



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

January 13, 2021

TO: Vice-Chairperson Randy Fletcher
Commissioner Tony Kurlan
Commissioner Dan Miller
Commissioner Brian Foss
Commissioner Kent Boes
Commissioner Jeramy Chapdelaine
Commissioner Bob Woten
Commissioner Suzanne Gallaty
Commissioner Rick Millhollin
Commissioner Nicholas Micheli
Commissioner Doug Lofton
Commissioner John Loudon
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
City Council, Colusa
Duane Oliveira, General Counsel Emeritus
Appeal-Democrat
PEU Local #1
Judy Sanchez, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

January 20, 2021

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:00 PM on Wednesday, January 20, 2021.**

This meeting will be held via ZOOM. The link <https://zoom.us/j/99496386367>; Meeting ID:9949638 6367, Passcode: 981541, call in number 1-669-900-6833.



Gustavo Becerra
Executive Director

AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY

ZOOM MEETING

<https://zoom.us/j/99496386367>

Meeting ID:994 9638 6367

Passcode: 981541

call in number 1-669-900-6833

January 20, 2021, 12:00 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: NONE
 May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.

- 1. Approval of Minutes – December 16, 2020 pg. 1
- 2. Independent Accountant’s Report on Applying Agreed – Upon Procedure (Informational Item Only) pg. 3
- 3. Resolution 21-1691 – Rural Development Collection Loss Write-off pg. 6
- 4. Ratification of Approval of COVID-19 Prevention Program pg. 8

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

5. Approval of Fiscal Year Ending 2022 Operating Budgets pg. 32
Marco Cruz, Chief Financial Officer

6. Resolution 21-1692 – Approval of Public Housing Budget pg. 38
Marco Cruz, Chief Financial Officer

7. Election of Chairperson

8. Appointment of Commissioner to Sutter Community Affordable
Housing Board of Directors

9. Appointment of Commissioner to Building Better Partnerships, Inc. Board of
Directors

I. ADMINISTRATIVE REPORT:

10. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: February 3, 2021

L. ADJORNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
Via Zoom
December 16, 2020

ITEM NO. A - CALL TO ORDER:

Chairperson Manny Cardoza called the meeting to order via Zoom at 12:00 PM.

ITEM NO. A - ROLL CALL:

Chairperson Manny Cardoza, Vice-Chairperson Randy Fletcher, Commissioners Dan Miller, John Loudon, Ron Sullenger, Kent Boes, Jeremy Chapdelaine, Tony Kurlan, Brian Foss, Rick Millhollin, Bob Woten, Doug Lofton, and Suzanne Gallaty were present. Commissioner Toni Benson was absent. Legal Counsel Brant Bordsen was also present.

Staff present were: Executive Director Gustavo Becerra, Executive Assistant/HR Coordinator Jennifer Ruiz, Occupancy Manager Pattra Runge, and Occupancy Manager Alisha Parker

ITEM NO. B. – PLEDGE OF ALLEGIANCE: DISPENSED

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1. THROUGH F.5. - CONSENT CALENDAR:

Commissioner Miller made a motion to approve the Consent Calendar as submitted. Vice-Chairperson Fletcher made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Manny Cardoza, Vice-Chairperson Randy Fletcher, Commissioners John Loudon, Kent Boes, Jeremy Chapdelaine, Rick Millhollin, Bob Woten, Dan Miller, Ron Sullenger, Tony Kurlan, Brian Foss, Doug Lofton, and Suzanne Gallaty
Nays: None
Abstain: None
Absent: Commissioner Toni Benson

ITEM NO. G.6. – COMMUNITY/PUBLIC OUTREACH FOR THE RICHLAND VILLAGE PROJECT (YUBA CITY, CA) (INFORMATIONAL ITEM ONLY):

Executive Director Gustavo Becerra stated the project will be going to the Planning Commission tomorrow for review. He shared there has been more community outreach for the project. Mr. Becerra mentioned Ampla Health has agreed to help with the low-income community surveys by reaching out to their patients regarding the project.

ITEM NO. H. – NEW BUSINESS: NONE

ITEM NO. I.7 – ADMINISTRATIVE UPDATE:

Mr. Becerra shared the Brunswick Commons, Lone Oak, New Haven and Grass Valley Terrace projects are all under construction. He stated the loan for Brunswick Commons should be closing tomorrow and recorded on Friday. Mr. Becerra said kick off calls for the two Cedar Lane projects with the various partners should start after the first of the year. He also mentioned staff should hear about the funding applications submitted for the Wheatland Family project and the Plumas Lake project soon.

Mr. Becerra explained Commissioner Boes, Planning and Community Development Manager Beckie Flores and himself have been talking with a developer about the possibility of two projects in Williams. He mentioned the Linda Water District approved a 50% deferral for the water and sewer fees for the Cedar Lane family project. Mr. Becerra stated the district has been very supportive and this deferral may cover the gap the development budget for the project.

Mr. Becerra mentioned due to COVID-19, there has been a skeleton crew, but the management team is doing an exemplary job in keeping things going.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Millhollin mentioned there was a meeting regarding the New Haven project and he has tasked his case managers to start pulling applications to be ready for the opening.

Commissioner Sullinger stated this would be his last meeting and it has been a pleasure serving on the Board.

Commissioner Loudon said he is retiring, and this would be his last meeting.

Chairperson Cardoza stated it has been wonderful working with everyone as this may be his last meeting.

ITEM NO. K – NEXT MEETING: January 6, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:15 PM.

REGIONAL HOUSING AUTHORITY
STAFF REPORT

Date: January 20, 2021
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Addendum to 2020 Audit (INFORMATIONAL ONLY)
“Independent Accountant’s Report on Applying Agreed-Upon Procedure”

Smith and Newell, CPA’s has submitted to RHA a new required audit report. The following *Independent Accountant’s Report on Applying Agreed-Upon Procedure* attests to the validity of the audit’s electronic submission and has been added to our 2020 financial audit. This report is submitted to the Board of Commissioners as informational only, no action is required.

Prepared by:

Submitted by:



Marco Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director

Independent Accountant's Report on Applying Agreed – Upon Procedure

To the Board of Commissioners
Regional Housing Authority
Yuba City, California

We have performed the procedure describe in the second paragraph, which was agreed to by Regional Housing (Housing Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with related hard copy documents included within the OMB Uniform Guidance reporting packing. The Housing Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose

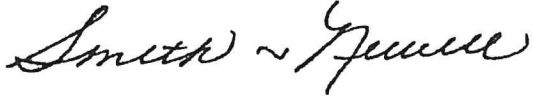
We compared the electronic submission of the items listed in the "UFRS Rule information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), for the Housing Authority as of and for the year ended March 31, 2020 and have issued our report thereon dated July 27, 2020. The information in the "Hard Copy documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Housing Authority's Financial Data Schedule (FDS) dated July 27, 2020, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB Uniform Guidance, which included the auditor's reports, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

To the Board of Commissioners
Regional Housing Authority
Yuba City, California

This report is intended solely for the information and use of the Housing Authority and the U.S Department of Housing and Urban Development, REAC, and is not intended to be should not be used by anyone other than these specified parties.

A handwritten signature in cursive script, appearing to read "Smith & Newell".

Smith & Newell CPAs
Yuba City, California
December 17, 2020



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

RESOLUTION 21-1691

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,170.61

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

WHEREAS, operations of low-income housing include the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending September 30, 2020 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,170.61.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20th day of January 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Chairperson

(SEAL)



USDA
Collection Loss Write Off
Period: June 2020

Tenant	Property	Address	Date	Move In	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Utilities	Legal Fee's	Total Owed	Payback Agreement
T0017779	RD	368 Bernard Dr. #C, Yuba City	11/01/18	10/30/20	\$	230.00	\$ -	\$ -	\$ 807.35	\$ -	\$ -	\$ -	\$ 807.35	No
T0014482	RD	380 McKeenan Dr. #R, Yuba City	02/15/18	10/19/20	\$	332.00	\$ 31.37	\$ -	\$ 985.80	\$ -	\$ -	\$ -	\$ 1,017.17	No
T0020789	RD	420 Miles Ave. #87, Yuba City	10/01/19	10/06/20	\$	385.00	\$ 363.42	\$ -	\$ 635.00	\$ 193.38	\$ 154.29	\$ -	\$ 1,346.09	No
													\$ 3,170.61	Total Write Off

P
11/2024

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Deceased *

Exhibit A



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

COVID-19 PREVENTION PROGRAM

December 2020

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

AUTHORITY AND RESPONSIBILITY

The Executive Director, Executive Assistant/HR Coordinator and Operations Manager have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying Jennifer Ruiz, Executive Assistant/HR Coordinator, of any hazards or suggestions to improve safety in our agency.

Employee Screening

We screen our employees by having employees self-screen according to CDPH guidelines before reporting to work, conducting a temperature check when arriving at the workplace and filing out a brief questionnaire which is to be scanned it to Jennifer Ruiz, Executive Assistant/HR Coordinator when completed.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- Managers/Supervisors should conduct a frequent analysis into work practices to ensure all safety protocols are being adhered to.
- Managers/Supervisors should notify the Executive Assistant/HR Coordinator or Operations Manager regarding the need of additional PPE or if additional protocols need to be developed.
- Hazards will be assessed and corrected within a reasonable timeframe.
- Managers/Supervisors will follow up to ensure timely correction and ongoing adherence to safety protocols.

CONTROL OF COVID-19 HAZARDS

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times when and where applicable
- Adjusting work processes or procedures, such as conducting meetings via Zoom, and limiting in person contact, to allow greater distance between employees and the public when necessary
- A distance of at least 6 feet between persons will be maintained at the workplace when possible
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved
- Installing physical barriers, such as plexiglass partitions, where necessary

Individuals will be kept as far apart as possible when there are situations where six feet of physical

distancing cannot be achieved.

Face Coverings

Employees will be provided clean, undamaged face coverings or they may use their own face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. If employees encounter non-employees that are not wearing a face covering, staff will ask that person to put on a face covering. If an employee encounters a non-employee not wearing a face mask in a residential unit, the employee will ask that the non-employee to social distance and wait in another area of the unit.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room, their office or at their cubicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Managers/Supervisors will work with the Executive Assistant/HR Coordinator and the Operations Manager if changes need to be made to office configurations.
- Plexiglass partitions have been placed in necessary areas and PPE has been given to employees.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Staff will monitor the air quality index and heat index in circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as light switches, handrails, copy machines, faucets, and doorknobs. These procedures should include:
 - Using disinfectants that are EPA-Approved for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
 - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
 - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- Informing the employees and authorized employee representatives of the frequency of cleaning and disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
- Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping down the area with disinfecting wipes and/or using disinfectants that are EPA-approved for use against the virus that causes COVID-19.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we shall encourage employees to wash their hands regularly with soap and water for at least 20 seconds and provide effective sanitizer in areas throughout the work environment.

PPE Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

Indicate how the following will be accomplished:

- Notified of any potential exposure
- Offered COVID-19 testing at no cost during their working hours
- Asked to quarantine for a period recommended by the County Public Health Officer, the California Department of Disease Control (CDC) or their physician
- Informed if benefits described in Training and Instruction and Exclusion of COVID-19 Cases

SYSTEM FOR COMMUNICATING

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate manager and/or the Executive Assistant/HR Coordinator.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing (using testing

through their personal physician, or using established testing locations set up by Public Health and updated periodically).

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- This information shall be communicated to employees using different methods such as in person, telephone, or email.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix E: COVID-19 Training Roster will be used to document this training.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding asymptomatic employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case with or without testing.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Using leave accruals including sick, vacation or comp time.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine

was effective.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are multiple COVID-19 infections and COVID-19 outbreaks, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria* requirements and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.

COVID-19 investigation, review and hazard correction

In addition to our CPP *Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.

- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

MAJOR COVID-19 OUTBREAKS

If our workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria*, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP *Investigating and Responding to COVID-19 Cases*.

COVID-19 hazard correction

In addition to the requirements of our CPP *Correction of COVID-19 Hazards*, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

- We will comply with the requirements of our *Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department*.

Executive Director, Gustavo Becerra

Date

I have received and read the COVID-19 Prevention Program Policy. I fully understand that failure to comply with the COVID-19 Prevention Program Policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person(s) conducting the evaluation: _____

Date: _____

Name(s) of employee(s) and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: _____

Name(s) of person(s) conducting the inspection:

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name(s) of person(s) conducting the investigation: _____

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: _____

Date Form was Completed: _____

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made

Appendix E: COVID-19 Training Roster

Date: _____

Person(s) that conducted the training: _____

Employee Name	Signature

Appendix F: Definitions

COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205 (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county. <p>A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.</p>
COVID-19 Exposure	Being within 6 feet of a “COVID-19 Case” for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This applies regardless of the use of face coverings.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on a person which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.
Exposed Workplace	Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, waiting areas. The exposed workplace does not include buildings or facilities not entered by

	<p>COVID-19 case.</p> <p>Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of COVID-19 case as defined by Labor Code Section 6409.6(d)(5), which states:</p> <p>“Worksite” means the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In multiworksite environment, the employer need only notify (per AB685) employees who were at the same worksite as the qualified individual.</p>
<p>Face Covering</p>	<p>A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.</p>
<p>High-Risk Exposure Period</p>	<p>The following time period:</p> <ul style="list-style-type: none"> (1) For persons who develop COVID-19 symptoms: from 2 days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: for 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

Employee Notification of Possible Exposure to COVID-19

Date:

To: All potentially affected employees

Possible Exposure to Covid-19

We are writing to inform you that you may have been exposed to COVID-19 during the course of your work. A person who has either tested positive or otherwise been diagnosed with COVID-19 or a person who is subject to a public health isolation order resulting from COVID-19 or a person who has since died of COVID-19 was on the Regional Housing Authority's premises during the infectious time period of enter the start/end dates of the 14-day infectious period. At some point during this period, you may have come into contact with this person. As a result, you may have been exposed to COVID-19.

Due to your potential exposure to COVID-19, we recommend you be tested immediately. You must not return to work until you have a confirmed negative test result, or in the absence of a confirmed negative test, you complete the requisite quarantine of **10 days** from the last possible day of exposure, which was insert last date the subject individual was at the worksite.

If you have a confirmed positive test, you must not report to work in person until you are cleared by your medical provider or a public health official. If you have a confirmed positive test, are otherwise diagnosed with COVID-19, or become subject to a public health isolation order unrelated to your employment, you are not required to report this medical information to us as your employer, although we would appreciate that you do as a means of helping keep our staff and community safe.

Employee must follow the Return-to-Work Criteria which states:

- Positive COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is

completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

COVID-19-related Benefits & Options

During your absence, you may be able to work remotely with approval from your Manager and the Executive Director. If you are not approved to work remotely, you may use any accrued leave or any federal, state, or local benefits that you may be eligible for. Additionally, you may be entitled to other COVID-19-related benefits under applicable federal, state, or local laws, including, workers' compensation and other options for exposed employees, including COVID-19-related leave under the federal Families First Coronavirus Response Act and state AB 1867, District sick leave, state-mandated leave, and supplemental sick leave. See Jennifer Ruiz, Executive Assistant/HR Coordinator for more information about employee benefits.

Retaliation & Discrimination Protections

Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform Jennifer Ruiz, Executive Assistant/HR Coordinator. Workers who believe they have wrongfully experienced retaliation or discrimination may also file a complaint with the [Division of Labor Standards Enforcement](#).

Disinfection & Safety Plan

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following disinfection and safety plan, pursuant to guidelines from the Centers for Disease Control. Please refer to the COVID-19 Prevention Program.

If you have any questions about this notification or if you wish to discuss your eligibility for certain COVID-19 benefits, please do not hesitate to contact Jennifer Ruiz, Executive Assistant/HR Coordinator.

Gustavo Becerra
Executive Director



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

Notice to Employers of Subcontracted Employees

Date:

To: Name of employer of subcontracted employees

We are writing to inform you that your employees may have been exposed to COVID-19 during the course of their work at our workplace. A person who has either tested positive or otherwise been diagnosed with COVID-19 or a person who is subject to a public health isolation order resulting from COVID-19 or a person who has since died of COVID-19 was on the Regional Housing Authority's premises during the infectious time period of enter the start/end dates of the 14-day infectious period, and at some point, during this period, your employees may have come into contact with this person. As a result, they may have been exposed to COVID-19. Your potentially exposed employees include list name(s) of employees.

Due to their potential exposure to COVID-19, we recommend they are tested immediately. They must not report to our workplace in person until they have a confirmed negative test result, or in the absence of a confirmed negative test, they complete the requisite quarantine of **10 days** from the last possible day of exposure, which was insert last date the subject individual was at the worksite. If the subcontracted employees have a confirmed positive test, they must not report to our workplace in person until they are cleared by your medical provider or a public health official.

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following cleaning and disinfection measures:

Frequently touched surfaces:

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as light switches, handrails, copy machines, faucets, and doorknobs. These procedures should include:

- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.

- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
 - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

If you have any questions about this notification, please do not hesitate to contact Jennifer Ruiz, Executive Assistant/HR Coordinator at (530) 671-0220 extension 122 or j.ruiz@regionalha.org.

Gustavo Becerra
Executive Director



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

Notice to the Exclusive Representative

Date:

To: Ron Slaven, Business Agent, AFSCME Council 57

We are writing to inform you that some of our employees may have been exposed to COVID-19 during the course of their work. A person who has either tested positive or otherwise been diagnosed with COVID-19 or a person who is subject to a public health isolation order resulting from COVID-19 or a person who has since died of COVID-19 was on the Regional Housing Authority's premises during the time period of enter the 14-day infectious period stating the beginning and ending dates, and at some point, during this period, employee(s) may have come into contact with this person. As a result, they may have been exposed to COVID-19.

The notification includes exposure information, testing and quarantine requirements, related benefit options, retaliation and discrimination protections, and our disinfection and safety plan protocols. Attached is a copy of the notification to employees.

In addition, we are attaching a list of the employee(s) who received the notification of potential exposure.

If you have any questions about this notification, please contact Jennifer Ruiz, Executive Assistant/HR Coordinator at (530) 671-0220 extension 122, or j.ruiz@regionalha.org.

Gustavo Becerra
Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: January 20, 2021
To: Board of Commissioners
From: Marco A. Cruz – Chief Financial Officer

SUBJECT: Fiscal Year Ending 2022 Operating Budgets
RECOMMENDATION: Approval as Submitted

BACKGROUND:

In accordance with sound fiscal management and programmatic requirements the Regional Housing Authority (RHA) creates an annual budget for Board review and approval. Revenues and expenses for the upcoming fiscal year are analyzed and estimated. While the most up to date projections are presented here actual performance may vary.

What programs do we administer, including number of units and designations (restricted and unrestricted):

- Housing Choice Voucher – restricted 1,801 vouchers (includes 52 VASH & 140 Mainstream)
- State/Local – restricted
 - Heather Glenn/Teesdale (MHSA) Marysville & Yuba City; 16 units
 - Migrant Services (Yuba City) 79 units (May-November)
- Public Housing – restricted
 - Date Street (Live Oak) 50 senior units
 - Joann Way (Yuba City) 24 senior units
 - Richland Housing (Yuba City) 99 family & senior units
- Business Activities – unrestricted
 - Kingwood Commons (Yuba City) 64 family units
- USDA – restricted
 - Butte View Estates (Live Oak) 32 senior units
 - Centennial Arms (Live Oak) 21 + 1 ADA family units
 - Richland Housing (Yuba City) 180 + 10 ADA family units

REVENUE SOURCES

Housing Choice Voucher -- Admin Fee

The HUD Section 8 voucher program has two main components, the Housing Choice Voucher (HCV) program which provides rental assistance for tenants (paid directly to landlords), and the Administrative Fee to operate the program. HCV matches funding to direct subsidy expenses. The Administrative Fee is a per voucher flat rate based on monthly utilization. The voucher flat rate is expected to be prorated to 80%, as in prior years.

\$1,268,868	(with 80% proration & 97% utilization) -- 1,801 vouchers x published rate
<u>\$ 24,396</u>	Other Income
\$1,293,264	

Public Housing

Public Housing's three main sources of funding is the tenant portion of rent, HUD operating funds, and HUD CFP funds for capital improvements. As RHA is designated a small housing authority a portion of the CFP funds can and is used for operations.

\$907,004	Tenant Rent & Other Income
\$442,188	Operating Subsidy (90% proration)
<u>\$560,076</u>	Capital Funds
\$1,909,268	

Mental Health Services

Mental Health revenues consist of tenant rent and in the case of Teesdale, tenant assistance payments

\$37,801	Heather Glenn Tenant Rent (Affordable rates)
\$21,887	Teesdale Tenant Rent & Other
<u>\$17,567</u>	Teesdale Tenant Assistance Payments
\$39,453	

Kingwood Commons

Kingwood Commons has project-based Section 8 rental assistance vouchers assigned to 15 units in addition to tenant rents. It also accepts tenant-based Section 8 rental assistance vouchers.

\$357,193	Tenant Rent & Other
<u>\$310,895</u>	Tenant Assistance Payments
\$668,808	

USDA – Rental Assistance

In addition to tenant rent, the USDA properties are subsidized by HUD Section 8 (Butte View Estates) and USDA Rental Assistance (Centennial Arms and Richland).

\$1,336,121	Tenant Rent & Other
<u>\$1,994,175</u>	Tenant Assistance Payments
\$3,051,936	

2022 BUDGET HIGHLIGHTS

Salaries and Benefits

Five percent step increases for eligible staff were included along with 1.75% percent increase as per the Memorandum of Understanding (MOU). The MOU change to 2.5% step increases will have minimal but increasing impact over the next several years. California's minimum wage has increased to \$14/hr increasing our onsite manager costs. Health benefit premiums rose 9% over prior year but RHA's 5-year average growth is 3.3%, a ten-year low.

Insurance

Highly concerning is our overall insurance expense increase of 48%. The recent wildfires have caused our property insurance to rise 68% as there is a statewide lack of reinsurers, driving up costs.

Pension & OPEB

\$1.45 million in Additional Discretionary Payments (ADP's) were paid in FYE 2021 to lower RHA's CalPERS unfunded pension liability. ADP activity is expected to be lower in FYE 2022 as many programs have paid in full their proportionate share of the unfunded liability. Budgets for HCV Admin and USDA-Richland include cash to initiate pension and OPEB investment trusts to offset future pension and pension benefit costs.

General

Unless noted above, most expenses are expected to rise 3-5%. Some expenses, like training and travel, are expected to be abnormally low due to COVID-19 impacts.

Factors affecting specific properties:

Housing Choice Voucher

We estimate a furthered proration of 97% of administrative fees in FYE 2022. \$512,100 in federal CARES money was received in FYE 2021 but additional CARES money is not expected in FYE 2022.

Public Housing

The Public Housing program is expected to prorate the Operating Subsidy to 90% with an additional \$560,000 in Capital Fund Grants. The application for Streamline Voluntary Conversion is currently under review with HUD but we are not expecting conversion until FYE 2023.

State/Local

The 2019-2021 Office of Migrant Services (OMS) two-year budget was previously approved by the CA Department of HCD and the RHA Board. The 2021-2022 budget negotiations with HCD are currently in process and will be presented to the Board for approval once complete.

Kingwood Commons

Priority capital improvements have been completed at Kingwood Commons and we expect continued positive residual receipts in FYE 2022. We do not expect additional CDBG funds for improvements in FYE 2022.

Fiscal Year Ending 2022 Budget (April 2021 - March 2022)

Kingwood Commons	
Revenues	\$668,808
Operating Expenses	\$388,680
Operating Revenue	\$280,128
Non-Operating Expenses	\$299,095
Net Income (Accrual)	(\$18,967)
Cash Flow Adjustments	\$96,422
Annual Cash Increase (Decr)	\$77,455

Mental Health-Heather Glenn	
Revenues	\$56,911
Operating Expenses	\$47,370
Operating Revenue	\$9,541
Non-Operating Expenses	\$11,293
Net Income (Accrual)	(\$1,752)
Cash Flow Adjustments	\$11,293
Annual Cash Increase (Decr)	\$9,541

Mental Health-Teesdale	
Revenues	\$40,871
Operating Expenses	\$40,662
Operating Revenue	\$208
Non-Operating Expenses	\$11,249
Net Income (Accrual)	(\$11,040)
Cash Flow Adjustments	\$11,249
Annual Cash Increase (Decr)	\$208

Public Housing-Date Street	
Revenues	\$369,780
Operating Expenses	\$334,557
Operating Revenue	\$35,224
Non-Operating Expenses	\$21,477
Net Income (Accrual)	\$13,747
Cash Flow Adjustments	(\$8,420)
Annual Cash Increase (Decr)	\$5,328

Public Housing-Joann Way	
Revenues	\$165,145
Operating Expenses	\$142,570
Operating Revenue	\$22,575
Non-Operating Expenses	\$28,423
Net Income (Accrual)	(\$5,848)
Cash Flow Adjustments	\$17,035
Annual Cash Increase (Decr)	\$11,187

Public Housing-Richland	
Revenues	\$1,374,343
Operating Expenses	\$828,366
Operating Revenue	\$545,978
Non-Operating Expenses	\$160,428
Net Income (Accrual)	\$385,550
Cash Flow Adjustments ¹	(\$293,518)
Annual Cash Increase (Decr)	\$92,032

¹Includes \$454,000 for capital improvements

Fiscal Year Ending 2022 Budget (continued)

USDA-Butte View Estates	
Revenues	\$335,292
Operating Expenses	\$219,171
Operating Revenue	\$116,121
Non-Operating Expenses	\$81,418
Net Income (Accrual)	\$34,703
Cash Flow Adjustments	(\$19,726)
Annual Cash Increase (Decr)	\$14,977

USDA-Centennial Arms	
Revenues	\$248,616
Operating Expenses	\$167,209
Operating Revenue	\$81,407
Non-Operating Expenses	\$109,213
Net Income (Accrual)	(\$27,807)
Cash Flow Adjustments	\$27,089
Annual Cash Increase (Decr)	(\$718)

USDA-Richland	
Revenues	\$2,468,028
Operating Expenses	\$1,399,944
Operating Revenue	\$1,068,084
Non-Operating Expenses	\$688,300
Net Income (Accrual)	\$379,783
Cash Flow Adjustments ¹	(\$376,563)
Annual Cash Increase (Decr)	\$3,221

HCV Admin	
Revenues	\$1,293,264
Operating Expenses	\$786,227
Operating Revenue	\$507,037
Non-Operating Expenses	\$3,872
Net Income (Accrual)	\$503,165
Cash Flow Adjustments ²	(\$471,128)
Annual Cash Increase (Decr)	\$32,037

¹ Includes \$315,000 to set up pension and OPEB trusts

² Includes \$450,000 to set up pension and OPEB trusts

RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the above/attached fiscal year ending 2022 operating budgets.

Prepared by:

Submitted by:



Marco A Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Regional Housing Authority**

PHA Code: **CA048**

PHA Fiscal Year Beginning: **April 1, 2021**

Board Resolution Number: **21-1692**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: **01/20/2021**
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
---------------------------------	------------	-------