

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

TO BE HELD AT 715 EAST BRIER DRIVE
SAN BERNARDINO, CALIFORNIA
August 13, 2024 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) Recognition – Bobby Tarango
- 5) Receive the Executive Director's Report for August 13, 2024.
(Page 1)
- 6) Receive the board building presentation for August 13, 2024, an overview of the Housing Authority of the County of San Bernardino's partnerships.
(Page 2)
- 7) 1 – Approve Joint Memorandum of Understanding with San Bernardino County Children and Family Services and San Bernardino County Office of Homeless Services for referral and supportive services for the Family Unification Program and Foster Youth Initiative for three years effective September 24, 2024 through August 31, 2027.
2 – Authorize and direct the Executive Director to execute and deliver Memorandum of Understanding to San Bernardino County Children and Family Services and San Bernardino County Office of Homeless Services, and to approve any non-substantive revisions necessary to complete the transaction upon consultation with Legal Counsel.

3 – Authorize the Executive Director to execute any subsequent amendments which may be required by a Notice of Funding Opportunity issued by the United States Department of Housing and Urban Development, subject to review of Legal Counsel.
(Pages 3-20)

- 8) 1 – Approve Amendment No. 1 to contract No. PC1333, effective September 25, 2024, with Kosmont & Associates, Inc. for Financial Advisor Services to exercise the first option year and increase the current contract amount by \$65,000 for a total contract amount not to exceed \$140,000 through September 24, 2025.
2 – Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Pages 21-26)
- 9) Approve an increase in appropriations to Contract No. PC1313, effective August 14, 2024, for Temporary Employment Services – Administrative. with 22nd Century Technologies, Inc., AppleOne Employment Services, Infojini, Inc., and SoftHQ, Inc. in the amount of \$250,000 for an overall amount not to exceed \$500,000 through July 31, 2025.
(Pages 27-28)
- 10) Approve an increase in appropriations to Contract No. PC1314, effective August 14, 2024, for Temporary Employment Services – Maintenance with AtWork Personnel Services and HB Staffing in the amount of \$150,000 for an overall amount not to exceed \$400,000 through June 30, 2025.
(Pages 29-30)

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 July 9, 2024.
(Pages 31-36)
- 12) Approve and file Agency-wide Financial Statements through April 2024.
(Pages 37-40)
- 13) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of May 2024.
(Pages 41-45)
- 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**

August 13, 2024

FROM

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

SUBJECT

Executive Director's Report for August 13, 2024

RECOMMENDATION(S)

Receive the Executive Director's Report for August 13, 2024.
(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 U.S. Department of Housing and Urban Development.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 24, 2024.

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

August 13, 2024

FROM

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

SUBJECT

Board Building Presentation for August 13, 2024

RECOMMENDATION(S)

Receive the board building presentation for August 13, 2024, an overview of the Housing Authority of the County of San Bernardino's partnerships.

(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 U.S. Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training and Moving to Work designation responsibilities, 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 partnerships.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 24, 2024.

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

August 13, 2024

FROM

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

SUBJECT

Joint Memorandum of Understanding with San Bernardino County Children and Family Services and San Bernardino County Office of Homeless Services for the Family Unification Program and Foster Youth Initiative

RECOMMENDATION(S)

1. Approve Joint Memorandum of Understanding with San Bernardino County Children and Family Services and San Bernardino County Office of Homeless Services for referral and supportive services for the Family Unification Program and Foster Youth Initiative for three years effective September 24, 2024 through August 31, 2027.
2. Authorize and direct the Executive Director to execute and deliver Memorandum of Understanding to San Bernardino County Children and Family Services and San Bernardino County Office of Homeless Services, and to approve any non-substantive revisions necessary to complete the transaction upon consultation with Legal Counsel.
3. Authorize the Executive Director to execute any subsequent amendments which may be required by a Notice of Funding Opportunity issued by the United States Department of Housing and Urban Development, subject to review of Legal Counsel.

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

STRATEGIC PLAN ALIGNMENT

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

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

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

FINANCIAL IMPACT

The recommended Joint Memorandum of Understanding (MOU) is non-financial and as such does not have financial impact on the Housing Authority of the County of San Bernardino (HACSB).

BACKGROUND INFORMATION

HACSB currently administers the Family Unification Program (FUP), funded by the United States Department of Housing and Urban Development (HUD). FUP provides housing subsidies to approximately 123 eligible families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their families; and young adults, who left foster care, or will leave foster care within 90 days, and are homeless or at risk of becoming homeless. Through the partnership, San Bernardino County Children and Family Services (CFS) is responsible for identifying families and young adults eligible for the Program and providing case management with supportive services. San Bernardino County Office of Homeless Services

Joint Memorandum of Understanding with San Bernardino County
Children and Family Services and San Bernardino County Office of Homeless Services
for the Family Unification Program and Foster Youth Initiative
August 13, 2024

(OHS) is responsible for identifying eligible young adults who are not on CFS's caseload and coordinating the prioritization of these young adults through the Coordinated Entry System. HACSB, CFS, and OHS currently have a MOU for FUP, which expires on May 8, 2026.

HUD is now providing vouchers under the Foster Youth Initiative (FYI) to serve young adults who meet the eligibility criteria under FUP. Non-competitive FYI vouchers are available on a rolling basis throughout the year. If CFS identifies an eligible young adult, then HACSB may submit a request to HUD for an FYI voucher. However, to qualify for FYI vouchers, HACSB, CFS and OHS must first include the FYI program in its MOU for FUP or execute a separate MOU for the FYI program.

Staff recommends executing an MOU that includes both the FUP and FYI programs and establishes a new 3-year term beginning on September 24, 2024, and ending on August 31, 2027. Approval of this non-financial MOU will allow the partnership to provide supportive services to program participants and for HACSB to process referrals to the programs and request FYI vouchers.

During the term of this MOU, HUD may issue a Notice of Funding Opportunity (NOFO) for additional FUP or FYI vouchers. In past NOFO, the funding application is due within 60 days and requires an updated MOU. The application deadline does not provide enough time to return to the Board of Commissioners (Board) for authorization to amend the MOU if necessary. Therefore, the Board is requested to authorize the Executive Director to amend the MOU to comply with NOFO requirements should future NOFOs require an updated MOU.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 24, 2024.

JOINT MEMORANDUM OF UNDERSTANDING
Between
SAN BERNARDINO COUNTY CHILDREN AND FAMILY SERVICES
and
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
and
SAN BERNARDINO COUNTY OFFICE OF HOMELESS SERVICES
for
FAMILY UNIFICATION PROGRAM
and
FOSTER YOUTH INITIATIVE

SEPTEMBER 24, 2024 – AUGUST 31, 2027

WHEREAS, San Bernardino County Children and Family Services, hereafter referred to as CFS, serves as San Bernardino County's Public Child Welfare Agency (PCWA) and provides services to protect endangered children, preserve and strengthen families, and develop alternative family settings in San Bernardino County; and

WHEREAS, the San Bernardino County Office of Homeless Services, hereafter referred to as OHS, serves as the collaborator for San Bernardino County and County Continuum of Care (CoC) and promotes collaboration between agencies to direct planning, development, and implementation of the San Bernardino County ten (10) year Strategy to End Homelessness; and

WHEREAS, the Housing Authority of the County of San Bernardino, hereafter referred to as HACSB, provides housing subsidies to families and foster youth through the Family Unification Program (FUP) and Foster Youth Initiative (FYI); and

WHEREAS, HACSB and CFS are committed to administering the FUP and FYI; and

WHEREAS, OHS is committed to cooperate with and assist HACSB and CFS to integrate the prioritization and referral process for FUP and FYI eligible youth/young adults into the local CoC coordinated entry process; and

WHEREAS, HACSB, CFS and OHS desire a Memorandum of Understanding (MOU) for the purpose of defining their respective roles in providing housing subsidies, support and services for the administration of the FUP and FYI, referred to collectively as Program; and

NOW THEREFORE, CFS, OHS and HACSB mutually agree to the following terms and conditions:

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I. PURPOSE

The Family Unification Program (FUP), administered by HACSB, provides housing subsidies with supportive services to families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their families. Both the FUP and FYI provide housing subsidies and supportive services to youth/young adults at least eighteen (18) years and not more than twenty-four (24) years of age, who left foster care, or will leave foster care within ninety (90) days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age sixteen (16) or older.

Housing subsidies for approximately 123 families and individuals are available under FUP for previous funding awards. New funding awards under FUP and FYI will also be subject to this MOU. HACSB will work with CFS and OHS to identify FUP eligible families and FUP/FYI eligible youth/young adults as defined in Section II. CFS will refer to HACSB FUP eligible families and FUP/FYI eligible youth/young adults to be assisted with housing subsidies. CFS and OHS through the CoC Coordinated Entry System (CES) will work to identify FUP/FYI eligible youth/young adults not currently within CFS' caseload. HACSB will administer the housing subsidies and corresponding family obligation requirements, while CFS will provide case management services.

The Program is a federal program funded by the U.S. Department of Housing and Urban Development and HACSB is the grantee for the rental assistance. Case management service funding is not provided by the grant, as such, it is HACSB's responsibility to identify a partner that will provide the needed case management services and determine if the household meets the federal guidelines for Program eligibility.

II. DEFINITIONS

- A. Administrative Plan – Policy manual that details rules and policies that govern the subsidized programs under the HACSB.
- B. At Risk of Becoming Homeless – Individuals and families:
 - 1. Whose income is below thirty (30%) of the median family income for the areas as determined by HUD;
 - 2. Who do not have sufficient resources or support networks, e.g., family, friends, faith based or other social networks, immediately available to prevent them from moving to an emergency shelter; and
 - 3. Who meet one (1) of the six (6) other requirements listed in Code of Federal Regulations (CFR) Title 24, section 576.2(iii).
- C. Coordinated Entry System (CES): A database used to identify, assess, and prioritize homeless individuals and families for housing and services based on vulnerability and severity of need. The database is designed to ensure people experiencing homelessness receive the right housing intervention and prioritize people who need supportive housing the most to be able to access services as quickly as possible.

- D. Family – As least two (2) or more individuals who are related by blood or marriage. The term family is used interchangeably with “applicant”, “participant” or “client” in this MOU.
- E. Family Obligations Agreement/Voucher – Contract between the eligible participant and the HACSB that details the requirements, rules, policies, and responsibilities for participation in the Program. A contract signed by the eligible participant with HACSB does not preclude or override any requirements made by CFS or OHS or contained in the Landlord/tenant Lease.
- F. Family Unification Program (FUP) – A program that is funded by the United States Department of Housing and Urban Development (HUD), which provides housing subsidies to approximately 123 eligible families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their families; and young adults, who left foster care, or will leave foster care within 90 days, and are homeless or at risk of becoming homeless.
- G. FUP Eligible Family – A family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family’s child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care.
- H. FUP and FYI Eligible Youth – A youth/young adult that the PCWA has certified to be at least eighteen (18) years old and not more than twenty-four (24) years of age (has not reached their twenty-fifth (25th) birthday) who left foster care, or will leave foster care within ninety (90) days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is At Risk of Becoming Homeless at age sixteen (16) or older. Eligibility under this definition is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive FUP or FYI assistance assuming they otherwise meet eligibility requirements.
- I. Foster Youth Initiative (FYI) – A HUD funded program providing rental assistance to young adults that CFS has certified to be at least eighteen (18) years old and not more than twenty-four (24) years of age (has not reached their twenty-fifth (25th) birthday) who left foster care, or will leave foster care within ninety (90) days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is At Risk of Becoming Homeless at age sixteen (16) or older. This is the same population as the FUP Young Adult/Youth. By adding the FYI program to our MOU, HACSB is able to request FYI vouchers that are currently available on a noncompetitive basis.
- J. Homeless – The population that meets the characteristics described in 24 CFR 578.3.
- K. Housing Quality Standards (HQS) Inspection – A careful examination of the property to ensure the unit meets health, safety and quality standards, under HUD guidelines, that takes place prior to the execution of the lease between the Landlord and the tenant and before execution of the Housing Assistance Payments (HAP) Contract

between the Landlord and the HACSB and is also conducted on biennial basis to ensure ongoing compliance of the subsidized rental unit.

- L. Department of Housing and Urban Development (HUD) – The department that provides funding, regulatory guidance, monitoring and oversight of the FUP and FYI.
- M. Lack of Adequate Housing – A family whose housing situation meets any one of the following conditions:
 - 1. Living in substandard housing;
 - 2. Homeless;
 - 3. Living in an overcrowded unit;
 - 4. Living in a unit where the presence of a household member with certain characteristics (i.e., conviction for certain criminal activities) would result in the imminent placement of the family's child, or children, in out-of-home care; or
 - 5. Living in housing not accessible to the family's child or children with a disability due to the nature of the disability.
- N. Landlord – An individual, firm, corporation, partnership, HACSB or similar entity; or a designated property manager that holds title to the housing that receives funding through rental subsidies on behalf of this Program.
- O. Lease – The private market rental lease agreement that outlines the rights and responsibilities of both the tenant and the landlord during the lease term.
- P. Living in Overcrowded Housing* – A family whose housing situation meets the following conditions:
 - 1. The family is separated from their child (or children) and the parent(s) are living in an otherwise standard housing unit, but, after the family is reunited, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
 - 2. The family is living with their child (or children) in a unit that is overcrowded for the entire family and this overcrowded condition may result, in addition to other factors, in the imminent placement of their child (or children) in out-of-home care.

*For purposes of the above paragraph, the determination whether the unit is "overcrowded" must be in accordance with HACSB's subsidy standards, which indicate maximum unit capacity is two (2) persons per bedroom. (HACSB Admissions and Continued Occupancy Policies 4.1.1)

- Q. Notice of Funding Opportunity (NOFO) – A notice issued by HUD, notifying agencies of available funding opportunities.
- R. Public Child Welfare Agency (PCWA) – The public agency that is responsible under applicable State law for determining that a child is at imminent risk of placement in

out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to his or her family, or that a youth/young adult is at least eighteen (18) years and not more than twenty-four (24) years of age and left foster care at age sixteen (16) or older, or will leave foster care within ninety (90) days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless.

- S. Substandard Housing – A family is living in substandard housing if the unit where the family lives:
1. Does not have operable indoor plumbing,
 2. Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth/young adult,
 3. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family or youth/young adult,
 4. Does not have electricity or has inadequate or unsafe electrical service.
 5. Does not have a safe or adequate source of heat,
 6. Should, but does not, have a kitchen,
 7. Has been declared unfit for habitation by an agency or unit of government, or in its present condition otherwise endangers the health, safety, or wellbeing of the family or youth/young adult, or
 8. Has one or more critical defects, or a combination of intermediate defects in sufficient number or to the extent that it requires considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair, or from serious damage to the structure.
- T. Target Population – FUP eligible families and FUP and FYI eligible youth/young adults.

III. GOALS AND STANDARDS FOR SUCCESS

- A. The goals of the Program are to:
1. Ensure that all available Program vouchers are utilized for FUP eligible families and FUP and FYI eligible youth/young adults,
 2. Identify FUP/FYI eligible youth/young adults and, request FYI vouchers under HUD's noncompetitive FYI application process, subject to funding availability, and
 3. Provide necessary supportive services to improve long term housing stability of youth/young adults and families.
- B. Leasing success is measured monthly and HACSB will relay to CFS the number of referrals needed to achieve and maintain 100% utilization.

IV. HACSB SERVICE RESPONSIBILITIES

HACSB shall:

- A. Accept families and youth/young adults certified by CFS as eligible for the Program. HACSB, upon receipt of the CFS list of families and youth/young adults, must compare the names with those families and youth/young adults already on HACSB's Housing Choice Voucher (HCV) waitlist. Any family or youth/young adult on HACSB's HCV waitlist that matches with CFS' list must be assisted in order of their position on the waitlist in accordance with HACSB's admission policies. Any family or youth/young adult certified by CFS as eligible and not on the HCV waitlist must be placed on the waitlist pending HCV eligibility determination. If HACSB has a closed HCV waitlist, it must reopen the waitlist and place on the waitlist a FUP applicant family or FUP/FYI youth/young adult who is not currently on HACSB's HCV waitlist. HACSB may reopen the waitlist to accept a FUP applicant family or FUP/FYI youth/young adult without opening the waitlist to other applicants. Services will be provided through the HACSB offices located in San Bernardino, Upland, and Victorville or at other HACSB sites as needed.
- B. Determine if any families with children, or youth/young adults age eighteen (18) through twenty-four (24) on HACSB's HCV waitlist are living in temporary shelters or otherwise meet the definition of homeless and may qualify for the Program and refer such applicants to CFS.
- C. Request FYI vouchers through HUD's noncompetitive application process for FYI referrals from CFS.
- D. Amend the Administrative Plan in accordance with applicable program regulations and requirements, as needed.
- E. Administer the vouchers in accordance with applicable program regulations and requirements.
- F. Provide training to CFS and OHS staff on HACSB's HCV procedures and Program requirements.
- G. Work with CFS and OHS to develop necessary data and tracking metrics for tracking and improvement purposes.
- H. Maintain releases of information signed by each participant in the Program to ensure open communication between CFS and HACSB to support housing navigation and retention efforts.
- I. Provide housing services that:
 - 1. Determine if families with children, or youth/young adults age eighteen (18) through twenty-four (24) referred by CFS are eligible for HCV assistance in accordance with HACSB's Administrative Plan and HUD determined guidelines governing the Program.
 - 2. Notify the applicant of acceptance into the Program and conduct orientation meetings to provide instructions to applicants on policies, the Family Obligations Agreement/Voucher, and to outline applicant's rental responsibilities.

3. Document that youth/young adults are informed of their eligibility for support services and the duration of the availability of those services.
 4. Conduct initial and periodic unit inspections to assure that housing is decent, safe, and sanitary and in compliance with HUD's Housing Quality Standards.
 5. Determine if the contract rent for each lease approved unit is reasonable in relation to rent currently charged for comparable units in the private unassisted market, and not in excess of rents currently being charged by the owner for comparable units.
 6. Approve payment of the difference between the rent approved by the HACSB and tenant rent amount as determined by HACSB's Administrative Plan. Generate monthly payments to appropriately disburse funds to owners of approved occupied units.
 7. Ensure that Landlords understand their rights and responsibilities under the Program and respond to complaints and appeals regarding housing services.
- J. Conduct regular meetings (at least quarterly) with CFS and OHS.
 - K. Provide monthly report listing current FUP/FYI participants.
 - L. Comply with the time limit for FUP/FYI vouchers issued to youth/young adults, including any extension of this time limit that the youth is entitled to under the Fostering Stable Housing Opportunities (FSHO) amendments (Section 103 of Division Q of the Consolidated Appropriations Act, 2021 (Pub. L 116-260)) and HUD's FSHO implementation notice published in the Federal Register on January 24, 2022 (87 FR 3570) or subsequent notice.
 - M. Provide subsequent move counseling to FUP eligible families and FUP/FYI eligible youth/young adults if the family or youth/young adult decides to move a second time. The move counseling will consist of a move briefing and how to locate a unit and unit listings.
 - N. Refer participants in need of landlord/tenant mediation to the Inland Fair Housing and Mediation Board for services.
 - O. Comply with all provisions of this MOU.

V. CFS SERVICE RESPONSIBILITIES

CFS shall:

- A. Establish and implement a system to identify FUP eligible families and FUP/FYI eligible youth/young adults within the agency's caseload and to review referrals from HACSB and OHS. For families, the system should prioritize families with an open case with a substantiated report of child abuse and neglect and whose children are at high risk for out-of-home placement or, for families whose children

are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long term open cases, reentry to the child welfare system in the form of rereports of abuse or neglect, and repeat open cases) and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification. Referrals will be made for priority families as soon as they are identified and not only upon successful completion of other aspects of families' case management plans.

- B. Establish a system for prioritization of FYI referrals to ensure that youth are prioritized for a FYI voucher based upon level of need and appropriateness of the intervention. For youth still involved in the child welfare system, the permanency goals of the young person should be taken into account. Prioritization must be designed in a way that is consistent with fair housing, civil rights requirements, and HUD's Equal Access requirements. The prioritization process must not discriminate based on race, color, religion, sex (including sexual orientation and gender identity), disability, familial status, or national origin.
- C. Work with OHS to integrate into the coordinated entry process for the identification, prioritization, and referral of FUP/FYI eligible youth not currently within CFS' caseload.
- D. Provide written certification to HACSB that a family qualifies as a FUP eligible family, or that a youth/young adult qualifies as a FUP/FYI eligible youth/young adult, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, any Program NOFO, HUD guidance, and this MOU.
- E. Commit adequate staff resources to ensure that eligible families and youth/young adults are identified and determined eligible in a timely manner. This commitment must include a process to ensure that CFS' active caseload is reviewed at least once a month (when HACSB has FUP/FYI vouchers available) to identify FUP eligible families and FUP/FYI eligible youth/young adults and refer them to HACSB. Additionally, CFS must be prepared to provide referrals to HACSB within thirty (30) working days of receiving notification for HACSB about voucher availability.
- F. Provide services listed below for a period of at least thirty-six (36) months to FUP and FYI eligible youth/young adults receiving rental assistance through the use of a FUP/FYI voucher regardless of age (e.g., FUP eligible youth/young adult enters Program at age twenty-four (24) and ten (10) months, CFS or another agency/organization under agreement/contract with CFS must still provide thirty-six (36) months of service, or until the individual reaches age twenty-seven(27) and ten (10) months.). Services will be provided by the Independent Living Program (ILP) and/or Child Abuse Prevention and Treatment Services (CAPTS) contracted service providers, as well as through the CFS FUP liaison or regional social workers. Services include:
 - 1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to

health care (e.g., doctors, mediation, and mental and behavioral health services).

2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hookup fees, and utility deposits.
3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP/FYI eligible youth/young adult to rent a unit with a FUP/FYI voucher.
4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

FUP/FYI youth/young adults cannot be required to participate in these services as a condition of receipt of the FUP/FYI voucher.

- G. Commit adequate staff resources to provide follow up services in Section V.E above, after youth/young adult leases a unit, documenting the source of funding for these services. CFS is encouraged to leverage nonfederal funding sources, such as State, local, philanthropic, and faith based organizations.
- H. Provide adequate staff resources to provide case management to all FUP families after they have been issued a voucher for a period of twelve (12) months to include:
 1. A needs assessment to identify all of the family's needs, including housing related needs and non-housing related needs, such as behavioral health, physical health, employment, childcare, and other services needed,
 2. Referrals to services to address the family's needs, and
 3. Regular contact as needed with the family to follow up on these referrals and provide new referrals as necessary.
- I. Provide training to HACSB and OHS staff on CFS' referral procedures.
- J. Attend regular meetings (at least quarterly) with HACSB and OHS.
- K. Access community resources for assisting FUP eligible families and FUP/FYI eligible youth/young adults in locating housing units and working with landlords to secure appropriate eligible units. Community resources include, but are not limited to, Homeless Provider Network, San Bernardino County Homeless Partnership, Transitional Age Youth One Stop Centers, and Transitional Assistance Department.
- L. Provide transportation or transportation assistance on a case-by-case basis to FUP eligible families and FUP/FYI eligible youth/young adults to view housing units.

- M. Provide housing search assistance to FUP eligible families and FUP/FYI eligible youth/young adults to include unit viewings and landlord introductions in low poverty census tracts. Poverty rates by census tract may be found by using the Census Poverty Status Viewer at <https://mtgis-portal.geo.census.gov/arcgis/apps/webappviewer/index.html?id=31e10881bd1040b7b0ae685559917509>
- N. Evaluate FUP eligible families and FUP/FYI eligible youth/young adults for financial assistance to lease-up with a FUP or FYI voucher. Regional Budget Committee funding may be approved to assist FUP eligible families and the Transitional Housing Program allocation may be approved to assist FUP/FYI eligible youth/young adults. CFS will provide financial assistance for security deposits, utility start up (including utility arrears) and other approved moving costs to all FUP eligible families and all FUP/FYI eligible youth/young adults.
- O. Provide financial assistance to FUP eligible families and FUP/FYI eligible youth/young adults for the following:
 - 1. Moving cost
 - 2. Security deposit
 - 3. Utilities startup (including arrears)
- P. Provide subsequent move counseling to FUP eligible families and FUP/FYI eligible youth/young adults if the family or youth/young adult decides to move a second time. FUP eligible families may receive some post move services provided by the social worker and/or CFS contracted service providers as appropriate. For FUP/FYI eligible youth/young adults, post move supportive services will be provided through a combination of appropriate CFS ILP and CAPTS contracted service providers, the housing navigator and/or the regional social worker.
- Q. Refer participants in need of landlord/tenant mediation to Inland Fair Housing and Mediation Board for services.
- R. Comply with the provisions of this MOU.

VI. OHS RESPONSIBILITIES

OHS shall:

- A. Work with CFS to integrate into the coordinated entry process the identification, prioritization, and referral of FUP/FYI eligible youth/young adults not currently within CFS' caseload. The CoC will assess the housing and related service needs for youth/young adults and determine if a FUP or FYI voucher is the appropriate level of assistance needed through established guidelines.
- B. Identify CoC services that may be used in conjunction with FUP/FYI.

- C. Encourage CoC partners to engage and provide resources to assist with the following:
 - 1. Working with landlords.
 - 2. Providing transportation to view units.
 - 3. Housing navigation services.
 - 4. Referral and access to mainstream services.
 - 5. Providing assistance with moving costs (utility deposits/arrear, security deposits, application fees).
 - 6. Providing post-move counseling.
- D. Attend regular meetings (at least quarterly) with HACSB and CFS.
- E. Train HACSB and CFS staff on the coordinated entry system process and the identification and referral of youth.
- F. Comply with the provisions of this MOU.

VII. MUTUAL RESPONSIBILITIES

CFS, HACSB and OHS shall:

- A. Cooperate with any program evaluation efforts undertaken by HUD, the U.S. Department of Health and Human Services (HHS), or a HUD approved or HHS approved contractor, including compliance with HUD and HHS approved evaluation protocols and data sharing requests.
- B. Establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform the duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable State and Federal laws and regulations.
- C. Establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through CFS, OHS and HACSB's mutual chain of command, as deemed necessary.
- D. Develop and implement procedures, surveys and forms necessary to administer and document Program referral, participation, services, and effectiveness.
- E. Collaborate in providing in-service training to staff about the Program and services offered under this MOU.
- F. Collaborate on future NOFO for the Program and provide information requested in the NOFO to HACSB in a timely manner.

VIII. FISCAL RESPONSIBILITIES

This is a nonfinancial MOU. HACSB, OHS and CFS are individually responsible for any costs incurred by their respective organizations due to commitments described in this MOU.

IX. RIGHT TO MONITOR AND AUDIT

- A. HACSB, CFS and OHS shall cooperate in the implementation, monitoring and evaluation of this MOU and comply with all reporting requirements as established by HUD to administer the Program.
- B. HACSB and CFS further agree to cooperate with HUD, provide requested data to HUD or HUD approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD approved contractor, including possible random assignment procedures.

X. TERM

The MOU is effective as of September 24, 2024 and expires August 31, 2027, but may be terminated earlier in accordance with provisions of XI of this MOU. This MOU may be extended for two (2) additional one (1) year periods upon written agreement of all Parties, unless terminated earlier under the provisions of Section XI.

XI. EARLY TERMINATION

- A. This MOU may be terminated without cause upon thirty (30) days written notice by any party to this MOU. The HACSB Executive Director is authorized to exercise HACSB rights with respect to any termination of this MOU. The CFS Director, or his/her appointed designee, has authority to terminate this MOU on behalf of CFS. The OHS Chief of Homeless Services, or his/her appointed designee, has authority to terminate this MOU on behalf of OHS.
- B. If, during the term of this MOU, State and/or Federal funds appropriated for the purposes of this MOU are reduced or eliminated, any party may immediately terminate this MOU upon written notice to the other parties.

XII. DESIGNATED PROGRAM LIAISONS

The following individuals will serve as the lead liaison for the Program.

- A. HACSB's liaison is as follows:
 - Name and title: Mayra Small, Housing Services Manager
 - Address: 672 S. Waterman Ave., San Bernardino, CA 92408
 - Email address: msmall@hacsb.com
 - Telephone no.: (909) 890-5306
 - Fax no.: (909) 890-5306
- B. CFS' liaison is as follows:
 - Name and title: Valerie Croyle, Deputy Director
 - Address: 1094 South E Street, San Bernardino, CA 92415
 - Email address: Valerie.Croyle@hss.sbcounty.gov
 - Telephone no.: (909) 891-3506

Fax no.: (909) 891-3399

C. OHS' liaison is as follows:

Name and title: Diane Rundles, Assistant Deputy Executive Officer

Address: 157 W. 5th Street
San Bernardino, CA 92415

Email address: Diane.Rundles@cao.sbcounty.gov

Telephone no.: (909) 387-5570

XIII. INDEMNIFICATION AND INSURANCE

- A. The HACSB agrees to indemnify, defend and hold harmless San Bernardino County (County), of which CFS and OHS are departments, and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and or liability arising out of this MOU from the negligence of the HACSB, including the acts, errors or omissions of the HACSB and for any costs or expenses incurred by the County on account of any claim resulting from the acts or negligence of the HACSB or its authorized officers, employees, agents, and volunteers, except where such indemnification is prohibited by law.
- B. The County agrees to indemnify, defend and hold harmless the HACSB and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and or liability arising out of this MOU from the negligence of the County, including the acts, errors or omissions of the CFS or OHS and for any costs or expenses incurred by the HACSB on account of any claim resulting from the acts or negligence of the County or its authorized officers, employees, agents, and volunteers, except where such indemnification is prohibited by law.
- C. In the event that the parties are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this MOU, each party shall indemnify the other Parties to the extent of its comparative fault.
- D. The County is an authorized self-insured public entity for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation. HACSB is a member of a risk retention pool for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation. The parties warrant that through their respective programs of self-insurance or membership in risk retention pool, as applicable, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this MOU.

XIV. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that

right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of each party as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- C. The parties acknowledge a NOFO may be issued by HUD, and a subsequent MOU may be required to update certain provisions of the MOU, including but not limited to Section III Goals and Standards for Success and Section X Term. The parties agree to accept any updates to the MOU, which are required by the NOFO, and acknowledge those terms will become part of this MOU.
- D. This MOU is not assignable by any party, in whole or in part, without the other parties' prior written consent.
- E. In the event of any dispute under this MOU, each party to this MOU shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.
- F. This MOU shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in San Bernardino County, for any and all disputes arising under this MOU, to the exclusion of all other federal and state courts.
- G. In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this MOU or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties.

XV. CONCLUSION

- A. This MOU, consisting of sixteen (16) pages is the full and complete document describing services to be rendered by CFS, OHS and HACSB including all covenants, conditions, and benefits.
- B. The signatures of the parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.
- C. This MOU 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 MOU. The parties shall be entitled to sign and transmit

an electronic signature of this MOU (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 parties an original signed MOU upon request.

**SAN BERNARDINO COUNTY
CHILDREN AND FAMILY
SERVICES**

By: _____

Name: Jeany Zepeda _____

Title: Director _____

Date: _____

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

By: _____

Name: Maria Razo _____

Title: Executive Director _____

Date: _____

**SAN BERNARDINO COUNTY
OFFICE OF HOMELESS
SERVICES**

By: _____

Name: Marcus Dillard _____

Title: Chief of Homeless Services _____

Date _____

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

Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

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

August 13, 2024

FROM

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

SUBJECT

Contract Amendment with Kosmont & Associates, Inc.

RECOMMENDATION(S)

1. Approve Amendment No. 1 to contract No. PC1333, effective September 25, 2024, with Kosmont & Associates, Inc. for Financial Advisor Services to exercise the first option year and increase the current contract amount by \$65,000 for a total contract amount not to exceed \$140,000 through September 24, 2025.
2. Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

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

STRATEGIC PLAN ALIGNMENT

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

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

FINANCIAL IMPACT

The total amount is not expected to exceed \$140,000 which is funded through the proceeds of individual project financings or developer fees earned, depending on the project. The amount for Fiscal Year 2024 is included in the budget and will be included in subsequent fiscal year budgets.

BACKGROUND INFORMATION

Arrowhead Grove, formally known as the Waterman Gardens public housing site, located on the southeast corner of Waterman Avenue and Baseline Street in the city of San Bernardino is a former public housing development that previously consisted of 252 units. HACSB has been pursuing a vision to redevelop the old public housing units and create 534 residential units and commercial space through the Arrowhead Grove revitalization efforts. As part of the development plans, HACSB engaged Kosmont & Associates to assist our team in developing a financial plan for the commercial space at the site. Kosmont & Associates is also assisting our team in the review process for the selection of a developer for this project as well as assisting staff in reviewing and evaluating proposed lenders and financial structures for the Community Resource Center project at Arrowhead Grove. Staff recommends maintaining Kosmont & Associates for Financial Advisor Services through financial closing of this project.

PROCUREMENT

HACSB utilized a piggyback process to secure a contract with Kosmont & Associates, Inc. The original procurement was conducted by the City of Modesto. HACSB executed a contract in the amount of \$75,000 with Kosmont & Associates, Inc. which is included in HACSB's procurement policy for the professional services threshold granting the Executive Director authority to award

Contract amendment with Kosmont & Associates, Inc. for Financial Advisor Services
August 13, 2024

contracts. The following tasks were assigned and completed per the contract with Kosmont & Associates; however, additional work is needed: project due diligence, funding and financing estimates, transaction structuring and roadmap for funding and financing implementation, fiscal impact and economic benefit analysis, meeting and presentation assistance as needed, and potential future phase services.

Staff is now seeking Board of Commissioners approval of Amendment No. 1 to increase the compensation by \$65,000 for a total contract amount not to exceed \$140,000 for Kosmont & Associates, Inc.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 24, 2024.



**AMENDMENT #1 TO CONTRACT FOR FINANCIAL ADVISOR SERVICES
(PC1333)**

BETWEEN

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

And

KOSMONT & ASSOCIATES, INC.

This Amendment No. 1 ("First Amendment"), dated September 25, 2024 ("Effective Date"), to Agreement for Financial Advisor Services (PC1333), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Kosmont & Associates, Inc. ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into that certain Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated September 25, 2023, relating to Financial Advisor Services ("Agreement") with a total price of \$75,000.00;

WHEREAS, the Authority and Contractor now wish to enter into this Amendment No. 1 to the Agreement to increase the contract by \$65,000 for an overall amount of \$140,000 and exercise the first option year through September 24, 2025.

OPERATIVE PROVISIONS

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

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

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

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

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

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

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

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Kosmont & Associates, Inc. hereby execute this First Amendment.

KOSMONT & ASSOCIATES, INC.

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

By: _____

By: _____

Name: _____

Name: Maria Razo

Title: _____

Title: Executive Director

Date: _____

Date: _____

Exhibit A-1

Schedule Dates:

Effective Date: September 25, 2024
Completion Date: September 24, 2025

Total Agreement Cost: Not to exceed \$140,000.00

Original Agreement Amount Not to Exceed	\$75,000.00
Net Change Orders Previously Approved	\$0.00
Net Change Order – Amendment #1	\$65,000.00
Agreement Value as Amended Not to Exceed	\$140,000.00

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

August 13, 2024

FROM

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

SUBJECT

Increase Appropriations for Temporary Employment Services – Administrative

RECOMMENDATION(S)

Approve an increase in appropriations to Contract No. PC1313, effective August 14, 2024, for Temporary Employment Services – Administrative with 22nd Century Technologies, Inc., AppleOne Employment Services, Infojini, Inc., and SoftHQ, Inc. in the amount of \$250,000 for an overall amount not to exceed \$500,000 through July 31, 2025.

(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 total amount for all temporary administrative help is not expected to exceed \$500,000 through July 31, 2025, which is funded by the Housing Authority of the County of San Bernardino's (HACSB) property and program operations budgets. The amount for Fiscal Year 2024 is included in the budget and will be included for subsequent fiscal year budgets.

BACKGROUND INFORMATION

HACSB is the largest provider of affordable housing in the county serving over 27,000 persons. HACSB has the need from time to time to provide temporary employees to work in various HACSB offices/facilities, on an as-needed basis to augment current staff and provide staffing for employees who are out on approved leave. The positions typically required are in the Accounting, Administration, and Information Technology areas. Due to the high level of need in the employment market and to provide an adequate pool of qualified candidates, HACSB requires the services of various temporary staffing firms to provide the necessary temporary staffing.

PROCUREMENT

On March 15, 2023, HACSB issued a Request for Proposal (RFP) PC1313 for Temporary Employment Services – Administrative, which resulted in the receipt of seventeen (17) proposals. Outreach efforts included advertisements in local newspapers, email invitations, posting on our electronic bidding website, Planet Bids, and posting on the agency website. The proposals were evaluated per the requirements of the RFP in which 22nd Century Technologies, Inc., AppleOne Employment Services, Infojini, Inc., and SoftHQ, Inc. were deemed reasonably priced, considered responsive, and determined qualified to provide this service to HACSB.

Appropriations Increase for Temp Help Services – Admin.
August 13, 2024

On August 1, 2023, contracts with 22nd Century Technologies, Inc., AppleOne Employment Services, Infojini, Inc., and Soft HQ, Inc. for temp help services - admin were executed on a fee schedule for a two-year base term through July 31, 2025, with option to extend for up to three years through July 31, 2028.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 26, 2024.

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

August 13, 2024

FROM

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

SUBJECT

Increase Appropriations for Temporary Employment Services – Maintenance

RECOMMENDATION(S)

Approve an increase in appropriations to Contract No. PC1314, effective August 14, 2024, for Temporary Employment Services – Maintenance with AtWork Personnel Services and HB Staffing in the amount of \$150,000 for an overall amount not to exceed \$400,000 through June 30, 2025.

(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 total amount for all maintenance services temporary help is not expected to exceed \$400,000 through June 30, 2025, which is funded by the Housing Authority of the County of San Bernardino's (HACSB) property operations budgets. The amount for Fiscal Year 2024 is included in the budget and will be included for subsequent fiscal year budgets.

BACKGROUND INFORMATION

HACSB is the largest provider of affordable housing in the County serving over 27,000 persons. HACSB has the need from time to time to provide temporary employees to work in various HACSB offices/facilities, on an as-needed basis to augment current staff and provide staffing for employees who are out on approved leave. The maintenance positions that are in need are General Laborer/Porter and Maintenance Technician. To provide a pool of qualified candidates, HACSB requires the services of temporary staffing firms to provide temporary employees.

PROCUREMENT

On March 15, 2023, HACSB issued a Request for Proposal (RFP) PC1314 for Temporary Employment Services – Maintenance which resulted in the receipt of six (6) proposals. Outreach efforts included advertisements in local newspapers, email invitations, posting on our electronic bidding website, Planet Bids, and posting on the agency website. The proposals were evaluated per the requirements of the RFP in which AtWork Personnel Services and HB Staffing were deemed reasonably priced, considered responsive, and determined qualified to provide this service to HACSB.

Appropriations Increase for Temp Help Services – Maintenance
August 13, 2024

On July 1, 2023, contracts with AtWork Personnel Services and HB Staffing for temp help services – maintenance were executed on a fee schedule for a two-year base term through June 30, 2025, with options to extend for up to three years through June 30, 2028.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 26, 2024.

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

August 13, 2024

FROM

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

SUBJECT

Meeting Minutes for Meeting Held on July 9, 2024

RECOMMENDATION(S)

Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on July 9, 2024.

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

STRATEGIC PLAN ALIGNMENT

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

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

FINANCIAL IMPACT

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

BACKGROUND INFORMATION

The HACSB Board of Commissioners (Board) Meeting took place on July 09, 2024, 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, August 1, 2024.

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

July 9, 2024

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at the Administration Office, at 715 East Brier Drive, San Bernardino, California at 3:01 p.m. on July 9, 2024.

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 Cooper
Vice-Chair MacDuff
Commissioner Johnson
Commissioner Avila
Commissioner Miller

Commissioner Kim was noted as absent.

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; Jesse Diaz, Director of Business Services; Kristin Maithonis, Director of Housing Services; Angie Lardapide, Procurement and Contracts Supervisor; Renee Kangas, Senior Management Analyst; Nicole Beydler, Director of Policy and Communications; Lucy Leslie, Director of Housing Communities; Justin Post, Management Analyst; George Silva, Family Empowerment Services Manager; John Moore, Director of Development; Garrett Dalton, IT Manager; Daisy Villalobos, Data Specialist; Alicia Schneider, Procurement Officer; and Claudia Hurtado, Executive Assistant.

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

2) Additions or Deletions to the Agenda

Chair Cooper called for additions or deletions to the July 9, 2024, agenda. There were none.

3) General Public Comment

Chair Cooper provided an opportunity for members of the public to address the Board of Commissioners. There were none.

4) Executive Director's Report

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report for July 9, 2024.

5) Board building presentation for July 9, 2024

Discussion calendar item number 5, to receive the board building presentation for July 9, 2024, an update of the Housing Authority of the County of San Bernardino's development projects and 2024 scholarship program, was requested.

Family Empowerment Services Manager, George Silva provided the board with the presentation on the 2024 scholarship program. The Scholarship awards were also presented to recipients, Heathberry Kgo and Muhammend Khan, alongside longtime scholarship donor, Mr. Neil Doshi.

Deputy Executive Director, Rishad Mitha, and Director of Development, John Moore provided the board with an update on the agency's development projects.

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

6) Fiscal Year 2024-25 Consolidated Annual Budget

Discussion calendar item number 6, to adopt Resolution No. 196 to approve and adopt, a) the Fiscal Year 2024-25 Consolidated Annual Budget including operating transfers in/out, b) the Fiscal Year 2024-25 Public Housing Annual Budget including operating transfers in/out, c) any changes to the Consolidated Annual Budget or the Public Housing Annual Budget that the Board of Commissioner may direct, was requested.

Executive Director Razo explained the item.

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

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

Ayes

Chair Cooper

Vice-Chair MacDuff

Commissioner Johnson

Commissioner Avila

Commissioner Miller

Nays

7) Fiscal Year 2024-2025 Annual Moving to Work Plan

Discussion calendar item number 7, to adopt Resolution No. 197, a) approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal year 2024-2025, b) approving the Annual Moving to Work Plan Certifications of Compliance to Regulations with the United States Department of Housing and Urban Development, was requested.

Executive Director Razo explained the item.

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

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

Ayes

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

Nays

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

Discussion calendar item number 8, to adopt Resolution No. 198 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Executive Director Razo explained the item.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 8.

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

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

Ayes

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

Nays

9) Revisions to the Admissions and Continued Occupancy Policy of the Housing Authority of the County of San Bernardino

Discussion calendar item number 9, to adopt Resolution No. 199 approving revisions to the Admissions and Continued Occupancy Policy governing the Housing Authority of the County of San Bernardino, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 9, as recommended by staff and Commissioner Avila seconded the motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

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

Nays

10, 11, and 12) Consent Calendar

Approval of the consent calendar including agenda item numbers 10-12 was requested.

Commissioner Avila moved to approve consent calendar agenda item numbers 10-12,

10) Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on June 18, 2024.

11) Approve and file Agency-wide Financial Statements through March 2024.

12) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of April 2024.

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

Ayes

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

Nays

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

There being no other business, Commissioner Miller moved for the regular meeting of Tuesday, July 9, 2024, to be adjourned, and which motion was duly seconded by Commissioner MacDuff. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:38 p.m.

Beau Cooper, Chair

Cassie MacDuff, Vice Chair

Tim Johnson

David Avila

Sylvia Miller

Sungman Kim

Attest:

Secretary

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

August 13, 2024

FROM

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

SUBJECT

Agency-wide Financial Statements through April 2024

RECOMMENDATION(S)

Approve and file Agency-wide Financial Statements through April 2024.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

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

FINANCIAL IMPACT

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net loss through April 2024 for Federal Fiscal Year (FFY) 2023-24 is \$(2,302,160). This net loss is currently lower than the budgeted net loss of \$(4,387,067) with a variance of \$2,084,907. The approved FY 2023-24 budget reflects a use of HUD Held Reserves to offset the budgeted loss. The large variance between the current loss and the budgeted loss is primarily related to two main components. The first being the HACSB received funds from the U.S. Department of Housing and Urban Development (HUD) a month early for the Housing Choice Voucher (HCV) program, the second being budgeted expenses for certain line items that have not yet been realized. As such, the positive variance can be viewed as temporary.

The \$2,084,907 variance between the budgeted and the actual net income is due to the variance of gains and losses to the budget, such as:

- Depreciation expenses are not budgeted and amount to \$2.9 million.
- The HCV program received \$9.4 million more in Housing Assistance Payment (HAP) funding from HUD. HACSB budgets expecting to receive all HAP funds that were awarded, but the actual funds that are received are based on prior months HAP expenses. This causes a variance between the amount of funding budgeted and the amount received.
 - An annual reconciliation between the amount of HAP funding received and the amount that should have been received is performed by HUD and HACSB. This reconciliation is also used to determine the difference between the authorized funding amount and the actual funding received.
 - If the authorized funding exceeds the amount that HACSB received, the difference is deposited into a restricted HUD Held Reserve (HHR) account which can be used for future eligible expenses, with HUD's approval.
 - If the funds expected to be received by HACSB exceeds the authorized funding amount, a withdrawal is made from HHR.

- Conversely the HCV program experienced an increase in HAP in the amount of \$7.6 million. This was mainly due to rising rents and an increase in vouchers issued, due to issuances in 2023. Unlike the funding in the HCV program, HAP is not budgeted at a 100% lease rate. It is budgeted based on an estimated lease rate for the year, estimated available funding per federally approved appropriations, and on approved use of restricted HAP HUD held reserves.
- There is a decrease in tenant services expenses in the amount of \$100,000. This is budgeted evenly for the fiscal year, but the level of services provided can vary from month to month. We expect that the actual expense at year end will be closer to the budgeted amount.
- Physical needs work is budgeted evenly throughout the fiscal year, but the actual work performed can vary monthly. This causes a variance between the budgeted amount and the actual amount. The amount of variance through April 2024 is \$1.5 million which is reflected on the extraordinary maintenance line on the financial statements. We expect that the actual expense at year end will be closer to the budgeted amount.
- Tenant income exceeded the budgeted amount by \$1.6 million. This increase is mainly due to prior year rental income being recognized in the current year. This occurs every year due to common accounting treatment. Adjustments will be made during the year to remove the prior year income and we expect that the budgeted amount and actual amount for rental income will materially be the same.
- There was an increase in other income in the amount of \$800,000 due to an increase in revenue generated from an affiliate non-profit as well as a favorable increases in investments and interest income.

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. This will lead to a decrease in the operating net income. The audited financial report will be provided to the Board of Commissioners once the audit process has been completed. The audit process will be completed in late June 2025 for the prior fiscal year which is when the audited financial statements are submitted to HUD.

Financial Summary	FY 2024 YTD
Revenues	\$136,496,876
Expenses	\$(135,865,906)
Operating Net Income/(Loss)	\$ 630,970
Operating Transfers/Non-Operating Items	\$(2,933,129)
Net Income/(Loss)	\$(2,302,160)

BACKGROUND INFORMATION

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FY 2023-24 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 delays in the federal budget process.

We continue to focus on maintaining the agency's fiscal stability, customer service, innovation, best practices, partnerships that will assist our staff and families, and show 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, August 1, 2024.

HACSB Budget Comparison

Period = Oct 2023-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	19,210,391	17,891,141	1,319,250	7.37	30,869,944
Total Other Tenant Income	589,700	299,439	290,261	96.93	511,667
NET TENANT INCOME	19,800,091	18,190,580	1,609,511	8.85	31,381,611
GRANT INCOME					
TOTAL GRANT INCOME	110,927,792	102,622,426	8,305,366	8.09	175,926,069
OTHER INCOME					
TOTAL OTHER INCOME	5,768,993	5,013,364	755,629	15.07	7,780,646
TOTAL INCOME	136,496,876	125,826,370	10,670,506	8.48	215,088,326
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	5,034,241	6,169,008	1,134,767	18.39	10,575,443
ADMINISTRATIVE					
Total Administrative Salaries	9,075,359	9,583,520	508,161	5.30	17,230,491
Total Legal Expense	308,529	329,545	21,015	6.38	564,845
Total Other Admin Expenses	4,485,138	4,693,837	208,699	4.45	8,080,900
Total Miscellaneous Admin Expenses	1,551,119	1,989,601	438,481	22.04	2,960,662
TOTAL ADMINISTRATIVE EXPENSES	15,420,146	16,596,502	1,176,356	7.09	28,836,897
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	1,777,537	1,913,464	135,926	7.10	2,459,644
UTILITIES					
TOTAL UTILITY EXPENSES	2,464,098	2,629,186	165,088	6.28	4,514,366
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	2,225,655	1,998,805	-226,850	-11.35	3,535,851
Total Materials	1,045,310	534,534	-510,775	-95.56	916,270
Total Contract Costs	2,537,747	2,105,621	-432,126	-20.52	3,590,795
TOTAL MAINTENANCE EXPENSES	5,808,712	4,638,960	-1,169,752	-25.22	8,042,916
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	1,979,220	1,037,504	-941,716	-90.77	1,692,963
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	2,268,475	3,803,299	1,534,824	40.36	5,623,953
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	99,923,620	92,289,329	-7,634,291	-8.27	158,210,278
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	1,189,857	1,136,185	-53,672	-4.72	1,944,793
TOTAL OPERATING EXPENSES	135,865,906	130,213,436	-5,652,470	-4.34	221,901,253
OPERATING NET INCOME	630,970	-4,387,067	5,018,036	114.38	-6,812,927
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	2,933,129	0	-2,933,129	N/A	0
NET INCOME	-2,302,160	-4,387,067	2,084,907	47.52	-6,812,927

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

August 13, 2024

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 May 2024

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of May 2024.

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

STRATEGIC PLAN ALIGNMENT

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

FINANCIAL IMPACT

The accounts receivable loss for the month ending May 31, 2024, is \$42,880.02. 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 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 (May 1 – May 31, 2024) are primarily for voluntary move-outs and evictions. The total write-off for the month of May 2024 is \$42,880.02, 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 May 2024
August 13, 2024

SUMMARY FOR HACSB- Authority Owned Properties

PROPERTY	NO. VACATED	TOTAL
481130 - Maplewood Homes	0	-
481170 - 7th St	1	623.00
481172 - Big Horn	0	-
402 - Summit Place	1	1,311.00
407 - Sunset Pointe	2	6,981.00
408 - Sunrise Vista	3	6,135.00
437 - Sunset Gardens	0	-
467 - Hillcrest	1	8,405.00
481 - Waterman Gardens	2	10,248.00
Concessions Write Off	0	-
TOTAL RENT WRITE OFF	10	33,703.00
Miscellaneous Charges		73.65
Maintenance Charges		15,174.37
Legal Charges		1,765.00
Security Deposits Applied		(7,836.00)
NET TOTAL WRITE OFF		42,880.02

PROCUREMENT

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on July 24, 2024.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/24

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
481130 - Maplewood Homes													
1	P	C		E					(607.62)		(607.62)		(607.62)
TOTALS:						-	-	-	(607.62)	-	(607.62)	-	(607.62)

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									

481170 - 7th St													
1	D	O		V	\$479	623.00			1,101.00		1,724.00	1,149.00	575.00
TOTALS:						623.00	-	-	1,101.00	-	1,724.00	1,149.00	575.00

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Intent to Vacate			N/A				N/A		05/09/24

481172 - Big Horn													
1	B	A		E					(19.50)		(19.50)		(19.50)
2	A	R		E					(39.00)		(39.00)		(39.00)
TOTALS:						-	-	-	(58.50)	-	(58.50)	-	(58.50)

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Payment on bad debt									
2	Payment on bad debt									

402 - Summit Place													
1	C	E		V	1,720.00	1,311.00		50.00	740.00		2,101.00	1,200.00	901.00
TOTALS:						1,311.00	-	50.00	740.00	-	2,101.00	1,200.00	901.00

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Intent to Vacate									05/22/24

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

05/31/24

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
407 - Sunset Pointe													
1	V	L							(999.00)		(999.00)		(999.00)
2	A	G		V	997.00	(11.00)			861.00		850.00	600.00	250.00
3	P	B		S	997.00	6,992.00			3,959.00		10,951.00	600.00	10,351.00
TOTALS:						6,981.00	-	-	3,821.00	-	10,802.00	1,200.00	9,602.00

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	Intent to Vacate									04/29/24
3	Notice to Pay or Quit	12/07/23	Hand	01/10/24	01/15/24	N		N/A	N/A	05/14/24

408 - Sunrise Vista													
1	C	A		V	907.00	(35.00)			4,912.25		4,877.25	825.00	4,052.25
2	A	R		V	1,400.00	1,010.00		23.65	459.60		1,493.25	600.00	893.25
3	T	J		E	997.00	5,160.00			2,015.64		7,175.64	997.00	6,178.64
TOTALS:						6,135.00	-	23.65	7,387.49	-	13,546.14	2,422.00	11,124.14

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Intent to Vacate									5/2/2024
2	Intent to Vacate									5/3/2024
3	Notice to Pay or Quit	12/8/2023	Hand	01/10/24	01/22/24	Y		04/04/24	05/07/24	5/7/2024

437 - Sunset Gardens													
1	M	D					-		(100.00)		(100.00)		(100.00)
TOTALS:						-	-	-	(100.00)	-	(100.00)	-	(100.00)

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									

467 - Hillcrest													
1	S	J		E	747.00	8,405.00			1,951.00		10,356.00	425.00	9,931.00
TOTALS:						8,405.00	-	-	1,951.00	-	10,356.00	425.00	9,931.00

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 or Quit	10/06/23	Posted	11/07/23	11/20/23	Y		04/04/24	05/23/24	05/19/24

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 05/31/24

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													
1	B	N		E	830.00	7,626.00			255.00	1,765.00	9,646.00	729.00	8,917.00
2	R	P		E	875.00	2,622.00			685.00		3,307.00	711.00	2,596.00
TOTALS:						10,248.00	-	-	940.00	1,765.00	12,953.00	1,440.00	11,513.00
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 or Quit	08/06/23	Hand	09/09/23	09/23/23	Y		03/19/24	05/01/24		05/01/24		
2	Notice to Pay or Quit	04/09/24	Posted	05/03/24	N/A	N		N/A	N/A		05/10/24		
ALL PROPERTY TOTALS:						33,703.00	-	73.65	15,174.37	1,765.00	50,716.02	7,836.00	42,880.02

Submitted by: _____ Date: _____ Reviewed by: _____ Date: _____

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