work (MTW) Local Payment Standards and the 2023 scholarship program.
(Page 2)
- 6) Adopt Resolution No. 181 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's homeownership program.
(Pages 3-8)
- 7) 1 – Approve Amendment No. 1 to contract No. PC1323, effective August 9, 2023, with BluSky Restoration Contractors, LLC for Emergency Services Remediation to extend the contract by 60 days and increase the contract amount by \$791,299 for a total contract amount not to exceed \$991,299 through September 18, 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.
(Pages 9-14)

CONSENT CALENDAR

APPROVAL OF CONSENT ITEMS: # 8-11

- 8) Adopt Resolution No. 182 approving FY 2023-2024 Utility Allowance Schedules for the Housing Choice Voucher and Public Housing programs effective October 1, 2023.
(Pages 15-27)
- 9) 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 July 11, 2023.
(Pages 28-36)
- 10) Approve and file Agency-wide Financial Statements through April 2023.
(Pages 37-40)
- 11) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of May 2023.
(Pages 41-49)
- 12) Individual Board member comments.
- 13) 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**

August 8, 2023

FROM

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

SUBJECT

Executive Director's Report for August 8, 2023

RECOMMENDATION(S)

Receive the Executive Director's Report for August 8, 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 July 20, 2023.

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

August 8, 2023

FROM

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

SUBJECT

Board Building Presentation for August 8, 2023

RECOMMENDATION(S)

Receive the board building presentation for August 8, 2023, an overview of the Housing Authority of the County of San Bernardino proposed 2023 Moving to Work (MTW) Local Payment Standards and the 2023 scholarship program.

(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.

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 our resources by mobilizing the talents of our community partners.

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 proposed 2023 MTW Local Payment Standards and the 2023 scholarship program.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on, July 20, 2023.

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

August 8, 2023

FROM

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

SUBJECT

Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino's Homeownership Program

RECOMMENDATION(S)

Adopt Resolution No. 181 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's homeownership program.
(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.

FINANCIAL IMPACT

Approval of the proposed revisions to the Administrative Plan will have no direct financial impact to the Housing Authority of the County of San Bernardino's (HACSB) annual budget.

BACKGROUND INFORMATION

HACSB's Housing Choice Voucher (HCV) Administrative Plan outlines the adopted policies that govern the HCV program as well as other HACSB housing assistance programs. These programs provide subsidies for low-income families leasing and purchasing homes in the private market. The Administrative Plan is required of all housing authorities administering an HCV program and is reviewed and updated as needed to maintain compliance with Public and Indian Housing Notices (PIH), Federal Register Notices as issued by the United States Department of Housing and Urban Development (HUD), and HACSB's Moving to Work (MTW) activities.

The primary reason for updating the Administrative Plan is to ensure housing choice for households participating in HACSB's Homeownership program. The policy, as it is currently written, requires the eligible household's income to be at least two times the HACSB payment standard for the home size. Also, to ensure purchased homes are affordable to the family, HUD regulations require a Public Housing Authority (PHA) to verify that the household's total monthly payment does not exceed 35% of their gross monthly income. Due to the current policy, it eliminates Submarket 8 as a purchasing option due to the minimum income requirement being over the program limits. In the table below, it demonstrates the income requirements to qualify in the Homeownership program in Submarket 8, as well as illustrates how the policy eliminates the option to interested households. Submarket 8 is considered an area of opportunity and it is important to allow housing choice in all San Bernardino communities. As such, the proposed change to the Administrative Plan is to remove the reference to the requirement that a household's income must be at least two times the HACSB payment standard for the home size.

Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino's HCV Programs
August 8, 2023

	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Submarket 8 Payment Standard	\$2,477	\$3,028	\$3,410	\$3,960
Two Times Payment Standard/ Minimum Monthly Income to Qualify	\$4,954	\$6,056	\$6,820	\$7,920
Minimum Annual Income to Qualify	\$59,448	\$72,672	\$81,840	\$95,040
Current HUD Income Limits	1 Person: \$52,200	3 Person: \$67,100	5 Person: \$80,550	7 Person: \$92,450

Approval of the proposed policy revision would allow families to purchase homes in all submarkets.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 20, 2023.

HOUSING AUTHORITY RESOLUTION NO. 2023-181

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO APPROVING REVISIONS TO THE ADMINISTRATIVE PLAN
GOVERNING THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO'S
HOMEOWNERSHIP PROGRAM**

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) is required to maintain an Administrative Plan which outlines regulations necessary to administer the Housing Choice Voucher subsidized programs on behalf of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires public housing agencies to amend their Administrative Plan to incorporate changes and define policy relative to administration of the Housing Choice Voucher subsidized programs; and

WHEREAS, HACSB desires to amend its policies and procedures to incorporate revised language to the Homeownership Program to improve housing choice.

OPERATIVE PROVISIONS

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:**

Section 1. The Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board of Commissioners hereby approves the revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's Homeownership Program, attached hereto as Exhibit "A" and incorporated by reference herein.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES: COMMISSIONER:

NOES: COMMISSIONER:

ABSENT: COMMISSIONER:

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, _____, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, August 8, 2023.

Secretary

- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family. Families will be considered "continuously employed" if the break in employment does not exceed four months.
- The PHA will count self-employment in a business when determining whether the family meets the employment requirement.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the Housing Authority determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c)
- The family must have completed all required Homeownership Counseling programs.
- The family must have fully repaid any outstanding debt to any Housing Authority.

21.3 Selection of Families

Participation in the HCV Homeownership Program is voluntary. The Housing Authority will offer the homeownership option to participating families who are Housing Authority program participants and meet the following qualifications:

- Residence in San Bernardino County for at least 1 year before applying to the Homeownership Assistance Program.
- At least 1-year of participation in the HACSB'S Housing Choice Voucher Program, Streamlined lease Assistance program, Term-Limited Lease Assistance Program, or Affordable Housing Program. Former housing services participants

Housing Authority of the County of San Bernardino

Housing Services Program Administrative Plan

Revised: ~~January~~

pulled from a waiting list will be subject to 1-year of participation in a housing services program.

- In good standing with the Housing Authority by meeting the requirements for continued participation in the program
- Can secure mortgage financing through a lender and therefore must be credit worthy. No outstanding collection accounts, judgments or liens. At least 2 years since the discharge of a bankruptcy.
- ~~Gross household income must be at least 2 times the HACSB payment standard for the unit size (this requirement does not apply to disabled or elderly participants).~~
- Contribute a total down payment of 3% of the purchase price. The program requires at least 1% of the down payment must come from the family's own funds. The other 2% can be gifts, contributions, and grants.
- Completion of a minimum of 8 hours of homebuyer's education from a HUD-approved counseling program by the head of household and any adult member that will hold title to the home.

HACSB does not have a maximum limit on homeownership assistance. Funding determines ability to accept new families. If the Housing Authority reaches the maximum number of families it can serve, it will start a wait list and select families to participate in the program based on time and date of application for the homeownership program.

21.4 Eligible Units [24 CFR 982.628]

In order for a unit to be eligible, the Housing Authority must determine that the unit satisfies all of the following requirements:

1. The unit is not any of the following:
 - A. A public housing or Indian housing unit;
 - B. A unit receiving HCV project-based assistance;
 - C. A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - D. A college or other school dormitory;
 - E. On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
4. The unit is under construction or already exists at the time the family enters into the contract of sale.
5. The unit is a one-unit property or condominium.
6. The unit was inspected by the Housing Authority and by an independent inspector designated by the family.

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

August 8, 2023

FROM

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

SUBJECT

Amendment No. 1 with BluSky Restoration Contractors, LLC for Emergency Services Remediation.

RECOMMENDATION(S)

1. Approve Amendment No. 1 to contract No. PC1323, effective August 9, 2023, with BluSky Restoration Contractors, LLC for Emergency Services Remediation to extend the contract by 60 days and increase the contract amount by \$791,299 for a total contract amount not to exceed \$991,299 through September 18, 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.

FINANCIAL IMPACT

This item is not expected to exceed an overall amount of \$991,299 which will be funded through insurance proceeds less a \$25,000 deductible.

BACKGROUND INFORMATION

On April 16, 2023, a ruptured water heater expansion tank flooded at the Housing Authority of the County of San Bernardino's (HACSB) administrative office requiring major remediation due to water damage. The damage was especially severe since the leak started over the weekend when no one was present in the office to shut off the water. The remediation included the removal of all carpet, cabinets, two feet of dry wall throughout the building to dry out the structure and to prevent mold/mildew growth. The contractor BluSky was recommended by the management company of the property for the emergency remediation and has been further retained to rehabilitate the building, including drywall, paint, cabinets, and flooring.

PROCUREMENT

Due to the nature of the emergency, no formal procurement was needed. Per our policy, HACSB is authorized to allow a noncompetitive proposal for work or services through either a "sole source" or "single source" due to emergency situations. Section 6.02, F of HACSB's Procurement Policy indicates that, *"An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be*

Contract amendment with BluSky Restoration Contractors LLC for Emergency Services
Remediation
August 8, 2023

met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency.”

On April 19, 2023, the Housing Authority of the County of San Bernardino awarded a contract in the amount of \$200,000 for a 90-day contract through July 18, 2023.

REVIEW BY OTHERS

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



**AMENDMENT #1 TO CONTRACT FOR EMERGENCY SERVICES REMEDIATION
(PC1323)**

BETWEEN

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

And

BLUSKY RESTORATION CONTRACTORS, LLC

This Amendment No. 1 ("First Amendment"), dated August 9, 2023 ("Effective Date"), to Agreement for Emergency Services Remediation (PC1323), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Blusky Restoration Contractors, LLC ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into that certain Contract For Construction, dated April 19, 2023 relating to Emergency Services Remediation ("Agreement") with a total price of \$200,000.00;

WHEREAS, the Authority and Contractor now wish to enter into this first Amendment to the Agreement to extend the current contract by 60 days and increase the contract by \$791,299 for a total amount not-to-exceed \$991,299.

OPERATIVE PROVISIONS

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

Section 1. Article 2 of the Agreement is hereby amended to extend the term for an additional 60 days and expiring on September 18, 2023. Except as so amended, the other provisions of Article 2 shall remain unmodified and in full force and effect.

Section 2. Article 3 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-1. Except as so amended, the other provisions of Article 3 shall remain unmodified and in full force and effect.

Section 3. Continuing Effect of Agreement. Except as amended by this First Agreement, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this First Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this First Amendment.

Section 4. 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 First Amendment as provided herein. Each party represents and warrants to the other that the Agreement, as amended by this First Amendment, is currently an effective, valid, and binding obligation.

Consultant represents and warrants to Authority that, as of the date of this First 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 First 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 First Amendment.

Section 6. Authorization. The persons executing this First 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 Agreement on behalf of said party, (iii) by so executing this First Amendment, such party is formally bound to the provisions of this First Amendment, and (iv) the entering into this First 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 Blusky Contractors, LLC hereby execute this First Amendment.

**BLUSKY RESTORATION CONTRACTORS,
LLC.**

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

By:_____

By:_____

Name:_____

Name: Maria Razo

Title:_____

Title: Executive Director

Date:_____

Date:_____

Exhibit A-1

Schedule Dates:

Effective Date: August 9, 2023

Completion Date: September 18, 2023

Total Agreement Cost: Not to exceed \$991,299.00

Original Agreement Amount Not to Exceed	\$200,000.00
Net Change Orders Previously Approved	\$0.00
Net Change Order – Amendment #1	\$791,299.00
Agreement Value as Amended Not to Exceed	\$991,299.00

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

August 8, 2023

FROM

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

SUBJECT

FY 2023-2024 Utility Allowance Schedules for the Housing Choice Voucher and Public Housing Programs

RECOMMENDATION(S)

Adopt Resolution No. 182 approving FY 2023-2024 Utility Allowance Schedules for the Housing Choice Voucher and Public Housing programs effective October 1, 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

Despite the slight increase in the value of the utility allowances from the last review in 2022, the financial impact is anticipated to be minimal because these allowances only apply to approximately 10% of families served. Every year, the Housing Authority of the County of San Bernardino (HACSB) considers the changes to the utility allowances which are included in HACSB's 2023-2024 annual budget.

BACKGROUND INFORMATION

This item will allow HACSB to update the annual Utility Allowance Schedules, a requirement per Title 24 of the Code of Federal Regulations section 982.517(c). The purpose of the utility allowances is to offset the cost of tenant-paid utilities and appliances not included in the rental subsidy. The Utility Allowance Schedule is only applicable to families participating in the Family Self-Sufficiency Program and certain Special Purpose Voucher Programs, which equates to approximately 1,000 households. It does not apply to households in the other Housing Choice Voucher Programs that are not enrolled in the Family Self-Sufficiency program as these households have the utility costs incorporated within their housing subsidy.

The Utility Allowance Schedules were derived using actual current rates from applicable utility companies and energy consumption figures specific to San Bernardino County from a utility allowance tool provided by the United States Department of Housing and Urban Development (HUD). The utility allowances for the Public Housing Program also utilize a consumption baseline calculated by our Energy Services Company, Noresco, as a result of our Energy Performance Contract (EPC). HACSB created two sets of allowances, one for units affected by the EPC and a second set for units not impacted by the EPC.

The Maplewood Homes Affordable Housing community is handled differently, since approximately one-third of the 296 units at that site have solar panels installed and the utility allowance schedules have been adjusted to ensure the savings are distributed to all the

households at the community. As a result, the utility allowances for air conditioning and other electric appliances have decreased for those units with solar panels and have increased for those units without solar panels.

If any utility rate has changed by 10% or more from the rate upon which the current allowance is based, HACSB is required by HUD to update the allowance for that utility. However, HACSB reviews and updates all allowances to reflect the current rate at the time of review, regardless of the value of the change. In this year's review, the utility rates increased slightly up to 9% since the 2022 utility allowances were adopted and does not require an update. However, as previously mentioned, it is HACSB's practice to update the utility allowance schedules to reflect the current rate at the time. Approval of this item will update the utility allowance schedules with the current rates.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

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

HOUSING AUTHORITY RESOLUTION NO. 2023-182

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO APPROVING THE UTILITY ALLOWANCE SCHEDULES FOR
THE HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS EFFECTIVE OCTOBER
1, 2023**

RECITALS

WHEREAS, the utility allowances relative to the Housing Choice Voucher and Public Housing programs are periodically reviewed;

WHEREAS, the Housing Authority of the County of San Bernardino (Authority) has conducted the review and has established new revised allowances for the resident, participant, and project-supplied utilities in accordance with current utility consumption and utility rate information; and

WHEREAS, the Authority has taken into consideration the energy performance measures for the units affected in the Public Housing program.

OPERATIVE PROVISIONS

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:**

Section 1. The Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board of Commissioners hereby approves the updated FY 2023-2024 Utility Allowance Schedules relative to the Housing Choice Voucher and Public Housing programs effective October 1, 2023, a copy of which is attached hereto and incorporated herein by reference.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
)
COUNTY OF SAN BERNARDINO) ss.

I, _____, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, _____, 20__.

Secretary



Housing Choice Voucher Program

Allowances for
Tenant-Furnished Utilities
and Other Services

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

Locality San Bernardino County	Age mixed	Unit Type Apartment	Date (mm/dd/yyyy) 10/1/2023
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Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	24	28	30	33	37	40	42
	b. Bottle Gas	58	68	73	80	90	97	102
	c. Electric	32	40	53	63	74	84	95
Cooking	a. Natural Gas	4	5	7	9	11	13	14
	b. Bottle Gas	10	12	17	22	27	31	34
	c. Electric	13	16	23	32	44	52	61
Other Electric		51	60	83	107	131	159	180
Air Conditioning		27	33	50	69	85	100	133
Water Heating	a. Natural Gas	9	10	15	21	26	32	34
	b. Bottle Gas	22	24	36	51	63	77	83
	c. Electric	31	36	52	67	82	98	112
Water		47	49	64	87	110	132	149
Sewer		40	40	40	40	40	40	40
Trash Collection		28	28	28	28	28	28	28
Range/Microwave		6	6	6	6	6	6	6
Refrigerator		4	4	4	4	4	4	4
Other - specify		0	0	0	0	0	0	0

Actual Family Allowances to be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	Monthly Cost
Name of Family		Heating	
		Cooking	
		Other Electric	
Address of Use		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Other	
		Total	\$

Spreadsheet based on form HUD-52667 (4/2023).

Previous editions are obsolete

ref. Handbook 7420.8

Any individual, company, corporation, government agency or organization using these utility allowances shall indemnify, defend, and hold harmless the Housing Authority of the County of San Bernardino, its officers, officials, employees, and volunteers from and against any and all liability, claims, damage, cost, expenses, awards, fines, judgments, and attorney fees (including, without limitation, costs, attorney fees, expert witness fees, and other expenses of litigation) of every nature arising out of or in connection with the use of these utility allowances under any circumstances.



Housing Choice Voucher Program

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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

Locality San Bernardino County	Age mixed	Unit Type Detached Houses	Date (mm/dd/yyyy) 10/1/2023
--	--------------	-------------------------------------	---------------------------------------

Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	33	38	43	48	53	58	62
	b. Bottle Gas	80	92	104	116	128	140	151
	c. Electric	73	86	98	110	121	133	151
Cooking	a. Natural Gas	4	5	7	9	11	13	14
	b. Bottle Gas	10	12	17	22	27	31	34
	c. Electric	13	16	27	36	47	56	64
Other Electric		75	88	123	163	204	247	280
Air Conditioning		21	26	68	106	144	182	201
Water Heating	a. Natural Gas	11	13	20	26	33	40	43
	b. Bottle Gas	27	31	48	63	80	97	104
	c. Electric	39	50	69	89	106	122	137
Water		47	49	64	87	110	132	151
Sewer		40	40	40	40	40	40	40
Trash Collection		28	28	28	28	28	28	28
Range/Microwave		6	6	6	6	6	6	6
Refrigerator		4	4	4	4	4	4	4
Other - specify		0	0	0	0	0	0	0

Actual Family Allowances to be used by the family to compute allowance.

Complete below for the actual unit rented.

		Utility or Service	Monthly Cost
Name of Family		Heating	
		Cooking	
		Other Electric	
Address of Use		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Other	
		Total	\$

Spreadsheet based on form HUD-52667 (4/2023).

Previous editions are obsolete

ref. Handbook 7420.8

Any individual, company, corporation, government agency or organization using these utility allowances shall indemnify, defend, and hold harmless the Housing Authority of the County of San Bernardino, its officers, officials, employees, and volunteers from and against any and all liability, claims, damage, cost, expenses, awards, fines, judgments, and attorney fees (including, without limitation, costs, attorney fees, expert witness fees, and other expenses of litigation) of every nature arising out of or in connection with the use of these utility allowances under any circumstances.



Housing Choice Voucher Program

Allowances for
Tenant-Furnished Utilities
and Other Services

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

Locality San Bernardino County	Age mixed	Unit Type Manufactured homes	Date (mm/dd/yyyy) 10/1/2023
--	--------------	--	---------------------------------------

Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	29	33	37	41	45	50	55
	b. Bottle Gas	70	80	90	99	109	121	132
	c. Electric	80	93	96	98	101	103	115
Cooking	a. Natural Gas	4	5	7	9	11	13	14
	b. Bottle Gas	10	12	17	22	27	31	34
	c. Electric	13	16	27	36	47	56	58
Other Electric		75	88	123	163	204	247	288
Air Conditioning		26	33	63	89	115	142	180
Water Heating	a. Natural Gas	11	13	20	26	33	40	43
	b. Bottle Gas	27	31	48	63	80	97	104
	c. Electric	39	50	69	89	106	122	135
Water		47	49	64	87	110	132	149
Sewer		40	40	40	40	40	40	40
Trash Collection		28	28	28	28	28	28	28
Range/Microwave		6	6	6	6	6	6	6
Refrigerator		4	4	4	4	4	4	4
Other - specify		0	0	0	0	0	0	0

Actual Family Allowances to be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	Monthly Cost
Name of Family		Heating	
		Cooking	
		Other Electric	
Address of Use		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Other	
		Total	\$

Spreadsheet based on form HUD-52667 (4/2023).

Previous editions are obsolete

ref. Handbook 7420.8

Any individual, company, corporation, government agency or organization using these utility allowances shall indemnify, defend, and hold harmless the Housing Authority of the County of San Bernardino, its officers, officials, employees, and volunteers from and against any and all liability, claims, damage, cost, expenses, awards, fines, judgments, and attorney fees (including, without limitation, costs, attorney fees, expert witness fees, and other expenses of litigation) of every nature arising out of or in connection with the use of these utility allowances under any circumstances.



AFFORDABLE HOUSING PROGRAM

Utility Allowance Schedule Non Energy Performance Contract

Effective October 1, 2023

APARTMENTS

	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	9	9	10	12	13	15
	Water Heating	26	26	30	35	39	45
	Space Heating	35	35	41	47	52	59
	Air Conditioning	12	12	14	16	18	21
	Other Electric	35	35	41	47	52	59
Gas							
	Cooking	8	8	10	13	15	17
	Water Heating	37	40	50	61	72	83
	Space Heating	30	32	39	49	57	66
Bottle Gas							
	Cooking	19	20	25	31	36	41
	Water Heating	90	98	120	148	173	200
	Space Heating	72	78	96	118	138	159
Water		37	46	60	80	97	112
Sewer		33	33	3	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6

AFFORDABLE HOUSING PROGRAM

Utility Allowance Schedule Non Energy Performance Contract

Effective October 1, 2023

HOUSES

	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	9	9	10	12	13	15
	Water Heating	27	27	31	36	40	46
	Space Heating	36	36	42	48	54	61
	Air Conditioning	13	13	15	17	19	21
	Other Electric	36	36	42	48	54	61
Gas							
	Cooking	8	9	11	13	15	18
	Water Heating	38	42	51	63	74	85
	Space Heating	30	33	41	50	59	68
Bottle Gas							
	Cooking	19	21	26	31	37	42
	Water Heating	93	101	124	153	178	206
	Space Heating	74	80	98	121	142	164
Water		37	46	61	81	100	115
Sewer		33	33	33	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6



AFFORDABLE HOUSING PROGRAM							
Utility Allowance Schedule Energy Performance Contract							
Effective October 1, 2023							
Apartments - Energy Performance Contract							
	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	3	7	8	10	11	12
	Water Heating	8	22	25	29	32	36
	Space Heating	11	29	33	39	43	48
	Air Conditioning	4	10	12	13	15	17
	Other Electric	11	29	33	39	43	48
Gas							
	Cooking	7	7	8	10	12	13
	Water Heating	32	35	41	49	56	64
	Space Heating	26	27	33	39	45	51
Bottle Gas							
	Cooking	16	17	20	24	28	32
	Water Heating	78	84	99	119	136	155
	Space Heating	62	66	79	94	108	123
Water		34	41	51	63	74	83
Sewer		33	33	33	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6

AFFORDABLE HOUSING PROGRAM							
Utility Allowance Schedule Energy Performance Contract							
Effective October 1, 2023							
Houses - Energy Performance Contract							
	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	3	8	9	10	11	12
	Water Heating	9	23	26	30	33	37
	Space Heating	12	30	34	40	45	50
	Air Conditioning	4	11	12	14	16	17
	Other Electric	12	30	34	40	45	50
Gas							
	Cooking	7	7	9	10	12	14
	Water Heating	33	36	42	51	58	66
	Space Heating	26	28	34	40	46	52
Bottle Gas							
	Cooking	17	18	21	25	29	33
	Water Heating	81	86	102	123	140	159
	Space Heating	64	68	81	97	111	127
Water		34	41	51	63	74	83
Sewer		33	33	33	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6



AFFORDABLE HOUSING PROGRAM							
Utility Allowance Schedule Energy Performance Contract							
Maplewood Homes - Solar							
Effective October 1, 2023							
Apartments - Energy Performance Contract							
	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	3	7	8	10	11	12
	Water Heating	8	22	25	29	32	36
	Space Heating	11	29	33	39	43	48
	Air Conditioning	0	0	0	0	0	0
	Other Electric	10	10	10	10	10	10
Gas							
	Cooking	7	7	8	10	12	13
	Water Heating	32	35	41	49	56	64
	Space Heating	26	27	33	39	45	51
Bottle Gas							
	Cooking	16	17	20	24	28	32
	Water Heating	78	84	99	119	136	155
	Space Heating	62	66	79	94	108	123
Water		34	41	51	63	74	83
Sewer		33	33	33	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6



AFFORDABLE HOUSING PROGRAM							
Utility Allowance Schedule Energy Performance Contract							
Maplewood Homes - Non-Solar							
Effective October 1, 2023							
Apartments - Energy Performance Contract							
	Bedrooms:	0	1	2	3	4	5
Electric							
	Cooking	3	7	8	10	11	12
	Water Heating	8	22	25	29	32	36
	Space Heating	11	29	33	39	43	48
	Air Conditioning	4	10	12	13	15	17
	Other Electric	56	74	78	83	88	93
Gas							
	Cooking	7	7	8	10	12	13
	Water Heating	32	35	41	49	56	64
	Space Heating	26	27	33	39	45	51
Bottle Gas							
	Cooking	16	17	20	24	28	32
	Water Heating	78	84	99	119	136	155
	Space Heating	62	66	79	94	108	123
Water		34	41	51	63	74	83
Sewer		33	33	33	33	33	33
Trash		28	28	28	28	28	28
Refrigerator		4	4	4	4	4	4
Range/Microwave		6	6	6	6	6	6

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

August 8, 2023

FROM

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

SUBJECT

Meeting Minutes for Meeting Held on July 11, 2023

RECOMMENDATION(S)

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 July 11, 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) Meeting took place on July 11, 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, July 28, 2023.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
July 11, 2023**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at the Housing Programs Office, at 672 South Waterman Avenue, San Bernardino, California at 3:08 p.m. on July 11, 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 Avila
Commissioner Tarango

Chair Johnson was recorded as absent.

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; Jennifer Dawson, Director of Administrative Services; Jesse Diaz, Director of Business Services; Kristin Maithonis, Director of Housing Services; Renee Kangas, Sr. Management Analyst; Lucy Leslie, Director of Housing Communities; Nicole Beydler, Director of Policy and Public Relations; John Moore, Director of Development; Patricia Simpson, Management Analyst; George Silva, Family Empowerment Services Manager, 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 July 11, 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. There were no public comments.

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) Fiscal Year 2023-24 Consolidated Annual Budget

Discussion calendar item number 5, to adopt Resolution No. 176 to approve and adopt: a) The Fiscal Year 2023-24 Consolidated Annual Budget including operating transfers in/out, b) The Fiscal Year 2023-24 Public Housing Annual Budget including operating transfers in/out, c) Any changes to the Consolidated Annual Budget or the Public Housing Annual Budget that the Board of Commissioners may direct, was requested.

Executive Director Razo explained the item.

Commissioner Tarango moved to approve discussion calendar item number 5, as recommended by staff and Commissioner Miller seconded the motion.

Discussion amongst the Board of Commissioners took place regarding the Fiscal Year 2023-2024 Consolidated Annual Budget.

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

Ayes

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

Nays

6) Fiscal Year 2023-2024 Annual Moving to Work Plan

Discussion calendar item number 6, to Adopt Resolution No. 175: a) Approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal Year 203-2024, b) Approving the Annual Moving to Work Plan Certification of Compliance to Regulations with the United States Department of Housing and Urban Development, was requested.

Executive Director Razo explained the item.

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

Discussion amongst the Board of Commissioners took place regarding the Fiscal Year 2023-2024 Annual Moving to Work Plan.

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

Ayes

Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller

Nays

Commissioner Avila
Commissioner Tarango

7) Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino

Discussion calendar item number 7, to adopt Resolution No. 177 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Executive Director Razo explained the item.

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

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

Ayes

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

Nays

8) Deposit to Section 115 Trust Fund for Unfunded Pension Liabilities

Discussion calendar item number 8, to adopt Resolution No. 179 approving the designation of funds to the Section 115 Trust fund administered by Public Agency Retirement Services for the Housing Authority of the County of San Bernardino's unfunded pension liabilities for an amount not to exceed \$6.0 million, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 8, as recommended by staff, and Commissioner Tarango duly seconded the motion.

Discussion amongst the Board of Commissioners took place regarding the deposit to Section 115 Trust Fund for Unfunded Pension Liabilities.

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

Ayes

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

Nays

9) Use of Moving to Work Reserves for the Arrowhead Grove Development

Discussion calendar item number 9, to adopt Resolution No. 180 approving the Housing Authority of the County of San Bernardino to use \$6 million in Moving to Work (MTW) reserves in the redevelopment efforts at Arrowhead Grove, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 9, as recommended by staff, and Commissioner Tarango duly seconded the motion.

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

Ayes

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

Nays

10) Amendment No. 1 with CohnReznick, LLP for Financial Audit Services

Discussion calendar item number 10, to 1) approve Amendment No. 1 to contract No. PC1154, effective August 12, 2023 with CohnReznick, LLP for Financial Audit Services to exercise the first option year and increase the current contract amount by \$101,230 for a total contract amount not to exceed \$393,020 through August 11, 2024, 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, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 10, as recommended by staff, and Commissioner MacDuff duly seconded the motion.

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

Ayes

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

Nays

11) Amendment No. 1 to Memorandum of Understanding with County of San Bernardino Department of Behavioral Health for the Mainstream Voucher Program

Discussion calendar item number 11, to 1) Approve Amendment No. 1 to Memorandum of Understanding with County of San Bernardino Department of Behavioral Health for the Mainstream Voucher Program, modifying the purpose and extending the term by two additional years, effective September 1, 2023 through August 31, 2025, 2) Authorize and direct the Executive Director to execute and deliver the contract amendment to County of San Bernardino Department of Behavioral Health 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 Avila moved to approve discussion calendar item number 11, as recommended by staff, and Commissioner Miller duly seconded the motion.

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

Ayes

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

Nays

12) Amendment No. 1 to Memorandum of Understanding with Knowledge and Education for Your Success, Inc. for the Mainstream Voucher Program

Discussion calendar item number 12, to 1) Approve Amendment No. 1 to Memorandum of Understanding with Knowledge and Education for Your Success, Inc. for the Mainstream Voucher Program, modifying the purpose and extending the term by three additional years, effective September 1, 2023 through August 31, 2026, 2) Authorize and direct the Executive Director to execute and deliver the contract amendment to Knowledge and Education for Your Success, Inc. 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 Avila moved to approve discussion calendar item number 12, as recommended by staff, and Commissioner Miller duly seconded the motion.

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

Ayes

Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller

Nays

Commissioner Avila
Commissioner Tarango

13) Amendment No. 1 to Memorandum of Understanding with Inland Counties regional Center, Inc. for the Mainstream Voucher Program

Discussion calendar item number 13, to 1) Approve Amendment No. 1 to Memorandum of Understanding with Inland Counties Regional Center, Inc. for the Mainstream Voucher Program, modifying the purpose and extending the term by three additional years, effective September 1, 2023 through August 31, 2026, 2) Authorize and direct the Executive Director to execute and deliver the contract amendment to Inland Counties Regional Center, Inc. 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 Avila moved to approve discussion calendar item number 13, as recommended by staff, and Commissioner Miller duly seconded the motion.

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

Ayes

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

Nays

14) Amendment No. 1 to Memorandum of Understanding with Inland Empire Health Plan for the Mainstream Voucher Program

Discussion calendar item number 14, to 1) Approve Amendment No. 1 to Memorandum of Understanding with Inland Empire Health Plan for the Mainstream Voucher Program, modifying the purpose and extending the term by three additional years, effective September 1, 2023 through August 31, 2026, 2) Authorize and direct the Executive Director to execute and deliver the contract amendment to Inland Empire Health Plan 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 Avila moved to approve discussion calendar item number 14, as recommended by staff, and Commissioner Miller duly seconded the motion.

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

Ayes

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

Nays

15) Transformative Climate Communities Grant Funding Opportunity

Discussion calendar item number 15, to 1) Adopt Resolution No. 178 approving the Housing Authority of the County of San Bernardino to apply for the Transformative Climate Communities funding opportunity, 2) Authorize and direct the Executive Director to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, including the Partnership Agreement for Collaborative Stakeholder Structure with designated funding partners, and payment requests that may be necessary for competition of the aforementioned strategies and projects 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 MacDuff moved to approve discussion calendar item number 15, as recommended by staff, and Commissioner Tarango duly seconded the motion.

Discussion amongst the Board of Commissioners took place regarding the Transformative Climate Communities Grant Funding Opportunity.

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

Ayes

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

Nays

16-18) Consent Calendar

Approval of the consent calendar including agenda item numbers 16-18 was requested.

Commissioner Avila moved to approve consent calendar agenda item numbers 16-18, to:

16) 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 June 13, 2023.

17) Approve and file Agency-wide Financial Statements through March 2023.

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

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

Minutes of a Regular Meeting of the Board of Commissioners of the Housing Authority of the
County of San Bernardino for July 11, 2023

Page 8

Ayes

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

Nays

Vice-Chair Cooper provided an opportunity for individual board member comments. There were none.

There being no other business, Commissioner Tarango moved for the regular meeting of Tuesday, July 11, 2023, to be adjourned, and which motion was duly seconded by Commissioner Avila. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:24 p.m.

Tim Johnson, Chair

Beau Cooper, Vice Chair

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

August 8, 2023

FROM

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

SUBJECT

Agency-wide Financial Statements through April 2023

RECOMMENDATION(S)

Approve and file Agency-wide Financial Statements through April 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 April 2023 for Federal Fiscal Year (FFY) 2022-23 is \$(1,732,967). This 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 \$287,320 with a variance of \$2,020,287.

The \$2,020,287 variance between the budgeted and the actual net income is due to:

- \$2 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. In May 2023, HUD performed the reconciliation for calendar year 2022 and HACSB received \$4.2 million. There are currently over 409 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 \$6.7 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 \$4.9 million. This is largely due to our housing navigation services. \$11.3 million was budgeted for this service but have contracted only \$6.5 million of this amount. The navigation services took some time to implement due to client outreach and HACSB adjusted its leasing goals which caused the contract to be utilized less than planned.
- Other items contributing to the variance include an increase in Other Income due to increased residual receipts, increase in developer's fees and interest income and a refund of property taxes. This amounted to \$1.5 million.
- Our CalWORKs Housing Support Program (HSP) grant has increased and is reflecting \$2.3 million expenses over the budgeted amount. We expect an increase in revenue in the following months to offset this increase in expenses.
- Depreciation expenses and other non-operating items are not budgeted and amount to \$2.6 million through April 2023.
- \$2 million in transfers were not offset properly due to an error in the configuration of properties in our accounting system. This error has a net effect of \$0 to the net income for April 2023 but understates the revenue and expenses by \$2 million. The error has been corrected and will be reflected on the May 2023 financials.

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.

Financial Summary	FY 2023 YTD
Revenues	\$ 109,904,477
Expenses	\$(111,054,526)
Operating Net Income/(Loss)	\$(1,150,048)
Operating Transfers/Non-Operating Items	\$(2,577,338)
Transfers	\$ 1,994,419
Net Income/(Loss)	\$(1,732,967)

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 showing a continued passion for our agency's mission.

Agency-wide Financial Statements through April 2023
August 8, 2023

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 July 20, 2023.

HACSB Budget Comparison

Period = Oct 2022-Apr 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	17,148,349	16,500,729	647,621	3.92	28,326,881
Total Other Tenant Income	428,681	312,072	116,610	37.37	533,968
NET TENANT INCOME	17,577,031	16,812,800	764,230	4.55	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	86,519,388	85,742,512	776,876	0.91	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	5,808,059	4,294,050	1,514,009	35.26	6,664,147
TOTAL INCOME	109,904,477	106,849,362	3,055,115	2.86	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	7,069,838	4,791,628	-2,278,210	-47.55	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	8,457,719	8,901,039	443,320	4.98	16,054,336
Total Legal Expense	269,512	341,553	72,040	21.09	585,444
Total Other Admin Expenses	3,976,583	4,398,078	421,495	9.58	7,631,528
Total Miscellaneous Admin Expenses	1,523,883	1,841,165	317,283	17.23	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	14,227,696	15,481,834	1,254,138	8.10	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	2,628,881	7,541,819	4,912,938	65.14	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	2,227,341	2,406,257	178,916	7.44	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	2,192,257	1,737,292	-454,966	-26.19	3,088,481
Total Materials	641,400	523,412	-117,988	-22.54	897,267
Total Contract Costs	2,319,683	2,131,331	-188,352	-8.84	3,656,124
TOTAL MAINTENANCE EXPENSES	5,153,340	4,392,034	-761,306	-17.33	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	1,227,754	875,604	-352,150	-40.22	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	3,063,226	2,580,864	-482,362	-18.69	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	74,399,498	67,674,919	-6,724,579	-9.94	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	1,056,951	817,082	-239,868	-29.36	1,400,713
TOTAL OPERATING EXPENSES	111,054,526	106,562,042	-4,492,484	-4.22	182,899,678
OPERATING NET INCOME	-1,150,048	287,320	-1,437,368	-500.27	-437,902
NET OPERATING TRANSFER IN/OUT	-1,994,419	0	1,994,419	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	2,577,338	0	-2,577,338	N/A	0
NET INCOME	-1,732,967	287,320	-2,020,287	-703.15	-437,902

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

August 8, 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 Losses for the Month of May 2023

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of May 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 accounts receivable loss for the month ending May 31, 2023, is \$197,439.62. 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 May 2023 is \$197,439.62, as delineated in the following table. This balance is higher than usual due to move-outs with large balances due to the Covid-19 pandemic. HACSB aggressively pursued rental assistance programs to mitigate its losses and to get households in good standing but certain households were not eligible or did not comply with the requirements of the assistance programs. 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 May 2023
August 8, 2023

SUMMARY FOR HACSB- Authority Owned Properties

PROPERTY	NO. VACATED	TOTAL
481130 Maplewood	1	14,985.50
481161 Colton	1	11,733.00
481170 Barstow	2	12,431.69
404000 Chehalis	1	-
402 - Summit Place	1	17,160.00
403 - Summit Walk	1	(633.00)
407 - Sunset Pointe	3	9,954.00
408 - Sunrise Vista	2	195.00
409 - Andalusia	6	76,723.07
418 - Grandview	1	2,518.00
425a - Sequoia	1	216.00
426 - Sunnyside	0	-
433c - Stillman	1	1,559.00
434a - Third	0	-
481 – Waterman Scattered	2	17,899.00
Concessions Write Off		-
TOTAL RENT WRITE OFF	23	164,741.26
Miscellaneous Charges		730.00
Maintenance Charges		40,412.36
Legal Charges		5,705.00
Security Deposits Applied		(14,149.00)
NET TOTAL WRITE OFF		197,439.62

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss
for the Month of May 2023
August 8, 2023

PROCUREMENT

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 20, 2023.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
481130 Maplewood													
1	S	S		Eviction	725.00	14,985.50			480.00	805.00	16,270.50	993.00	15,277.50
TOTALS:						14,985.50	-	-	480.00	805.00	16,270.50	993.00	15,277.50

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 to Pay			11/15/22	11/22/22	Y		03/08/23	05/03/23	05/03/23

481161 Colton													
1	G	M		Eviction	630.00	11,733.00		50.00	1,092.00	790.00	13,665.00	1,000.00	12,665.00
TOTALS:						11,733.00	-	50.00	1,092.00	790.00	13,665.00	1,000.00	12,665.00

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	Notice to Pay	09/08/22	Posted	10/09/22	11/08/22	Y		03/22/23	N/A	05/04/23

481170 Barstow													
1	R	J		D	231.00	244.00		50.00	524.00	-	818.00	530.00	288.00
2	H	A		E	672.00	12,187.69		400.00	1,063.34	1,020.00	14,671.03	540.00	14,131.03
3	P	C		v					(50.00)		(50.00)		
TOTALS:						12,431.69	-	450.00	1,537.34	1,020.00	15,439.03	1,070.00	14,419.03

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	NA	NA	NA	NA	NA	NA	NA	NA	NA	05/02/23
2	Notice to Pay	8.11.22	Posted	9.14.22	10.19.22	Y		3.16.23	5.2.23	05/02/23
3	NA	NA	NA	NA	NA	NA	NA	NA	NA	

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

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
404000 Chehalis													
1	K	V		V	\$1,195	-	-	-	2,008.10	-	2,008.10	499.00	1,509.10
2													
TOTALS:						-	-	-	2,008.10	-	2,008.10	499.00	1,509.10

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										

402 - Summit Place													
1	J	R		E	1,281.00	17,160.00			1,309.00		18,469.00	600.00	17,869.00
							-				-		-
TOTALS:						17,160.00	-	-	1,309.00	-	18,469.00	600.00	17,869.00

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	Eviction	11/01/22	Posted	11/30/22	02/06/23	N		N/A	turned in keys to avoid lock out	04/29/23

403 - Summit Walk													
1	A	L		V	1,931.00	(633.00)	-		2,209.00		1,576.00	835.00	741.00
							-				-		-
TOTALS:						(633.00)	-	-	2,209.00	-	1,576.00	835.00	741.00

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	05/01/23								05/05/23

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

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
407 - Sunset Pointe													
1	B	A		V	825.00	8,755.00			1,566.00		10,321.00	400.00	9,921.00
2	W	E		V	825.00	327.00			1,006.00		1,333.00	100.00	1,233.00
3	A	V		V	1,200.00	872.00		75.00	2,902.00		3,849.00	100.00	3,749.00
							-				-		-
TOTALS:						9,954.00	-	75.00	5,474.00	-	15,503.00	600.00	14,903.00
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	30 Day Pay or Quit	11/07/22	Posted	12/12/22	01/24/23	N		N/A	turned in keys to avoid court		05/24/23		
2	Intent to Vacate	03/01/23									04/30/23		
3	Intent to Vacate	04/01/23									04/30/23		

408 - Sunrise Vista													
1	M	S							(164.39)		(164.39)		(164.39)
2	M	D							(879.89)		(879.89)		(879.89)
3	P	B		S	945.00	410.00			1,923.00		2,333.00	600.00	1,733.00
4	M	C		V	825.00	(215.00)			381.00		166.00	100.00	66.00
							-			-	-		-
TOTALS:						195.00	-	-	1,259.72	-	1,454.72	700.00	754.72
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	Collection on bad debt												
2	Collection on bad debt												
3	Skip										05/13/23		
4	Intent to Vacate	03/28/23									04/29/23		

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

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
409 - Andalusia													
1	M	L		E	1,056.00	12,704.60	-		4,560.00	1,005.00	18,269.60	1,100.00	17,169.60
2	J	S		E	1,056.00	16,918.47	-		1,040.00		17,958.47	599.00	17,359.47
3	Y	E		E	1,056.00	13,364.00	-		468.00		13,832.00	799.00	13,033.00
4	L	E		E	1,056.00	14,460.00	-		482.00		14,942.00	599.00	14,343.00
5	M	J		E	1,056.00	13,339.00			1,030.00	1,065.00	15,434.00	799.00	14,635.00
6	M	N		E	1,755.00	5,937.00			10,475.00	1,020.00	17,432.00	1,955.00	15,477.00
							-				-		-
TOTALS:						76,723.07	-	-	18,055.00	3,090.00	97,868.07	5,851.00	92,017.07
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	3 Day Pay or Quit	08/12/22	Posted	09/22/22	02/03/23	N		N/A	05/24/23		05/24/23		
2	3 Day Pay or Quit	10/07/22	Posted	09/22/22	02/13/23	N		N/A	N/A		04/21/23		
3	3 Day Pay or Quit	08/12/22	Posted	09/22/22	10/28/22	N		N/A	05/10/23		05/09/23		
4	3 Day Pay or Quit	08/12/22	Posted	09/22/22	10/28/22	Y		03/23/23	05/17/23		05/08/23		
5	3 Day Pay or Quit	08/12/22	Posted	09/22/22	10/28/22	Y		04/20/23	05/24/23		05/23/23		
6	3 Day Pay or Quit	05/09/22	Posted	09/22/22	10/28/22	N		N/A	05/10/23		05/10/23		

418 - Grandview													
1	R	R		D	800.00	2,518.00	-	5.00			2,523.00	200.00	2,323.00
							-				-		-
TOTALS:					2,518.00		-	5.00	-	-	2,523.00	200.00	2,323.00
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	Death										05/03/23		

425a - Sequoia													
1	B	A		V	925.00	216.00			990.00		1,206.00	400.00	806.00
											-		-
TOTALS:					216.00	-	-	990.00	-	1,206.00	400.00	806.00	
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	03/21/23									04/24/23		

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

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
426 - Sunnyside													
18	S	F							(1,978.80)		(1,978.80)		(1,978.80)
											-		-
											-		-
TOTALS:						-	-	-	(1,978.80)	-	(1,978.80)	-	(1,978.80)

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
18	Collection on bad debt									

433c - Stillman													
1	R	S		V	1,550.00	1,559.00		50.00	1,629.00		3,238.00	400.00	2,838.00
											-		-
TOTALS:						1,559.00	-	50.00	1,629.00	-	3,238.00	400.00	2,838.00

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	30 Day Intent to Vacate	04/01/23								04/30/23

434a - Third													
1	R	M							(127.00)		(127.00)		(127.00)
											-		-
TOTALS:						-	-	-	(127.00)	-	(127.00)	-	(127.00)

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	Payment on bad debt									

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

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/23

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
481 - WatermanScattered													
1	L	S		E	1,168.00	10,722.00		50.00			10,772.00		10,772.00
2	H	L		E	1,168.00	7,177.00		50.00	6,475.00		13,702.00	1,001.00	12,701.00
											-		-
TOTALS:						17,899.00	-	100.00	6,475.00	-	24,474.00	1,001.00	23,473.00
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	3 day Pay or Quit	06/07/22	Posted	08/17/22	12/29/22	Y		03/22/23	05/24/23		05/24/23		
2	3 day Pay or Quit	08/23/22	Posted	09/26/22	11/03/22	N		N/A	05/17/23		05/17/23		

ALL PROPERTY TOTALS:						164,741.26	-	730.00	40,412.36	5,705.00	211,588.62	14,149.00	197,489.62
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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.