

**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
September 12, 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 September 12, 2023.
(Page 1)
- 5) Receive the board building presentation for September 12, 2023, an overview of the Housing Authority of the County of San Bernardino's rental assistance programs.
(Page 2)
- 6) Adopt Resolution No. 183 approving revisions to the Housing Authority of the County of San Bernardino's Personnel Policy Handbook.
(Pages 3-13)
- 7) Adopt Resolution No. 182 approving updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program Effective October 1, 2023.
(Pages 14-22)
- 8) 1 – Approve contract amendment No. 3 with the San Bernardino County Transitional Assistance Department for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the

term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025.

2 – Authorize and direct the Executive Director to execute and deliver the contract to the San Bernardino County Transitional Assistance Department and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Pages 23-31)

- 9) 1 – Approve contract amendment No. 3 with Knowledge and Education for Your Success, Inc. for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program Housing Navigator Services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025.

2 – Authorize and direct the Executive Director to execute and deliver the contract 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.

(Pages 32-37)

CLOSED SESSION

- 10) With respect to every item of business to be discussed in closed session pursuant to Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Executive Director

CONSENT CALENDAR

APPROVAL OF CONSENT ITEMS: # 11-13

- 11) 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 August 8, 2023.
(Pages 38-42)
- 12) Approve and file Agency-wide Financial Statements through May 2023.
(Pages 43-45)
- 13) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of June 2023.
(Pages 46-52)
- 14) Individual Board member comments.
- 15) 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**

September 12, 2023

FROM

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

SUBJECT

Executive Director's Report for September 12, 2023

RECOMMENDATION(S)

Receive the Executive Director's Report for September 12, 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 August 31, 2023.

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

September 12, 2023

FROM

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

SUBJECT

Board Building Presentation for September 12, 2023

RECOMMENDATION(S)

Receive the board building presentation for September 12, 2023, an overview of the Housing Authority of the County of San Bernardino's rental assistance 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.

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 rental assistance programs.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on, September 5, 2023.

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

September 12, 2023

FROM

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

SUBJECT

Personnel Policy Handbook Revisions

RECOMMENDATION(S)

Adopt Resolution No. 183 approving revisions to the Housing Authority of the County of San Bernardino's Personnel Policy Handbook.

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

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #1: To ensure that our agency's culture empowers and values our team through effective communication, learning opportunities, work/life balance, professional development, and a shared passion for the mission.

FINANCIAL IMPACT

Approval of the proposed revisions to the Personnel Policy Handbook (Handbook) may have some financial impact to the Housing Authority of the County of San Bernardino's (HACSB) approved annual budget. The amount of the financial impact may vary based on use of such policy by HACSB and its employees. Any financial impact incurred will be accounted for by each departmental budget.

BACKGROUND INFORMATION

HACSB conducts a review of policies within the Handbook on a regular basis for changes in HACSB practices and applicable law. As part of the recent review conducted by Human Resources, along with meet and confer with Teamsters Local 1932, the following policy changes are being requested.

1005 Code of Conduct – This policy revision adds in a statement for employees to refer to the latest Conflict of Interest Policy, which was approved by the Board of Commissioners in March 2023.

2007 Timekeeping Requirements – This policy revision clarifies language on approving electronic timecards bi-weekly as is current practice.

2011 Incentive Pay Program – The policy revision clarifies the Project Incentive Pay percentage that employees may be eligible for depending on assignment. This is consistent with current practice. The Incentive Pay Program policy also includes a new employee referral incentive policy for hard to fill positions. The new employee referral incentive would be a lump sum provided to employees who refer a new candidate who is successfully hired to fill a referral-eligible position.

2022 Voluntary Termination – This policy addition inserts language on requesting employees who resign to provide a two week notice of resignation. Current practice has been to request two weeks of notice with any resignation.

4002 Travel Policy – This policy revision corrects the total per diem amount to \$84 per day consistent with the breakdown amounts listed in the policy.

5011 General Medical Leave of Absence – This policy revision clarifies language on a General Medical Leave consistent with current practice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on September 5, 2023.

HOUSING AUTHORITY RESOLUTION NO. 2023-183

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO APPROVING REVISIONS TO THE HOUSING AUTHORITY OF
THE COUNTY OF SAN BERNARDINO EMPLOYEE POLICY HANDBOOK**

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) Employee Policy Handbook sets forth terms and conditions of employment for all full-time and part-time employees; and

WHEREAS, the Employee Policy Handbook contains the employment policies and practices of HACSB in effect at the time of publication, and it supersedes all previous policies, rules, procedures and past practices of HACSB, both oral and written; and

WHEREAS, HACSB desires to amend and update the Employee Policy Handbook to comport with applicable law and current practice; and

WHEREAS, HACSB has met and conferred and reached agreement with Teamsters Local 1932 regarding the proposed amended and updated Employee Policy Handbook.

**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 additions and revisions to the HACSB Employee Policy Handbook, as shown on Exhibit "A" attached hereto.

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, September 12, 2023.

Secretary

1005 Code of Conduct

Pursuant to 24 CFR §84.42, this Code of Conduct shall apply to the performance of the employees, officers or agents of the Housing Authority of the County of San Bernardino (PHA) engaged in selection, award or administration of contracts.

1. Conduct

No employee, officer or agent shall participate in the selection, award or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The employees, officers or agents of the Agency shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to sub agreements. However, the Agency may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

2. Prohibited Interest of Employee

An employee, officer or agent shall not acquire any direct or indirect interest in any housing project/program, in any property included or planned to be included in any housing project/program, nor have any direct or indirect interest in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project/program. If an employee, officer or agent owns or controls a direct or indirect interest in any such property or company, a written disclosure of it shall be made to the Agency and to the Board of Commissioners. Failure to disclose an interest constitutes misconduct in office. This paragraph applies to all current and future housing project/programs administered by the Agency.

3. Conflict of Interest

A “conflict of interest” is when an employee is involved in activity, which for any reason is in conflict with the Housing Authority’s best interests.

Employees, officers and agents of the Agency shall be prohibited, unless authorized by the Executive Director in writing, from having any involvement with the file of or otherwise taking action regarding a matter relating to a Public Housing resident, Section 8 Voucher holder, or anyone who is an applicant for or participant in any other Housing Authority Program with whom they have a relationship by family, marriage or domestic partnership. Family relationship is defined as related by blood or marriage, including a parent, sibling, grandparent, child, spouse, domestic partner, aunt, uncle, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, step-child,. ex-spouse and cousins.

Employees should refer to the latest Conflict of Interest Policy in place which includes annual disclosure requirements. The latest policy can be found within Paycom or contact Human Resources.

4. Notification

Employees, officers and agents of the Agency shall immediately disclose in writing to the Executive Director, if a conflict of interest exists. All employees shall be given the Code of Conduct Policy annually and be required to certify that they have read and understood the policy.

All employees of the Housing Authority at the time of hire and annually thereafter are required to submit to the Human Resources Department, a “Disclosure of Program Participation” form to disclose if they, or their family members as defined above, are on a waiting list or are participants (including participating landlords) in any Housing Authority program or affiliated program.

5. Disciplinary Actions

Any employee who violates this Code of Conduct shall be subject to discipline up to and including termination.

2007 Timekeeping Requirements

All non-exempt employees are required to record time worked on an electronic timecard for payroll purposes. Employees must record their own time each day and approve their electronic timecard by payroll designated timelines on a bi-weekly basis.-

Electronic timecards are reviewed and approved by the appropriate manager on a bi-weekly basis. Managers will review and approve each timecard and submit them to the Payroll Department for processing. Completing another employee’s timecard, allowing another employee to complete their electronic timecard, or altering an electronic timecard after approval may be grounds for disciplinary action, up to and including termination of employment.

Any errors or adjustments to an electronic timecard should be reported immediately to the manager for correction and approval. The Agency is committed to complying with the Fair Labor Standards Act (FLSA) and therefore prohibits improper deductions from FLSA exempt employees’ pay. The Agency will promptly remedy any violations of this policy by reimbursing an affected employee for any amounts which have been improperly deducted from the employee’s pay. Any employee who believes that an improper deduction has been made from their salary or who believes that they have not been properly compensated for hours worked, shall submit a complaint to the Human Resources Department as soon as possible, and within 30 days of learning of the possible error. The Human Resources Department shall promptly investigate the complaint and render a written decision as soon as is reasonably possible. If the complaint is determined to be justified, the employee shall promptly be reimbursed or compensated.

Exempt employees are required to submit electronic timecards for exception purposes only. The Agency may make deductions from paid leave accruals if the exempt employee works less than their regularly scheduled day. Additionally, exempt employees are expected to conform generally to the established work schedule for all employees. Although flexibility is provided for salaried employees to exercise judgment in maintaining their work schedule, this schedule should not be to the detriment of work production.

2011 Incentive Pay Program

1. Bilingual Pay

This benefit in the form of extra pay is designed to compensate designated employees who are: a) required routinely and consistently to use communication skills in a language other than English; or b) available to assist other employees with the translation of non-English conversations.

The number of employees who receive Bilingual Pay and amount of Bilingual Pay shall be determined by the Agency, within the annual salary budget approved by the Board of Commissioners. Bilingual Pay will be suspended beginning the first day out on an approved Leave of Absence.

Please contact the Human Resources Department for additional information and procedural details regarding the Bilingual Pay Program.

2. Management Incentive Pay

This benefit in the form of extra pay and/or extra paid time off is designed to compensate employees in selected positions based on the unique nature of their work. Eligible positions are designated by the Executive Director based upon established job duties and responsibility. The amount of Management Incentive Pay shall be determined by the Executive Director, within the annual salary budget approved by the Board of Commissioners.

Management Incentive Pay will be suspended following 12 calendar weeks of continuous absence, unless the employee is on an approved pregnancy disability leave of absence, in which case benefits will be suspended at the end of 16 weeks.

3. Acting Assignment Incentive Pay:

Acting employees are employees temporarily assigned by management to a higher position in order to fill a position vacancy of at least three weeks. The Acting Employee will be compensated at the minimum of the temporary position pay range or at a level of

approximately 5% higher than the employee's current salary, whichever is greater, for the length of the "acting" assignment. If the temporary position is eligible for Management Incentive Pay, the Acting Employee will receive the Management Incentive Pay and/or extra time off accrual while in the temporary assignment. All acting assignments must be approved in advance by the immediate Supervisors and Department Heads of the outgoing and incoming departments, Human Resources and the Executive Director.

Except as otherwise required by law, any employee who receives Acting pay and is placed on a leave of absence of more than three (3) consecutive days, will not be eligible for Acting pay during the leave of absence.

4. Maintenance On-Call Incentive Pay

The Agency On-Call policy and rotation procedure is established to ensure emergency maintenance issues are addressed promptly and effectively during non-working hours.

Positions designated to participate in on-call rotation assignments will be determined by the Agency. Designated personnel will be paid for actual time worked in accordance with the Agency Overtime Policy. In addition, an on-call incentive will be paid to the designated participants in an amount set by the Agency, within the annual salary budget approved by the Board of Commissioners.

Please contact Human Resources for additional information and procedural details regarding the Maintenance On-Call Incentive Pay Program.

5. Project Incentive Pay

This benefit in the form of extra pay is designed to compensate employees for accepting and performing a project assignment outside the duties of their approved Agency Job Description. Project Incentive Pay may vary from 5-10% depending on assignment given. Project assignments are based upon business necessity and resources available and must be approved by the Executive Director.

Except as required by law, any employee who is receiving Project Incentive Pay and is placed on a leave of absence of more than three (3) consecutive days, will not be eligible for Project Incentive Pay during the leave of absence.

6. Emergency Task Incentive

This benefit in the form of extra pay is designed for emergency situations in which staff are asked to perform duties in which an additional hazard is present and staff are asked to continue to perform their duties and/or additional duties. This incentive would be considered temporary and based on budget available and approval from the Executive

Director. Employees would only be eligible for this incentive on actual days worked, not including holidays.

7. Employee Referral Incentive

This benefit in the form of extra pay is designed to reward employees whose referred candidate is hired for a referral eligible position within the Agency. The amount of the lump sum incentive would be determined by position and budget available as approved by the Executive Director. Any open position eligible for a referral incentive would be advertised as such to employees via email. Please contact Human Resources for additional information and procedural details regarding the employee referral program.

2022 Voluntary Termination

An employee who fails to report to work for three (3) consecutively scheduled workdays without notice to, or with approval by his/her supervisor, will be considered to have voluntarily terminated employment with the Agency. All Agency-owned property (vehicles, keys, uniforms, identification badges, credit cards, radios, etc.) must be returned immediately upon termination of employment.

Employees who choose to voluntarily resign are asked to provide a two-week notice of resignation to ensure proper coverage and transfer of work duties and tasks. Employees who provide less than two weeks' notice may not be considered for rehire with the Agency unless the notice is related to a medical or other condition in which proper notice could not be given. During the final notice period, employee time off for vacation will be denied.

4002 Travel Policy

Agency employees may perform official travel necessary to conducting Housing Authority business. Except as provided below, such actual and necessary travel expenses shall be authorized by the Board of Commissioners' approval of the Authority's annual budget and shall need no further Board approval. If extraordinary or unanticipated expenditures arise between annual budget reports that impact the budget, such expenditures shall be approved in advance by the Board.

Travel Approval: Prior to travel, a Travel Request Form must be approved by the appropriate department manager and Executive Director. Registration, transportation and lodging arrangements will be made by administrative staff.

Day-Travel Expenses: Day travel expenses for training and conferences will be reimbursed upon submission of a Travel Expense form. Upon supervisor approval, employees will be eligible for a per diem of up to \$16/day.

Over-Night Travel Advance: Employees who travel overnight fifty (50) miles or more from work may be provided with an advance to cover the per diem, lodging and transportation. Employees traveling beyond 50 miles for a full day meeting or conference, have the option to stay overnight the day prior to the meeting or conference. Travel plans should be booked as far in advance as possible to take advantage of savings in transportation fares, lodging rates and car rental reservations.

Per Diem Allowance: When traveling overnight, the daily allowance for meals and miscellaneous incidentals (gratuities and other fees for service) is ~~eighty-four~~^{ninety dollars} (\$~~90~~⁸⁴) per day.

- Breakfast allowance: \$19.00
- Lunch allowance: \$25.00
- Dinner allowance: \$34.00
- Allowance for gratuities and other fees for service \$6.00

(Note: when submitting a Travel Expense Voucher, meals not actually purchased should be excluded from the per diem according to the meal allowance rate above.)

Parking Expense: Parking expenses require itemized receipts, and will be reimbursed upon submission of receipts with the Travel Expense Voucher or the Agency credit card reconciliation.

Extraordinary Expense: Extraordinary expenses that exceed the per diem allowance require itemized receipts, and will be reimbursed upon submission with the Travel Expense Voucher or with the Agency credit card reconciliation. Examples may include unanticipated conference material, business meals, and other unanticipated expenses.

Lodging Expenses: Lodging costs will be reimbursed if travel on official Agency business requires an overnight stay. If such lodging is in connection with a conference, hotel cost should not exceed any group rate published by the conference sponsor. In the event the group rate is not available, comparable lodging shall be used at a rate that is reasonable for the locale and consistent with the class of hotel where the conference is being held.

Transportation: Transportation shall be selected on the basis of the least total cost to the Housing Authority. Rental of an automobile in lieu of taxi or shuttle service may be allowed where time and costs show it to be a reasonable and efficient alternative. Advanced reservations should be made whenever possible and a compact or economy model requested.

Mileage: Mileage is reimbursable at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle for a business-related purpose. In the case of business travel that occurs on a regular working day and begins at the employee's home, mileage will be reimbursed for the distance between the employee's home and the destination, or between employee's regular work site and the destination, whichever is less. If travel occurs on a non-working day, mileage from the employee's home to the destination will be reimbursed.

Employees who receive a vehicle allowance and travel on official Agency business will be reimbursed for mileage that exceeds 100 miles round trip.

Credit Card Use: Credit cards are issued to designated employees upon approval of the Executive Director. Employees may use an Agency credit card for travel expenses on agency business. Agency credit cards may not be used for purchase of alcoholic beverages or personal expenses. Credit card purchases require itemized receipts and should be submitted with the Agency credit card reconciliation.

If any employee uses an Agency credit card for personal purchases in violation of this policy, the employee is financially responsible for such expenses and the amount of such purchases must be paid to the Agency within 24 hours. In addition, any purchases made in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity of the offense.

Reporting Travel Expenses: A Travel Expense Voucher must be submitted to the appropriate department manager for approval and forwarded to Finance within 30 days after travel is complete. Any unused advance must be returned to the Agency. Required receipts include transportation, lodging and extraordinary expenses.

5011 General Medical Leave of Absence

Employees who do not qualify under the FMLA/CFRA unpaid medical leave provisions (i.e., have worked less than 1250 hours in the past twelve months), may be granted a medical leave of absence of up to 30 days for non-work-related temporary serious health condition, with a doctor's written certificate confirming the same. Requests for a medical leave should be made in writing as far in advance as possible. General Medical leaves are not intended to extend an FMLA/CFRA/PDL leave that has been exhausted.

Employees are required to use sick leave previously accrued but not used while on a General Medical Leave of Absence. The use of vacation time is optional and must be requested in advance in accordance with policy 5002 Vacations.

A medical leave begins on the first day the doctor certifies the employee is unable to work and ends when the doctor certifies that the employee is able to return to work, or after a total of 30 days of leave, whichever occurs first. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work.

The Agency shall continue to pay for coverage under the group medical, dental and vision insurance plans up to thirty (30) days on the same terms that existed prior to the leave. Any additional benefits or pay such as bilingual pay, management incentive pay, on-call pay, project incentive pay or active incentive pay will not be paid during an approved General Medical Leave

of Absence. Employees should contact the Human Resources Department for further information.

Employees on an approved General medical leave of absence will still be responsible for abiding by all policies as set forth in the employee personnel policy, Employees on a leave of absence are not to accept any other form of employment without prior written request and approval from the Housing Authority Human Resources Department.

This General Medical Leave is not applicable to employees who have a qualifying disability, as defined under the Americans with Disabilities Act (ADA-Federal) and Fair Employment and Housing Act (FEHA-State). Such cases shall be determined on a case-by-case basis, in accordance with applicable ADA/FEHA law.

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

September 12, 2023

FROM

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

SUBJECT

Updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program

RECOMMENDATION(S)

Adopt Resolution No. 182 approving updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program Effective October 1, 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

The proposed revisions to the Housing Authority of the County of San Bernardino (HACSB) payment standards schedules include increases to the payment standards for some submarkets and bedroom sizes for Moving to Work (MTW), Traditional Regulatory Assistance for Special Purpose Programs (non-MTW), and Emergency Housing Voucher (EHV) programs. While an increase to payment standards has the potential to also increase the Housing Assistance Payment (HAP) expense, the total increase would happen over a two-year period, assuming that the updated proposed payment standards are applied to all assisted households at their next recertification and to new families at initial lease-up. The total maximum potential increase after the two-year implementation period is estimated at \$3.7 million annually. Any increase to HAP costs will be funded by the respective voucher program HAP funding and/or reserve funds, to the extent that funding is available.

Analysis has been conducted to determine the financial impact for 2023 and 2024 to ensure that we can adequately continue to serve currently assisted households and maintain a two-month HAP restricted reserves level. The analysis includes assumptions for a variety of variables, including unknown Calendar Year 2024 funding as the federal budget has not been passed, unknown future attrition rate (an estimate was used based on historical information), and unknown pacing and amounts of future rent increases. HACSB will continue to monitor the financial status of the program and proactively make decisions to ensure sustainability.

BACKGROUND INFORMATION

2023 Update – Local Payment Standards (LPS) for MTW Programs

Updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program,
Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and
Payment Standards for the Emergency Housing Voucher Program
September 12, 2023

In 2009, HACSB developed the LPS through its MTW designation for its MTW Housing Choice Voucher program. The activity allows HACSB to develop LPS that reflect the varying rental markets within San Bernardino County (county), rather than using the Fair Market Rents (FMR) established by United States Department of Housing and Urban Development (HUD) for the entire San Bernardino/Riverside metropolitan area. In 2010, through a competitive procurement process, Applied Real Estate Analysis, Inc. (AREA), an independent third-party real estate analysis company, was hired to assess the local area real estate market. AREA identified nine varying rental submarkets and the corresponding market rents for each. Since that time, the LPS have been developed at a submarket level rather than a countywide level based upon the market rent values within each submarket. The LPS are more specific to the diverse rental submarkets that exist within the county than the FMR and expand housing choices for HACSB customers by providing them the opportunity to relocate into areas of greater opportunity.

For the FY 2023-2024 LPS update, HACSB staff performed the market rent data collection and analysis process. Data was collected from a variety of sources, including Yardi Matrix, a national rental market database. The total sample included more than 2,700 rental units representing unit types and sizes from each of the nine rental submarkets. The data was used to analyze current market rents and changes in market rents since the last market rent study performed in 2022.

Based on the analysis, the proposed schedule of LPS for FY 2023-2024 reflects minimal increases to the LPS values for some submarkets and bedroom sizes, while some bedroom sizes will remain at the current LPS value. The proposed FY 2023-2024 LPS amounts are set at the median market rent value by submarket and bedroom size, plus a five percent margin to accommodate changes in market rent over the coming year, or the current LPS value, whichever is greater. HACSB will continue to perform rent reasonableness for each new lease and proposed rent increase to ensure that approved rents are appropriate.

The complete 2023-2024 MTW LPS is included in the attached proposed schedule. The format of the LPS schedule has changed to use zip codes rather than census tract codes to identify the applicable LPS amount for a particular unit. Utilizing zip codes provides a user-friendly approach for landlords, applicants, and HACSB staff to identify the correct LPS for a particular unit. A summary of the proposed changes by submarket is included in the table below. If approved, the new LPS will take effect October 1, 2023.

Submarket	Located	Summary of Increase for FY 2023-2024
Submarket 1	Desert	Increase the average payment standard for the submarket by 12.3%, or \$201.
Submarket 2	Victor Valley/Barstow	Increase the average payment standard for the submarket by 0%, or \$0.
Submarket 3	Morongo Valley/29 Palms	Increase the average payment standard for the submarket by 0.6%, or \$7.
Submarket 4	Mountains	Increase the average payment standard for the submarket by 3.4%, or \$43.
Submarket 5	San Bernardino North	Increase the average payment standard for the submarket by 6.2%, or \$183.

Updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program
September 12, 2023

Submarket	Located	Summary of Increase for FY 2023-2024
Submarket 6	San Bernardino South	Increase the average payment standard for the submarket by 8.6%, or \$159.
Submarket 7	East Valley	Increase the average payment standard for the submarket by 1.5%, or \$61.
Submarket 8	West Valley	Increase the average payment standard for the submarket by 0%, or \$0.
Submarket 9	Central Valley	Increase the average payment standard for the submarket by 0%, or \$2.

Financial Impact Factors

HACSB anticipates that the following variables will impact the actual annual cost increase:

- A. Rent Increase Requests: The HAP for a unit may increase only if a landlord requests and is approved for a rent increase.
- B. Rent Reasonableness: Any request for a rent increase is subject to a rent reasonableness review. The review will determine the actual amount of any rent increase.
- C. Family Income: Depending on household circumstances, an approved rent increase may result in an increase to the family rent share and not to HACSB's share. Additionally, changes in family income may offset an approved rent increase.

FY 2023-2024 Update – Payment Standards for Traditional Regulatory Assistance for Special Purpose Programs

The MTW Local Payment Standards outlined above cannot be applied to Special Purpose programs because HACSB administers HUD programs through grants and other federal resources including Veterans Affairs Supportive Housing, Continuum of Care programs, and Housing Opportunities for Persons With AIDS, which are traditionally regulated programs not included in HACSB's MTW contract with HUD.

Therefore, HACSB also reviews and updates the payment standard schedule for Special Purpose programs annually based upon the Fair Market Rent (FMR) published annually by HUD. Due to flat funding and increasing HAP costs, the proposed schedule will set payment standards for Special Purpose programs County-wide at 100% of the HUD-published Fair Market Rents, which is between the regulatory range of 90-110%.. This represents a 4% average increase compared with the 2022-23 payment standards.

The 2023-2024 Payment Standards for Traditional Regulatory Assistance for Special Purpose Programs are included in the attached proposed schedule.

FY 2023-2024 Update – Payment Standards for the Emergency Housing Voucher Program

HUD guidance for the Emergency Housing Program (EHV) published in Notice PIH 2021-15 provides several regulatory waivers and administrative flexibilities that housing authorities may adopt in order to remove potential barriers for EHV participants. HUD acknowledges that many rental markets are very competitive and that EHV recipients, who are homeless or at risk of homelessness, may have lower incomes, limited or poor credit histories, and limited established

Updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program
September 12, 2023

rental histories, as well as other challenges, which may make landlords reluctant to rent to them. Therefore, HUD permits housing authorities to establish separate payment standards for the EHV program to increase the potential pool of available units for EHV and help participating families successfully lease with EHV assistance. The separate payment standards may be set at any level between 90-120 percent of the published FMR. Additionally, housing authorities may request HUD approval to apply some MTW activities to the EHV program.

The 2022-2023 EHV payment standards utilized both the flexibility provided in Notice PIH 2021-15 and HACSB's MTW Local Payment Standards flexibilities to widen the potential pool of available units for EHV recipients. The EHV payment standards are divided into four regions representing different segments of the county, and the EHV payment standards were set at 120% of the FMR or the MTW Local Payment Standard for the submarket, whichever was greater. The EHV program reached full utilization in July 2023, and the housing authority is required to sunset future turnover vouchers. Therefore, providing the highest possible payment standard to promote program utilization is no longer the focus. Instead, the proposed 2023-2024 EHV Payment Standards starts the process of bringing the amounts in alignment with MTW Local Payment Standards and the Special Purpose Program Payment Standard. Because the EHV payment standards are elevated in some areas, this process is expected to take several years. To prevent a reduction to the payment standard which could jeopardize the housing stability of participants, the proposed 2023-2024 EHV payment standard uses the higher of the 2023-2024 MTW Local Payment Standard, the 2023-2024 Special Purpose Voucher Program Payment Standard, or the 2022-2023 EHV Payment Standard.

The proposed 2023-2024 payment standards for EHV by region are included in the attached proposed schedule.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on September 6, 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 PAYMENT STANDARDS UPDATES FOR THE MOVING TO WORK HOUSING CHOICE VOUCHER PROGRAM, TRADITIONAL REGULATORY ASSISTANCE FOR SPECIAL PURPOSE PROGRAMS, AND EMERGENCY HOUSING VOUCHER PROGRAM EFFECTIVE OCTOBER 1, 2023, AND SUPERSEDING ALL PRIOR RESOLUTIONS ESTABLISHING SUCH PAYMENT STANDARDS

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code, which includes providing low and moderate income housing within its jurisdiction; and

WHEREAS, the Authority administers the Housing Choice Voucher program for the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HACSB entered into a Moving to Work (MTW) contract with the United States Department of Housing and Urban Development (HUD) effective March 14, 2008, which governs the regulations of the administration of the Housing Choice Voucher and Public Housing programs; and

WHEREAS, the Authority administers HUD programs through grants and other federal resources including Veterans Affairs Supportive Housing (VASH), Shelter Plus Care (SPC) programs, Mainstream program for disabled households, and Housing Opportunities for Persons with AIDS (HOPWA) which are traditionally regulated programs;

WHEREAS, housing authorities are required to establish payment standards which set the maximum subsidy payment a family can receive from the housing authority each month; and

WHEREAS, HUD annually sets Fair Market Rents which are used by housing authorities to develop the payment standards; and

WHEREAS, housing authorities are required to review and update payment standards annually to maintain reasonable rents paid on behalf of clients receiving subsidy; and

WHEREAS, HUD approved the Authority's Local Payment Standards MTW activity which allows the Authority to determine Local Payment Standard amounts by submarket based on the local rental market for the MTW Housing Choice Voucher program which are reviewed annually.

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 Local Payment Standards for the Moving to Work Housing Choice Voucher program, payment standards for the Traditional Regulatory Assistance for Special Purpose programs, and payment Standards for the Emergency Housing

Voucher program effective October 1, 2023, copies of which are attached hereto and incorporated herein by reference.

Section 4. This resolution shall supersede all prior resolutions of the HACSB establishing payment standards covered by this resolution and such prior resolutions shall be of no further force or effect.

Section 5. 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)
) 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, _____, 20__.

Secretary

Moving to Work Local Payment Standards

ZIP CODES & RENTAL SUBMARKETS

1. Locate the zip code for the unit from the table below to determine the rental submarket.

ZIP Code	Sub-market	ZIP Code	Sub-market	ZIP Code	Sub-market	ZIP Code	Sub-market	ZIP Code	Sub-market
91701	8	92277	3	92325	4	92358	4	92397	4
91708	8	92278	3	92326	4	92359	7	92398	1
91709	8	92280	1	92327	1	92363	1	92399	7
91710	8	92284	3	92329	2	92364	1	92401	6
91729	8	92285	3	92332	1	92365	1	92402	6
91730	8	92286	3	92333	4	92366	1	92403	6
91737	8	92301	2	92334	9	92368	2	92404	5
91739	8	92304	1	92335	9	92369	5	92405	5
91743	8	92305	4	92336	8	92371	2	92406	6
91758	8	92307	2	92337	9	92372	2	92407	5
91759	4	92308	2	92338	1	92373	7	92408	6
91761	8	92309	1	92339	4	92374	7	92410	6
91762	8	92310	1	92340	2	92375	7	92411	6
91763	8	92311	2	92341	4	92376	9	92412	6
91764	8	92312	2	92342	2	92377	9	92413	5
91766	8	92313	7	92344	2	92378	4	92415	6
91784	8	92314	4	92345	2	92382	4	92418	6
91785	8	92315	4	92346	7	92385	4	92423	6
91786	8	92316	9	92347	1	92386	4	92427	5
91798	8	92317	4	92350	7	92391	4	93524	1
92242	1	92318	7	92352	4	92392	2	93555	1
92252	3	92321	4	92354	7	92393	2	93558	1
92256	3	92322	5	92356	2	92394	2	93562	1
92267	1	92323	1	92357	7	92395	2	93592	1
92268	3	92324	9						

MOVING TO WORK LOCAL PAYMENT STANDARDS (maximum allowed is listed)

2. Locate the submarket and bedroom size for the unit in the table below to determine the MTW Local Payment Standard for the unit.

Submarket	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
1	\$ 840	\$ 1150	\$1,536	\$1,733	\$2,336	\$2,687	\$3,037
2	\$1,040	\$1,389	\$1,769	\$2,338	\$2,750	\$3,067	\$3,575
3	\$1,095	\$1,150	\$1,760	\$2,145	\$2,690	\$3,093	\$3,496
4	\$1,594	\$1,746	\$2,228	\$3,025	\$3,300	\$3,701	\$4,290
5	\$1,421	\$1,628	\$1,943	\$2,599	\$3,465	\$3,985	\$4,505
6	\$1,429	\$1,623	\$1,953	\$2,415	\$3,360	\$4,122	\$4,741
7	\$1,623	\$2,094	\$2,357	\$2,796	\$3,673	\$4,224	\$4,775
8	\$1,925	\$2,477	\$3,028	\$3,410	\$3,960	\$4,345	\$5,148
9	\$1,576	\$1,799	\$2,018	\$3,080	\$3,627	\$4,195	\$4,715

Special Purpose Voucher Programs Payment Standards Effective 10/1/2023

Special Purpose Voucher Programs Payment Standards apply to the following programs: Veterans Affairs Supportive Housing (VASH leased on or before January 1, 2021), Continuum of Care programs, Master Leasing program, and Housing Opportunities for Persons With AIDS (HOPWA) program

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
\$1,517	\$1,611	\$2,010	\$2,707	\$3,304	\$3,799	\$4,295

Special Purpose Program vouchers are awarded and subsidized through the U.S. Department of Housing and Urban Development (HUD). The applicable payment standards are based on the HUD- published Fair Market Rents.

Adopted:

FY 2023-2024 Emergency Housing Voucher Program Payment Standards

ZIP CODES & REGIONS

1. Locate the zip code for the unit from the table below to determine the region.

ZIP Code	Region	ZIP Code	Region	ZIP Code	Region	ZIP Code	Region	ZIP Code	Region
91701	Western	92268	Desert	92323	Desert	92357	Central	92395	Desert
91708	Western	92277	Desert	92324	Central	92358	Mountain	92397	Mountain
91709	Western	92278	Desert	92325	Mountain	92359	Central	92398	Desert
91710	Western	92280	Desert	92326	Mountain	92363	Desert	92399	Central
91729	Western	92284	Desert	92327	Desert	92364	Desert	92401	Central
91730	Western	92285	Desert	92329	Desert	92365	Desert	92402	Central
91737	Western	92286	Desert	92332	Desert	92366	Desert	92403	Central
91739	Western	92301	Desert	92333	Mountain	92368	Desert	92404	Central
91743	Western	92304	Desert	92334	Central	92369	Central	92405	Central
91758	Western	92305	Mountain	92335	Central	92371	Desert	92406	Central
91759	Mountain	92307	Desert	92336	Western	92372	Desert	92407	Central
91761	Western	92308	Desert	92337	Central	92373	Central	92408	Central
91762	Western	92309	Desert	92338	Desert	92374	Central	92410	Central
91763	Western	92310	Desert	92339	Mountain	92375	Central	92411	Central
91764	Western	92311	Desert	92340	Desert	92376	Central	92412	Central
91766	Western	92312	Desert	92341	Mountain	92377	Central	92413	Central
91784	Western	92313	Central	92342	Desert	92378	Mountain	92415	Central
91785	Western	92314	Mountain	92345	Desert	92382	Mountain	92418	Central
91786	Western	92315	Mountain	92346	Central	92385	Mountain	92423	Central
91798	Western	92316	Central	92347	Desert	92386	Mountain	92427	Central
92242	Desert	92317	Mountain	92350	Central	92391	Mountain	93524	Desert
92252	Desert	92318	Central	92352	Mountain	92392	Desert	93555	Desert
92256	Desert	92321	Mountain	92354	Central	92393	Desert	93558	Desert
92267	Desert	92322	Central	92356	Desert	92394	Desert	93562	Desert
								93592	Desert

EMERGENCY HOUSING VOUCHER PAYMENT STANDARDS

2. Locate the region and bedroom size for the unit in the table below to determine the EHV Payment Standard for the unit.

Region	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
Desert	\$1,537	\$1,678	\$2,101	\$2,851	\$3,506	\$4,032	\$4,558
Mountain	\$1,594	\$1,746	\$2,228	\$3,025	\$3,506	\$4,032	\$4,558
Central	\$1,623	\$2,094	\$2,357	\$3,080	\$3,673	\$4,224	\$4,775
Western	\$1,925	\$2,477	\$3,028	\$3,410	\$3,960	\$4,345	\$5,148

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

September 12, 2023

FROM

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

SUBJECT

Contract Amendment No. 3 with the San Bernardino County Transitional Assistance Department for California Work Opportunity and Responsibility to Kids Housing Support Program Services

RECOMMENDATION(S)

1. Approve contract amendment No. 3 with the San Bernardino County Transitional Assistance Department for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025.
 2. Authorize and direct the Executive Director to execute and deliver the contract to the San Bernardino County Transitional Assistance Department 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 #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

San Bernardino County's (County) Transitional Assistance Department (TAD) received notification from the California Department of Social Services (CDSS) of the annual renewal of \$5,256,190 and one-time funds carryover of \$4,634,993 for the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) for a total contract amount not to exceed \$46,194,219. The recommended contract is for an additional year period by mutual agreement by TAD and the Housing Authority of the County of San Bernardino (HACSB).

BACKGROUND INFORMATION

Under the terms of the recommended contract, HACSB will continue to provide contracted services to TAD, for the provision of housing and rental assistance for CalWORKs families who identify themselves as homeless. CalWORKs HSP was established through SB 855 (Chapter 29, Statutes of 2014) to promote housing stability for families in the CalWORKs program. The Rapid Rehousing (RRH) services provided through HSP offer time-limited, individualized rental assistance at a level that enables the family to maintain housing while they seek to increase income; learn to manage a household budget; relocate to less expensive housing; and/or reduce expenses to sustain their housing. Rental assistance will be provided in a manner that is intended to prevent families from experiencing a sudden and unmanageable increase to their housing expenses at the end of program assistance. HACSB's affiliate non-profit, Knowledge and Education for Your Success, Inc. (KEYS), works with families and private landlords to provide

RRH and rental assistance. Based on an average cost of \$20,850 per family per year, a total of 262 existing families and approximately 300 (200 newly housed plus 100 prevention) new households will be served annually with the available HSP allocation in 2023-25. Since January 2015, the partnership with TAD, HACSB, and KEYS has served more than 3,356 families, of which 8,502 are children, resulting in the placement of 2,566 households, including 6,157 children, in permanent housing.

KEYS partners with community and faith-based organizations to leverage and support payment of security deposits, utility assistance, furniture needs, and other housing costs as appropriate to the situation.

PROCUREMENT

The County's Purchasing Department determined that the non-competitive nature of a contract with HACSB is justified based on CDSS' allocation to the County as a result of TAD's proposal to partner with HACSB in its application for HSP funding.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on September 5, 2023.



Contract Number

20-503 A-3

SAP Number

4400014304

Transitional Assistance Department

Department Contract Representative	Marianna Martinez, Contract Analyst
Telephone Number	(909) 383-0212
Contractor	Housing Authority of the County of San Bernardino
Contractor Representative	Maria Razo, Executive Director
Telephone Number	(909) 890-0644
Contract Term	07/01/2020 through 06/30/2025
Original Contract Amount	31,122,657
Amendment Amount	15,071,562
Total Contract Amount	46,194,219
Cost Center	5017601000 and 5017611000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 3

It is hereby agreed to amend Contract No. 20-503, effective September 26, 2023, as follows:

SECTION III. GENERAL CONTRACTOR REQUIREMENTS

Amend Section III to add Paragraphs JJ and KK to read as follows:

- JJ. **Executive Order N-6-22 Russian Sanctions** – On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice

of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.

- KK. **Campaign Contribution Disclosure (SB 1439)** – Contractor has disclosed to the County using Attachment D – Campaign Contribution Disclosure (SB 1439), whether it has made any campaign contributions of more than \$250 to any member of the Board of Supervisors within the earlier of: (1) the date of the submission of Contractor’s proposal to the County, or (2) 12 months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors for 12 months after the County’s consideration of the Contract.

In the event of a proposed amendment to this Contract, the Contractor will provide the County a written statement disclosing any campaign contribution(s) of more than \$250 to any member of the Board of Supervisors within the preceding 12 months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of contractor.

SECTION V. FISCAL PROVISIONS

Paragraph A. is amended to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$46,194,219, which is 100% federally and state funded, and payment shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor’s services and expenses incurred in the performance hereof, including travel and per diem.

SECTION VIII. TERM

Section VIII. is amended to read as follows:

This Contract is effective as of July 1, 2020, and is extended from its amended expiration date of June 30, 2024, to expire on June 30, 2025, but may be terminated earlier in accordance with the provisions of Section IX of the Contract.

ATTACHMENT C – PROGRAM BUDGET

Amend Contract No. 20-503 by adding a new Attachment C, CalWORKs Housing Support Program Budget Effective July 1, 2022 through June 30, 2025, attached hereto and incorporated herein by this reference.

ATTACHMENT D – CAMPAIGN CONTRIBUTION DISCLOSURE (SB 1439)

Amend Contract No. 20-503 by adding a new Attachment D, Campaign Contribution Disclosure (SB 1439) Effective July 1, 2022 through June 30, 2025, attached hereto and incorporated herein by this reference.

All other terms and conditions of Contract No. 20-503 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.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO

(Print or type name of corporation, company, contractor, etc.)

By ►

(Authorized signature - sign in blue ink)

Name Maria Razo

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: _____

Address 715 East Brier Drive

San Bernardino, CA 92408

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Adam Ebright, County Counsel

Date _____

Reviewed for Contract Compliance

►

Patty Steven, Contracts Manager

Date _____

Reviewed/Approved by Department

►

Gilbert Ramos, Director

Date _____

	22/23	23/24	24/25	Total
<u>I. DIRECT FINANCIAL ASSISTANCE</u>				
1. PERM HOUSING	\$4,198,661	\$2,955,986	\$2,955,985	\$10,110,632
2. INTERIM	\$3,719,534	\$3,231,143	\$3,231,143	\$10,181,820
2. PREVENTION	\$523,099	\$565,210	\$565,210	\$1,653,519
<u>II. CASE MANAGEMENT</u>				
1. PERSONNEL	\$1,402,188	\$1,291,133	\$1,291,133	\$3,984,454
<u>III. ADMIN/SUPPORT EXPENSES</u>				
1. PROGRAM MANAGEMENT	\$948,552	\$890,206	\$890,206	\$2,728,964
2. PERSONNEL OTHER	\$619,554	\$600,778	\$600,778	\$1,821,110
3. DATA COLLECTION/TRACKING	\$306,048	\$356,727	\$356,727	\$1,019,502
Total	\$11,717,635	\$9,891,183	\$9,891,182	\$31,500,000

Note: Grant year totals for 20/21 and 21/22 were \$14,694,219.

\$14,694,219 plus \$31,500,000 = \$46,194,219 (total revised contract amount)



ATTACHMENT D

Campaign Contribution Disclosure (SB 1439)

DEFINITIONS

Actively supporting the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter for the purpose of influencing the County's decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.

1. Name of Contractor: _____
2. Name of Principal (i.e., CEO/President) of Contractor, if the individual actively supports the matter and has a financial interest in the decision:
- _____

3. Name of agent of Contractor:

Company Name	Agent(s)

4. Name of any known lobbyist(s) who actively supports or opposes this matter:

Company Name	Contact

5. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district.

Company Name	Subcontractor(s):	Principal and/or Agent(s):

6. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?

Yes ☐

No ☐

7. Name of any known individuals/companies who are not listed in Questions 1-5, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name

8. Was a campaign contribution, of more than \$250, made to any member of the San Bernardino County Board of Supervisors on or after January 1, 2023, by any of the individuals or entities listed in Question Nos. 1-7?

No ☐ If **no**, please skip Question No. 9 and sign and date this form.

Yes ☐ If **yes**, please continue to complete this form.

9. Name of Board of Supervisor Member: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

Please add an additional sheet(s) to identify additional Board Members to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-7 are prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors while award of this Contract is being considered and for 12 months after a final decision by the County.

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

September 12, 2023

FROM

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

SUBJECT

Contract Amendment No. 3 with Knowledge and Education for Your Success, Inc. for California Work Opportunity and Responsibility to Kids Housing Support Program Services

RECOMMENDATION(S)

1. Approve contract amendment No. 3 with Knowledge and Education for Your Success, Inc. for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program Housing Navigator Services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025.
2. Authorize and direct the Executive Director to execute and deliver the contract 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.

(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 #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

Approval of this item is not expected to exceed a total contract amount of \$46,194,219 which is funded through the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) funds received by the Housing Authority of the County of San Bernardino (HACSB) pursuant to its CalWORKs HSP contract with the San Bernardino County Transitional Assistance Department (TAD).

BACKGROUND INFORMATION

Under the terms of the recommended contract, HACSB's affiliate non-profit, Knowledge and Education for Your Success, Inc. (KEYS) will continue to provide housing navigation and rental assistance for CalWORKs families who identify themselves as homeless. CalWORKs HSP was established through SB 855 (Chapter 29, Statutes of 2014) to promote housing stability for families in the CalWORKs program. The Rapid Rehousing (RRH) services provided through HSP offer time-limited, individualized rental assistance at a level that enables the family to maintain housing while they seek to increase income; learn to manage a household budget; relocate to less expensive housing; and/or reduce expenses to sustain their housing. Rental assistance will be provided in a manner that is intended to prevent families from experiencing a sudden and unmanageable increase to their housing expenses at the end of program assistance. Additionally, KEYS partners with community and faith-based organizations to leverage and support payment

of security deposits, utility assistance, furniture needs, and other housing costs as appropriate to the situation.

Based on an average cost of \$20,850 per family per year, a total of 262 existing families and approximately 300 (200 newly housed plus 100 prevention) new households will be served annually with the available HSP allocation in 2023-25. Since January 2015 to date, the partnership with TAD, HACSB, and KEYS has served more than 3,356 families, of which 8,502 are children, resulting in the placement of 2,566 households, including 6,157 children, in permanent housing.

Implementation of this item is contingent upon approval of a contract between the County of San Bernardino and HACSB by the San Bernardino County Board of Supervisors and HACSB Board of Commissioners.

PROCUREMENT

The contract award was non-competitive due to TAD writing KEYS and HACSB directly into the contract proposal for the state funding. Also, the San Bernardino County Purchasing Department determined that the non-competitive nature of a contract with HACSB and KEYS is justified based on California Department of Social Services allocation to the County of San Bernardino as a result of TAD's proposal to partner with HACSB in its application for HSP funding.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on September 1, 2023.



**THIRD AMENDMENT TO CONSULTING, SERVICES, AND NON-ROUTINE MAINTENANCE
RELATED SERVICES AGREEMENT (NON-CONSTRUCTION)**

BETWEEN

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

And

KNOWLEDGE, EDUCATION FOR YOUR SUCCESS, INC. (KEYS)

This Third Amendment to Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction) ("Amendment") is entered into as of July 1, 2023 by and between the Housing Authority of the County of San Bernardino ("Authority"), a public body, corporate and politic and Knowledge, Education For Your Success, Inc., a California public benefit nonprofit corporation ("KEYS"). The Authority and KEYS are referred to herein, collectively, as the "Parties."

RECITALS

WHEREAS, on June 9, 2020 (Item No. 9), the Board of Commissioners approved that certain non-competitive Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated as of July 1, 2020 (the "Agreement"), by and between the Authority and KEYS, for the purpose of KEYS providing Housing Navigator Services in the amount of \$6,480,000, for the period of July 1, 2020 through June 30, 2021.

WHEREAS, on June 8, 2021 (Item No. 7), the Board of Commissioners approved the first amendment to the Agreement, increasing the amount by \$6,480,000, for a total contract amount not to exceed \$12,960,000 and extending the term by one year through June 30, 2022.

WHEREAS, on May 10, 2022 (Item No. 15), the Board of Commissioners approved the second amendment to the Agreement for the purpose of KEYS providing Housing Navigator Services increasing the amount by \$18,162,657, for a total contract amount not to exceed \$31,122,657 and extending the term by one year through June 30, 2024.

WHEREAS, the Parties now desire to further amend the Agreement, extending the contract for a one year period, and increasing the total contract amount by \$15,071,562 from \$31,122,657 to \$46,194,219 for a total contract period of July 1, 2020 through June 30, 2025.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Authority and KEYS hereby agree as follows:

AGREEMENT

1. Fiscal Provisions. Section V of the Agreement, entitled “Fiscal Provisions”, at Subsection A, shall be amended in its entirety to increase the Contract Sum by \$15,071,562 and extend the term to read as follows:

“A. The maximum amount of reimbursement under this Contract shall not exceed \$46,194,219 for a total contract period of July 1, 2020 through June 30, 2025, of which 100% federally and state funded, and shall be subject to availability of funds to the County and HACSB. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor’s services and expenses incurred in the performance hereof, including travel and per diem.”

2. Term. Section VII of the Agreement, entitled “Term”, shall be amended in its entirety to read as follows:

“This Contract shall be effective as of July 1, 2020 and expires June 30, 2025, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for one (1) additional year period by mutual agreement of the parties.

3. CalWORKs Housing Support Program. Attachment C to the Agreement, entitled “CalWORKs Housing Support Program”, shall be replaced with the new Attachment C attached to this Amendment.

4. Full Force and Effect. Except as amended hereby, all other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Applied Real Estate Analysis, Inc. have signed this Amendment.

**KNOWLEDGE, EDUCATION, FOR YOUR
SUCCESS, INC.**

By: _____

Name: _____

Title: _____

Date: _____

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

By: _____

Name: Maria Razo

Title: Executive Director

Date: _____

	22/23	23/24	24/25	Total
<u>I. DIRECT FINANCIAL ASSISTANCE</u>				
1. PERM HOUSING	\$4,198,661	\$2,955,986	\$2,955,985	\$10,110,632
2. INTERIM	\$3,719,534	\$3,231,143	\$3,231,143	\$10,181,820
2. PREVENTION	\$523,099	\$565,210	\$565,210	\$1,653,519
<u>II. CASE MANAGEMENT</u>				
1. PERSONNEL	\$1,402,188	\$1,291,133	\$1,291,133	\$3,984,454
<u>III. ADMIN/SUPPORT EXPENSES</u>				
1. PROGRAM MANAGEMENT	\$948,552	\$890,206	\$890,206	\$2,728,964
2. PERSONNEL OTHER	\$619,554	\$600,778	\$600,778	\$1,821,110
3. DATA COLLECTION/TRACKING	\$306,048	\$356,727	\$356,727	\$1,019,502
Total	\$11,717,635	\$9,891,183	\$9,891,182	\$31,500,000

Note: Grant year totals for 20/21 and 21/22 were \$14,694,219.

\$14,694,219 plus \$31,500,000 = \$46,194,219 (total revised contract amount)

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

September 12, 2023

FROM

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

SUBJECT

Meeting Minutes for Meeting Held on August 8, 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 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

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 August 8, 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, September 5, 2023.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
AUGUST 8, 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 3:05 p.m. on August 8, 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:

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

Commissioner Tarango was recorded as absent.

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; 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, and Claudia Hurtado, Executive Assistant.

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

2) Additions or Deletions to the Agenda

Chair Johnson called for additions or deletions to the August 8, 2023 agenda. There were none.

3) General Public Comment

Chair Johnson 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.

Legal Counsel Fred Galante took some time to provide the Board of Commissioners with an overview of the Brown Act teleconferencing requirements and their criteria.

Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report and the Brown Act provisions.

5) Board Building Presentation for August 8, 2023

Discussion calendar item number 5, to receive the board building presentation for August 8, 2023, an overview of the Housing Authority of the County of San Bernardino's proposed 2023 Moving to Work (MTW) Local Payment Standards and the 2023 scholarship program, was requested.

Chair Johnson abstained from participating in the discussion of the proposed 2023 Moving to Work (MTW) Local Payment Standards.

Renee Kangas, Sr. Management Analyst, presented the proposed 2023 Moving to Work (MTW) Local Payment Standards.

With the exception of Chair Johnson, discussion amongst the Board of Commissioners took place regarding 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.

Executive Director Razo presented the 2023 scholarship program.

Discussion amongst the Board of Commissioners took place regarding the board building presentation for August 8, 2023, an overview of the 2023 scholarship program.

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

Discussion calendar item number 6, to Adopt Resolution No. 181 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's homeownership program, was requested.

Executive Director Razo explained the item.

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

Discussion amongst the Board of Commissioners took place regarding the revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's Homeownership Program.

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

Ayes

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

Nays

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

Discussion calendar item number 7, to 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, 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.

Discussion amongst the Board of Commissioners took place regarding Amendment No. 1 with BluSky Restoration Contractors, LLC for Emergency Services Remediation.

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

Ayes

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

Nays

8-11) Consent Calendar

Approval of the consent calendar including agenda item numbers 8-11 was requested.

Commissioner Avila moved to approve consent calendar agenda item numbers 8-11, to:

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.

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.

10) Approve and file Agency-wide Financial Statements through April 2023.

11) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of May 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

Nays

Minutes of a Regular Meeting of the Board of Commissioners of the Housing Authority of the
County of San Bernardino for August 8, 2023

Page 4

Commissioner Miller
Commissioner Avila

Chair Johnson provided an opportunity for individual board member comments. Commissioner MacDuff provided some highlights of the Eastpoint Village tour she attended.

There being no other business, Commissioner Miller moved for the regular meeting of Tuesday, August 8, 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 4:22 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

September 12, 2023

FROM

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

SUBJECT

Agency-wide Financial Statements through May 2023

RECOMMENDATION(S)

Approve and file Agency-wide Financial Statements through 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 Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net gain through May 2023 for Federal Fiscal Year (FFY) 2022-23 is \$4,270,079. The net gain is currently higher than the budgeted net gain of \$342,660 with a variance of \$3,927,420.

The \$3,927,420 variance between the budgeted and the actual net income is due to the netting of gains and losses to budget such as:

- \$4 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 429 households searching with a voucher, which once leased will positively impact the lease rate and HCV program related revenue and expenses.
- In May 2023, HUD performed the Housing Assistance Payment (HAP) reconciliation for calendar year 2022 and HACSB received \$4.2 million. This was not budgeted in the current year.
- Related to the lease rate, there was also an increase in Housing Assistance Payments in the amount of \$9.6 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 \$5.3 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 vendor mobilization and 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 \$1.7 million. There was also an increase of \$1 million in Tenant income.
- Our CalWORKs Housing Support Program (HSP) grant has increased and is reflecting \$2.6 million expenses over the budgeted amount. The income related to this program has also increased to offset this increase in expenses. This is a 3-year grant and subsequent years spending will be reduced to ensure the grant is not overspent.
- Depreciation expenses and other non-operating items are not budgeted and amount to \$3 million through May 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.

Financial Summary	FY 2023 YTD
Revenues	\$ 136,546,812
Expenses	\$(129,258,546)
Operating Net Income/(Loss)	\$ 7,288,266
Operating Transfers/Non-Operating Items	\$(3,018,187)
Net Income/(Loss)	\$ 4,270,079

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 practices, enhancing partnerships that will assist our staff and families, and showing 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 August 31, 2023.

HACSB Budget Comparison

Period = Oct 2022-May 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	19,726,437	18,863,379	863,058	4.58	28,326,881
Total Other Tenant Income	517,710	355,996	161,714	45.43	533,968
NET TENANT INCOME	20,244,148	19,219,375	1,024,772	5.33	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	109,845,761	97,981,365	11,864,395	12.11	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	6,456,904	4,767,180	1,689,724	35.44	6,664,147
TOTAL INCOME	136,546,812	121,967,920	14,578,892	11.95	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	8,087,297	5,476,146	-2,611,151	-47.68	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	9,746,398	10,182,125	435,727	4.28	16,054,336
Total Legal Expense	294,844	390,331	95,487	24.46	585,444
Total Other Admin Expenses	4,551,945	5,036,555	484,610	9.62	7,631,528
Total Miscellaneous Admin Expenses	1,671,434	2,027,768	356,334	17.57	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	16,264,621	17,636,778	1,372,157	7.78	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	3,370,428	8,619,868	5,249,440	60.90	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	2,607,885	2,710,426	102,540	3.78	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	2,494,411	1,986,786	-507,625	-25.55	3,088,481
Total Materials	770,245	598,183	-172,062	-28.76	897,267
Total Contract Costs	2,664,363	2,435,746	-228,617	-9.39	3,656,124
TOTAL MAINTENANCE EXPENSES	5,929,019	5,020,714	-908,305	-18.09	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	1,481,846	984,101	-497,744	-50.58	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	3,398,576	2,900,655	-497,921	-17.17	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	86,899,551	77,342,765	-9,556,786	-12.36	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	1,219,323	933,809	-285,515	-30.58	1,400,713
TOTAL OPERATING EXPENSES	129,258,546	121,625,261	-7,633,285	-6.28	182,899,678
OPERATING NET INCOME	7,288,266	342,660	6,945,607	2,026.97	-437,902
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	3,018,187	0	-3,018,187	N/A	0
NET INCOME	4,270,079	342,660	3,927,420	1,146.16	-437,902

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

September 12, 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 June 2023

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of June 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 June 30, 2023, is \$139,845.68. 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 June 2023 is \$139,845.68, 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 June 2023
September 12, 2023

PROPERTY	NO. VACATED	TOTAL
412000 Las Palmas	1	17,922.00
481130 Maplewood	1	6,189.00
481161 Colton	1	6,546.00
481131 Maplewood Scattered	1	(20.08)
481142 Upland	1	1,020.00
402 - Summit Place	1	16,647.00
407 - Sunset Pointe	2	15,574.00
408 - Sunrise Vista	1	-
409 - Andalusia	3	18,517.00
418 - Grandview	1	4,275.37
425a - Sequoia	1	1,713.00
437 - Sunset Gardens	0	-
439 - Hampton	2	35,578.80
467 - Hillcrest	1	(50.00)
481 - Waterman Gardens	0	-
Concessions Write Off		-
TOTAL RENT WRITE OFF	17	123,912.09
Miscellaneous Charges		1,767.29
Maintenance Charges		17,815.30
Legal Charges		9,560.00
Security Deposits Applied		(13,209.00)
NET TOTAL WRITE OFF		139,845.68

PROCUREMENT

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on September 5, 2023

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 06/30/23

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
412000 Las Palmas													
1	C	J		E	1,430.00	17,922.00		825.00	658.00	795.00	20,200.00	1,500.00	18,700.00
TOTALS:						17,922.00	-	825.00	658.00	795.00	20,200.00	1,500.00	18,700.00

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	10/07/22	Posted & Mailed	01/12/23	02/01/23	N		NA	NA	06/13/23

481130 Maplewood													
1	B	J		E	612.00	6,189.00		50.00	1,168.24	825.00	8,232.24	1,250.00	6,982.24
TOTALS:						6,189.00	-	50.00	1,168.24	825.00	8,232.24	1,250.00	6,982.24

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	11/08/22	Posted & Mailed	12/28/22	01/06/23	Y		04/20/23	N/A	06/07/23

481161 Colton													
1	L	S		E	485.00	6,546.00		200.00	665.00	795.00	8,206.00	1,332.00	6,874.00
TOTALS:						6,546.00	-	200.00	665.00	795.00	8,206.00	1,332.00	6,874.00

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	10/18/22	11/08/22	N		N/A	05/17/23	06/05/23

*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:

06/30/23

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
481131 Maplewood Scattered													
1	G	X		V	\$1,355	(20.08)		-	1,654.06	-	1,633.98	500.00	1,133.98
TOTALS:						(20.08)	-	-	1,654.06	-	1,633.98	500.00	1,133.98

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 Vacate									

481142 Upland													
1	P	T		V	1,020.00	1,020.00		50.00	939.00	-	2,009.00	1,000.00	1,009.00
TOTALS:						1,020.00	-	50.00	939.00	-	2,009.00	1,000.00	1,009.00

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 Vacate									

402 - Summit Place													
1	G	L		E	1,220.00	16,647.00			149.00	1,290.00	18,086.00	600.00	17,486.00
TOTALS:						16,647.00	-	-	149.00	1,290.00	18,086.00	600.00	17,486.00

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	01/09/23	Posted	02/09/23	03/02/23	N		N/A	N/A	06/16/23

407 - Sunset Pointe													
1	W	D		E	825.00	15,677.00			1,905.00	1,195.00	18,777.00	800.00	17,977.00
2	P	B		V	1,357.00	(103.00)	-		1,757.00		1,654.00	375.00	1,279.00
TOTALS:						15,574.00	-	-	3,662.00	1,195.00	20,431.00	1,175.00	19,256.00

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	12/06/22	Posted	01/10/23	01/23/23	N		N/A	N/A	05/31/23
2	Notice to Vacate	03/01/23							on site transfer	06/07/23

*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:

06/30/23

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
408 - Sunrise Vista													
1	S	J							(237.00)		(237.00)		(237.00)
2	K	K							(1,350.00)		(1,350.00)		(1,350.00)
3	L	K		S	935.00	-			1,327.00		1,327.00	100.00	1,227.00
TOTALS:						-	-	-	(260.00)	-	(260.00)	100.00	(360.00)

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	Collection on bad debt									
2	Payment on bad debt									
3	Skip									05/31/23

409 - Andalusia													
1	G	R					-		(20.00)		(20.00)		(20.00)
2	F	T		E	1,056.00	11,463.00	-		1,245.00	1,415.00	14,123.00	960.00	13,163.00
3	G	C		V	1,056.00	6,986.00	-	75.00	970.00		8,031.00	799.00	7,232.00
4	O	C		V	1,755.00	68.00	-		2,135.00		2,203.00	799.00	1,404.00
TOTALS:						18,517.00	-	75.00	4,330.00	1,415.00	24,337.00	2,558.00	21,779.00

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									
2	Notice to Pay	08/12/22	Posted	09/22/22	10/28/22	N		N/A	06/14/23	06/14/23
3	Notice to Vacate	04/12/23								05/31/23
4	Notice to Vacate	05/08/23								06/05/23

418 - Grandview													
1	J	E		D	700.00	4,275.37	-	147.06	300.00		4,722.43	300.00	4,422.43
TOTALS:						4,275.37	-	147.06	300.00	-	4,722.43	300.00	4,422.43

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		Court Date	Lock Out Date	Vacate Date
1	Notice to Vacate									05/31/23

*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:

06/30/23

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
425a - Sequoia													
1	J	Q		V	950.00	1,713.00			900.00		2,613.00	769.00	1,844.00
TOTALS:						1,713.00	-	-	900.00	-	2,613.00	769.00	1,844.00
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 Vacate	04/01/23									06/01/23		

437 - Sunset Gardens													
1	M	E					-		(40.00)		(40.00)		(40.00)
TOTALS:						-	-	-	(40.00)	-	(40.00)	-	(40.00)
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 wirte off												

439 - Hampton													
1	M	A					-		(300.00)		(300.00)		(300.00)
2	L	E		E	1,418.00	20,888.66		192.96	994.00	1,275.00	23,350.62	800.00	22,550.62
3	A	R		E	1,150.00	14,690.14		177.27	1,715.00	1,180.00	17,762.41	900.00	16,862.41
TOTALS:					35,578.80		-	370.23	2,409.00	2,455.00	40,813.03	1,700.00	39,113.03
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	Payment on bad debt												
2	Notice to Pay	10/06/22	Posted	10/24/22	11/23/22	N		N/A	06/14/23		06/14/23		
3	Notice to Pay	11/03/22	Posted	10/24/22	12/14/22	N		N/A	06/14/23		06/14/23		

467 - Hillcrest													
1	W	S		V	824.00	(50.00)		50.00	655.00		655.00	425.00	230.00
TOTALS:						(50.00)	-	50.00	655.00	-	655.00	425.00	230.00
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 Vacate	03/27/23									05/31/23		

*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:

06/30/23

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 - Waterman Gardens													
18	L	S		E	1,168.00	-			626.00	790.00	1,416.00		1,416.00
TOTALS:						-	-	-	626.00	790.00	1,416.00	-	1,416.00
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	
18	Adjustment to previous month wirte off												

ALL PROPERTY TOTALS:						123,912.09	-	1,767.29	17,815.30	9,560.00	153,054.68	13,209.00	139,845.68
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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.