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February 29, 2012

RAJ SAMRA, HOUSING SERVICES MANAGER
REGIONAL HOUSING AUTHORITY OF SUTTER & NEVADA COS.
1455 BUTTE HOUSE ROAD
YUBA CITY, CA 95993

Re: Management Plan – Richland Housing Farm Labor Apartments

Dear Ms. Samra:

I've reviewed the management plan submitted for Richland Housing. I've enclosed a copy of the approved Management Plan. I have recorded the effective date as 01/01/12. Any changes must be reviewed and approved by RD. If there are no changes then a certification to that effect would be due by 01/01/2014. (See Attachment 3b in the Handbook)

Please contact me if you have any questions at (530) 533-4401, extension 104 or at lynne.macintosh@ca.usda.gov.

Sincerely,

A handwritten signature in cursive script that reads "Macintosh".

LYNNE MACINTOSH
Area Specialist

Enclosure

150-D Chuck Yeager Way • Oroville, CA 95965
Phone: (530) 533-4401 • Fax: (530) 533-4936 • TDD: (530) 792-5848

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REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Management Plan

USDA –Rural Development

(Richland Housing)

Raj Samra

September 2011



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Reviewed/Accepted 2/24/12
L MacIntosh

Lynne MacIntosh Area Specialist

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1. Role and responsibility of owner.

a) Describe and fully justify any identity of interest as described in 7 CFR 3560.

The Regional Area Housing Authority of Sutter and Nevada Counties (Authority) owns and manages the property located in the development entitled Richland Housing in Yuba City, California.

b) Identify the supervisory relationships, and to whom the incumbent of the position responsible for the day-to-day operation of the project is accountable.

The Executive Director has overall responsibility for the project. The Housing Services Manager has primary responsibility and oversight for the implementation of the day-to-day operations of the project. The Eligibility Specialist has responsibility for lease up and site management activities. The Chief Operations Manager and maintenance staff are responsible for the maintenance of the project.

c) Describe the conditions when the management agent must consult the owner before taking any action.

Not applicable.

d) Identify the person or position in the owner's organization that is the key contact for the management agent.

The Executive Director of the Authority is the key contact.

e) Describe the type of decisions to be made by this contact person.

The Executive Director of the Housing Authority is involved in making all decisions related to project management. The Executive Director in conjunction with the Finance Officer, Chief Operations Manager and Housing Services Manager make decisions related to the day-to-day operations of the project.

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f) Describe the fundamental responsibilities and duties of the owner and the managing agent. Identify any areas of overlap and describe how the overlap will be handled.

The Regional Area Housing Authority of Sutter and Nevada Counties (Authority) is committed to achieving excellence in providing safe, decent, housing that conforms to regulatory requirements.

The development has multiple sources of funding, Joe-Serna/HOME/HCD/HUD and USDA Rural Development. Staff will adhere to the most stringent regulatory requirements when it is in the best interest of the development and assists the Authority to further its mission to provide decent, safe sanitary housing.

g) Describe any pro rata divisions of singularly incurred operating expense that is common to the management agent and the owner (project) (i.e., fidelity coverage that may be divided between both).

Not applicable.

2. Personnel policy and staffing arrangements.

a) Describe hiring practices of management and their conformance with equal employment opportunity requirements.

The Regional Area Housing Authority of Sutter and Nevada Counties (Authority) is a Government Agency meaning the employees are public employees. All hiring practices conform to Equal Employment Opportunity requirements.

b) Include a staffing plan for the project.

The staffing plan for the project includes an allocation of time based on bedroom size for the following positions:

Executive Director
Administrative Assistant
Finance Officer
Accounting Assistant I
Operations Manager
Maintenance Staff
Housing Services Manager

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Eligibility Specialist/Site Manager
Eligibility Clerk
Resident Manager
Key keepers

c) Describe the lines of authority, responsibility, and accountability (internal controls) within the management entity.

Staff report to their appropriate managers who report to the Executive Director who then reports to the Regional Area Housing Authority of Sutter and Nevada Counties Board of Commissioners.

d) Describe the standards and plans for training and familiarizing employees with their job related responsibilities and applicable Rural Development program requirements.

All eligibility personnel shall be instructed by knowledgeable personnel in their job responsibilities and in all USDA-RD, HOME/HCD/516 project procedures regarding tenant eligibility, proper size units, rejections, verifications, certifications, waiting lists, etc. The Eligibility Specialist shall also be required to attend certification courses within one year from date of hire and then be recertified every two years.

On-site training sessions of agency staff and resident managers shall be held annually, or more often as needed. Training sessions will include inspection of tenant files, project's physical condition and review of safety conditions and safety programs. In addition, staff members' knowledge of USDA-RD regulations will be examined at these sessions.

3. Plans and procedures for marketing units, achieving and maintaining full occupancy, and meeting HUD Form 935.2, "Affirmative Fair Housing Marketing Plan" (AFHMP) requirements.

a) Describe how affirmative marketing practices will be used. Describe the outreach and marketing efforts that will be used to reach those low-income and minority persons who are least likely to apply for such housing without special outreach efforts.

Affirmative marketing practices as set forth in AFHMP will be utilized to reach those low-income and minority persons least likely to apply for occupancy. Outreach letters and newspaper ads are currently in affect.

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b) Describe the methods that will be used to achieve and maintain the highest possible level of occupancy. When applicable, indicate any additional compensation or incentives that may be allowed management agents for early initial rent-up. (If this area is not covered in the management plan, it will not be allowed at a later date.)

All units are advertised in accordance with AFHMP, which includes: advertising in newspapers at least one month annually. Outreach letters sent out annually and in addition, advertising via flyers, phone book and other local media, if needed.

Upon review and analysis of vacancy rates, analysis of current market trends and other rental property data. It may at times be advised that a "move-in" incentive be advertised to recruit eligible families. The Board of Commissioners has recommended and approved the Executive Director to authorize incentives to include up to the maximum of one month's rent at note rate, as a discounted amount. This amount can vary depending on bedroom size, current market trends and is to be utilized as a leasing incentive only. The time period that this incentive is available, and who is eligible will be advertised in the vacancy and outreach advertisement. If the applicant does not apply by the noticed cutoff date, they will not be eligible for the incentive.

c) Describe how the units will be advertised. Indicate minimum levels planned regardless of occupancy levels.

Contact shall be made at least annually with those agencies identified in the AFHMP. Fliers advertising the project will be distributed to local groups and posted on community bulletin boards.

d) Describe the appropriate communication system, auxiliary aids, or other assistance that will be used to ensure effective communication with applicants, tenants or members, and members of the public that have sight or hearing impairments.

Translators and Deaf and Disabled telecommunications centers are used for communication for persons with sight and hearing impairments.

e) Describe the kinds of reasonable accommodation the project can readily provide such as changing water faucets, kitchen equipment, doorknobs, assigning handicap parking spaces, etc.

Reasonable changes to the unit to satisfy disabled will be at the project expense. Examples: grab bars, faucets, ramps and doorknobs, etc.

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f) Describe the process management will follow in reviewing and determining whether structural modification of an apartment unit is practical and feasible to reasonably accommodate a tenant or household member who has a disability.

Management will review the plans for handicap access for structural modification, if possible. Proposals will be collected and reviewed. The Housing Authority will pay for accessibility accommodations, unless the cost is prohibitive and would hurt the project financially. Such determination will require the concurrence of Rural Development in writing.

g) Provide a sample waiting list. **See attached**

There shall be maintained, at the main office (1455 Butte House Road, Yuba City, CA 95993) a waiting list in which all applicants shall be placed in chronological (date and time) order. This waiting list contains the same information as the USDA-RD sample waiting list.

h) Attach copies of sample forms that will be used to record unit condition, and indicate who will receive copies of the inspection forms.

Prior to move-in an inspection of the unit is conducted by the Housing Inspector and the tenant. During this inspection the Housing Inspector and tenant shall together inspect the unit. During this inspection, the Inspector shall prepare a written "Move-In Inspection Report". Inspector and prospective tenant shall agree on any repairs needed and both shall sign the inspection report. If repairs are needed a work order is generated and repairs are made immediately. One copy of this inspection report shall be maintained in the tenant's file and one copy attached to tenant's copy of the rental agreement. Copy of inspection report attached.

i) Describe any orientation services to be provided tenants or members to acquaint them with the project and care of the units. Indicate what printed project information will be given to applicants.

The owner shall provide each tenant with orientation services prior to occupancy of the units. Such orientation will include locations, use and care of the facilities of the project as a whole, as well as the individual unit. The tenant shall also be provided a detailed listing of the use and care of the unit appliances and facilities. In addition, owner will review with each tenant the Lease, House Rules and service requests. Whenever possible this will be done in the tenants' primary language. Copy of orientation sheet for Rural Development home projects is attached.

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j) Identify the person or staff position responsible for determining tenant or member eligibility and their location on the waiting list.

The Eligibility Specialist shall initially be responsible for determining qualified tenants and their location on the waiting list. The Eligibility Specialist conducts the regular annual management inspections, reviews accepted tenant applications and the basis for acceptance. The Housing Services Supervisor shall inform the applicants of denied tenancy and the basis for such denial. Denial of tenancy of any perspective tenant will be handled in accordance with USDA-RD procedures.

k) In projects receiving tax credits, explain if special waiting lists will be required when eligible tenants with incomes higher than tax credit limits will be considered for occupancy and how this waiting list will be maintained.

Not applicable.

4. Procedures for determining eligibility and for certifying and recertifying incomes.

a) Describe how applications and other records relevant to this function will be kept. If application fees are used, describe them.

Applications and records related to the application shall be kept in a file in chronological order by date and time of applications. The fees paid by the project are limited to the cost of actual services incurred for obtaining necessary information associated with completing the tenant certification. These include credit reports, criminal reports and the application process; they are listed as part of the annual operating budget.

b) Describe the level of knowledge, skill, and ability that management official(s) will be expected to possess BEFORE assuming rental related duties such as application processing, eligibility determination, selection, unit assignment, certification, recertification, rent or occupancy charge collection, and record keeping. This discussion should mention training and testing to be provided or obtained to achieve and maintain the level expected.

The owner is responsible and knowledgeable regarding certification and recertification requirements and assumes management duties which includes understanding the following basic responsibilities of USDA-RD guidelines and procedures of:

1. Application
2. Waiting list
3. New move-ins
4. Certification process

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5. Leases
6. House rules
7. Collecting rents
8. All corresponding paperwork

The Eligibility Specialist shall be tested for her/his comprehension of USDA-RD requirements. This testing will be conducted on a regular basis. All managers shall be certified within one year as required by USDA-RD. Project staff will attend Rural Development trainings, meetings and management updates. Additionally, when appropriate and pertinent trainings are available staff shall be encouraged to attend.

5. Leasing and occupancy policies.

a) Describe the occupancy standards for the project. (This could be shown as an annex to the management plan.)

Occupancy standards are as follows:

0 bedroom	1-2 people
1 bedroom	1-2 people
2 bedroom	2-4 people
3 bedroom	3-6 people
4 bedroom	5-8 people

b) Describe the project admissions and leasing/occupancy policies and procedures, and criteria for selecting tenants/members for occupancy.

Tenants must meet the following general requirements (Richland -516 off farm labor/ Multi-family housing):

1. Active Farm Labor , Very Low-income, low-income, moderate income
2. Retired/Disabled active in local area farm labor at time of retirement/disability, Very Low-income, low-income, moderate income
3. Retired/Disabled active in farm labor outside the local area at time retirement/disability
4. Qualify as very low, low, or moderate-income household
5. Meet 214 residency requirements (verification of immigration status)
6. Applicants that meet any of the following conditions must be given priority over other applicants in the same income category:
 - Existing tenant that must vacate an accessible unit
 - Existing tenants that are over or under housed

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- Applicant has a Letter Of Priority Entitlement (LOPE) issued by USDA RD
- Applicant was displaced from Agency-financed housing, but was not issued a LOPE
- The applicant was displaced in a federally declared disaster area
- An existing tenant household who is required to move to a smaller or larger unit due to a change in household size may take priority over persons on the waiting list.

c) Describe the level of knowledge, skill, and ability that management official(s) will be expected to understand and apply regarding project lease provisions and prohibitions, occupancy standards, and admissions policies.

The Executive Director will have knowledge and understanding of the regulations and requirements for managing a multi-family project. The Finance Officer will have knowledge and experience in preparing budgets for Rural Development. The Housing Services Manager and Eligibility Specialist will have primary day-to-day responsibility for understanding and enforcing project lease provisions and prohibitions, occupancy standards and admissions policies.

d) Describe special procedures that will be used where the marketing area includes non-English speaking or reading persons to assure that such persons will understand leases or occupancy agreements and established rules.

Regional Housing Authority of Sutter and Nevada Counties (RHASNC) employs a diverse group of staff members who are bi-lingual English/Spanish, English/Punjabi, English/Hmong. When possible all efforts will be made to ensure that applicants, tenants and members of the public are able to communicate in their primary language. If RHASNC is unable to locate a translator for a specific language, i.e., Braille, Sign language, we will contract with the appropriate local resource center to address the issue. For the hearing impaired we have a TTDY line. For applicants and tenants that are unable to read, we provide a verbal translation of all documents. Additionally, RHASNC has documents available in the two most prominent languages in our area, English and Spanish. We continue to pursue the services of a certified Punjabi translator.

6. Rent and occupancy charge collection policies and procedures.

a) Describe the project rent/occupancy charge collection policy and procedure, covering such matters as where the collection point is, which staff position handles the collection, provisions for collection after normal office hours, recording, and safeguarding of collections.

The front office personnel, primarily the Eligibility Clerk, collect rents. At times the Eligibility Specialist may assist. Rents are due on the first day of each month; if not paid within a ten-day

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period, a late payment penalty may be assessed in the amount of \$10.00, as provided in the Lease for the project. Collection policies shall be fair as well as firm.

Rents are to be paid either at the on-site office or mailed to the Authority office. Numbered receipts for rent, security deposit and miscellaneous payments will be made available to tenants.

Rent payments may be made at any time. All payments will be recorded and a numbered receipt given to the tenant. Initial instructions to all new tenants shall contain the information that all receipts will be pre-printed with the project name and that only such receipts are to be accepted as a receipt of any and all money due. All money collected is to be deposited into the general operating account separate from all other required accounts and a minimum of three deposits is required between the first and 10th day of each month. All rents, security deposits and miscellaneous payments are kept in a secure place until deposited.

b) Describe the project security deposit/ membership fee policy and procedure covering matters similar to the preceding item. Include discussion on handling of any interest earned on such deposits.

Tenant shall make a deposit in the amount of one month's basic rent (maximum rent which includes the tenant's portion and the subsidy) for the bedroom size. Said deposit is received by the Eligibility Specialist; deposited into the Security Deposit Account and recorded in the individual tenant's record as well as the general ledger tenant security deposit account. Interest earned on security deposits shall accrue to project income.

7. Procedures for requesting and implementing a rent or occupancy charge change.

a) Describe the process to be followed for preparation and request of a change of rents/occupancy charges and/or utility allowances, and to notify tenants of such change, to meet Rural Development requirements.

Rent change requests shall be governed by 7 CFR Section 3560.205 of the federal regulations and RD Handbook 2-3560, Chapter 7, Section 4.

CAHASC will document that changes to rents and utility allowances are necessary to cover housing or utility allowed under the approved budget for the housing. A fully documented request will be submitted to USDA-RD for any rent or utility allowance change. Written approval from RD will be sought prior to implementing any changes.

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Rent increase/utility changes will be submitted in conjunction with the annual budget submission as required under 3560.303(d). The effective date of any approved changes will coincide with the start of the housing projects fiscal year. Tenants will be notified individually and comments solicited to the proposed rent increase. Tenants will be given 20 calendar days to provide their comments to the agency. If any comments are received they will immediately be forwarded to RD. A copy of the proposed rent change will be posted at, Hans Miller Building, CAHASC main office, Miles Market, on-site office, laundry or community buildings on site at each development. Upon approval of the rent or utility change on which comments were solicited for 20 days, CAHASC will deliver a notice announcing the rent or utility change to the tenants' effective 30-calendar days from the date of the notification.

Information Required to Document Rent or Utility Allowance Change Request:

1. **Form RD 3560-7** will be used to reflect the projects financial needs for the year and thereby rental charge requirements. The complete budget packet will be delivered to RD for review at least 90 days before the proposed rent increase is to be effective. Non-increase budgets are due 60 days before the proposed budget effective date. A narrative cover letter will be included explaining why the rent change is necessary. The new operating budget for the fiscal year will show
 - ☐ Currently approved budget at old rents;
 - ☐ Proposed budget at proposed new basic rents; and

2. Actual utility costs-

Utility Allowance Analysis: If utility costs have changed significantly (over 15%)

- Documentation of the extent of the utility rate changes may include billing information or documentation from utility companies; and
- A significant sampling of tenant utility usage from the utility company. If tenant utility information is unavailable from the utility company or only provided at cost, utility billings received by tenants will be included

If utility costs have changed moderately (15% percent or less):

- Information regarding rate changes; and
- A sampling of individual tenant utility usage will be included.

If there are no changes in utility rates:

- Documentation in the annual budget indicating that no change in rates has occurred during the period being reviewed; or
- A public release from the utility provider indicating no change in rates has occurred during the period reviewed.

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If there has been no documentation provided on utility usage during the most recent period:

- Documents as if utility costs have changed significantly: or
- Letter from utility company saying there has been no increase in rates will be included.

Additional information and documentation will be attached to Form RD 3560-7 as evidence of the need for rent or utility allowance change. Other information the borrower believes is necessary to justify the proposed change.

b) Identify which staff position or person will process change requests.

The request for rent change will be prepared by the Finance Officer, approved by the Executive Director for discussion and review with the Board of Commissioners and submitted to USDA-RD by the owner.

c) Describe when such change requests will normally be made in terms of economic need and timing within a fiscal year of operation.

The Finance Officer will prepare all rent changes are to coincide with the beginning of the fiscal year. At least 90 days prior to the anticipated effective date of the change, the agent will:

1. Mail or hand delivers copies of "Notice of Proposed Rent Change" to all affected tenants and the Rural Development Manager.
2. Post copies of such notice in the common areas of the project.
3. Upon receiving notice of rent change approval, and at least 30 days prior to the effective date, each tenant shall be notified in writing, and by posting notice of the rent change in the common area, of any adverse and/or positive effect the change shall have on him/her.
3. Offer the tenants an opportunity to meet with the owner to discuss the rent change and review relevant material. The offer to meet with the owner is made available for 20 days from the issuance of the 90-day letter.

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8. Plans and procedures for carrying out an effective maintenance, repair and replacement program.

a) Describe the project objective and general plan for preventive maintenance.

The object of project maintenance is to keep up the land, buildings and equipment in all aspects. Proper maintenance will help keep a good image for the project, minimize vacancies and preserve the project. The owner shall schedule the inspection and preventive maintenance of major items based on manufacturer's manuals and specifications for installed equipment will receive periodical servicing.

b) Describe where the project's as-built plans and specifications will be located and identify the staff position responsible for updating it as modifications occur.

The as-built plans and specifications for the project will be kept with the Planning and Community Development Manager for ready access when needed. It shall be the responsibility of the Executive Director to ensure that any project modifications are recorded on the plans.

c) Describe the general maintenance procedures and schedules or cycles to: (this list could be attached as an addendum).

The exterior of each building shall be inspected quarterly. Interior inspection of each unit shall be completed upon move-in and move-out and no less than annually. An annual review of the project shall be performed by the Operations Manager. Itemization of all repairs necessary, minor as well as major will be made. Any work required shall be promptly accomplished. Attached is the general maintenance schedule. The Operation Manger will be responsible for developing life cycle schedule is being developed for major work/replacement, exterior painting, repaving, appliance replacement, carpets, and cabinetry for the project.

(1) Check and service appliances and mechanical equipment.

The Eligibility Specialist shall check the unit and operating condition of all mechanical equipment during all inspections and when a tenant is vacating an apartment. Any necessary servicing shall be performed prior to re-entering.

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(2) Perform safety checks of smoke/fire alarms, fire extinguishers, outside lighting, and ice removal, etc.

Tenants will be informed during orientation as to the location and operation of fire extinguishers and care of smoke alarms for proper safety. Site lighting will be controlled by timers, which shall be regulated by owner so as to provide adequate lighting. At a minimum smoke alarms are checked annually, usual practice is to check them every time there is a reason to enter the unit.

(3) Inspect and perform maintenance and redecoration incident to tenant/member move-out and move-in.

The owner and incoming tenant shall together review and note in writing the condition of the apartment at the time of renting. The move-in inspection report shall be used for this purpose and a copy provided to the tenant. The owner may also complete a quarterly inspection on new move-ins until assured that the unit is being properly maintained.

(4) Perform major interior and exterior painting and redecorating.

Each unit shall be repainted between five and seven years. In addition, interior painting shall be done when a unit is vacated, if necessary. All major repair work will be awarded on the basis of competitive bids; such bids to be obtained and reviewed by the owner.

(5) Perform major repairs and grounds maintenance.

The grounds upkeep and maintenance shall be performed by the owner and/or contracted lawn service company. All major repair work will be awarded on the basis of competitive bids; such bids to be obtained and reviewed by the owner.

(6) Remove garbage and trash.

Garbage and trash shall be removed by the commercial garbage service of the community.

(7) Perform common areas clean up (parking lot, entryways, hallways, community room, etc.)

The owner shall clean all common areas of the project on a daily basis.

d) Describe the project policy and procedure for tenants/members to prepare and submit maintenance requests.

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Residents shall contact the office using a well-published telephone number. Upon completion of the work the tenant signature indicates that the work was completed and satisfactory. Tenants are not required to complete a written work order form.

e) Describe the general timing for handling purchase orders and payments.

Payments are made within 30-days from receipt of invoice.

f) Describe the project policy for budgeting for and/or requesting use of reserve funds for funding major maintenance or replacement items.

For major maintenance or replacement items, owner will attempt to budget from the general operating fund, but if necessary will request a draw down from the Reserve Account to cover costs. Future capital budgets submitted annually (Part V of budget form) will be completed in accordance with the after rehab Capital Needs Assessment.

g) In migrant or seasonally occupied labor housing (LH), describe the above items in terms of season opening and closing dates.

Not applicable.

9. Plans and procedures for providing supplemental services.

a) Describe the types of supplemental services such as laundry and vending machines that will be provided to benefit occupants.

Tenants are provided space in their units for laundry. There are no vending machines available in the complex.

b) Explain whether this equipment will be owned and operated by the owner or a consignee (vendor).

Not applicable.

c) Describe the safekeeping and recording practices (internal control) of any cash collections from use of the equipment.

Not applicable.

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d) Describe who will be responsible for maintaining the equipment and stocking any vending machines.

Not applicable.

e) When a consignee will operate the equipment, describe the general terms of the consignment contract.

Not applicable.

10. Plans for accounting, record keeping, and meeting Rural Development reporting requirements.

a) Briefly describe the type of project accounting methods (i.e., cash or accrual) and records that will be used, how will they be maintained and which staff position will prepare and maintain them.

The Accounting Assistant, with direct oversight from the Finance Officer, maintains records of money received and recorded to the project's general operating account database. All invoices are also entered to the project's general operating account database and disbursements are made from that database. The Finance Officer is responsible for maintaining all financial records on a modified accrual basis and establishing general ledger accounts as needed. The Finance Officer shall make available all data needed for the preparation of monthly and annual reports and shall provide financial information which USDA-RD or auditor shall require.

b) Describe how interest earned on project reserve funds will be prorated and accounted "separately" if such funds are deposited jointly with funds of another project owned by the same borrower.

Not applicable. Both security deposit and reserve funds have their own interest bearing account.

c) Describe whether the project bookkeeping chart of accounts and bank accounts is compatible with *Form RD 3560-7, "Multiple Family Housing Project Budget,"* requirements, and if not, what adjustments will be made when reporting actuals on the form.

The owner chart of accounts is in line with Form USDA-RD 1930-7 "Multiple Family Housing Project Budget".

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d) Identify which staff member or position will be responsible for the preparation and submission of the quarterly and annual reports required by Rural Development.

The Financer Officer will prepare and submit all required quarterly and annual reports.

e) Provide assurance or explanation that the person or firm who will perform and prepare the annual audit, or verification of review, is not associated with the project, other than to perform the audit or review.

The person responsible for preparing the annual audits is in no way associated with the project, which is stated in the audits.

f) Discuss the proposed tenant or member record maintenance system including retention of records and identify which person/position will handle and maintain the records.

The Eligibility Specialist will retain an individual file for each tenant containing the application form, income verifications, copy of certifications, tenancy rental agreement, inspection records, correspondence and any other information regarding contact with tenant. Information as to income verifications and certifications, applicant rejections, withdrawals, vacates etc shall be retained for three years or until an RD compliance review has been conducted.

The Eligibility Specialist shall be maintain a waiting list in which all completed applications will be placed in chronological (date and time) order. In addition to date and time received, this list shall show applicant's name, address, telephone number, household size, income eligibility level (very low, low, moderate, ineligible, priority, etc), notations and disposition of application.

g) Identify where records subject to Rural Development review will be kept and which person/position Rural Development will contact to review the records.

All records are kept on-site at the owner's location and the Housing Services Manager is the contact to review the records for tenants, the Finance Officer is the contact to review all financial documents, reports and budgets.

11. Energy conservation measures and practices.

a) Describe the plan to inform and encourage tenants/members in use of energy conservation practices they can use in their unit to save utility expense (and thus minimize utility allowances and conserve rental assistance).

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Tenants will be informed and directed how to control energy usage (heat, light and water) within their individual units. Tenants will be advised of the appropriate temperature to be maintained in order to reduce energy consumption.

b) Describe the plan to utilize energy conservation practices in the common areas of the project (to conserve operating expense and help minimize rent/occupancy charge levels).

Owner will have direct control over lighting of exterior and watering of grounds. Automatic time controls will be adjusted regularly by the owner.

c) Describe the project objective in implementing energy conservation measures.

Conservation materials will be obtained by the owner from local utility companies and provided to tenants when unit is rented.

Energy conservation measures and the cost of such measures shall be presented to the owner for review. Such measures shall be put into effect by the owner to the extent the funds are available and there is not an adverse financial effect on the project. If necessary, request for use of Reserve funds for this purpose shall be made to USDA-RD.

12. Plans for tenant participation in rural rental housing (RRH) project operations and tenant's relationship with management.

a) Describe any plans for a tenant organization and how management and staff will work with the organization.

If tenants indicate they would like to form an organization, owner shall try to assist in notifications, meeting locations and attend all meeting.

b) Describe where the Tenant Grievance and Appeals Procedure will be posted in the project and otherwise made available to tenants. Identify which person or staff position will be responsible for responses to and consideration of a tenant/member grievance.

RHASNC staff are knowledgeable of USDA-RD Tenant Grievance and Appeals procedures. The Eligibility Specialist shall be responsible for posting the procedures in the office and common bulletin board. A copy of the Tenant Grievance and Appeals Procedure will be given to the tenant at time of lease up and at annual recertification. The Housing Services Manager will be responsible for responses to and consideration of a tenant/member grievance.

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13. Plans for member participation in rural cooperative housing (RCH) project operations.

a) Describe who will explain to the members the types of committees the cooperative will be using.

Not applicable.

b) Describe what the cooperative will do to attract member participation on committees.

Not applicable.

c) Describe how the board members will participate with the committee.

Not applicable.

d) Describe where the cooperative will post, and otherwise make available to members, the Tenant Grievance and Appeals Procedure. Identify which person or staff position will be responsible for response to and consideration of a member grievance.

Not applicable.

14. Plan for carrying out management training programs.

a) Describe the standards of training and proficiency that management or board members will be expected to attain and maintain to perform their duties and responsibilities in carrying out project objectives.

Owner will attend approved USDA-RD certification courses and any other seminars that will benefit the operation of the project.

b) Describe the plan to conduct internal training and to otherwise use external training sources to maintain levels of attained proficiency.

Staff will attend RD trainings as provided; management will attend managements meetings and seminars. Upon availability staff will subscribe to publications and media that provides assistance in maintaining levels of proficiency. Additionally, staff have a close working

USDA-Rural Development Management Plan

relationship with the local RD staff that supports the exchange of new regulations, rules and requirements.

c) For RCH, describe the actions the board will take if a board member(s) does not participate in training.

Not applicable.

d) For RCH, describe the role the board will assume in making sure the RCH membership, as a whole understands its role and functions in the cooperative.

Not applicable.

15. Termination of leases or occupancy agreements and eviction.

a) Identify which person or staff position is responsible for knowing and administering State and local laws and Rural Development's requirements regarding termination of leases or occupancy agreements and evictions.

The Eligibility Specialist is responsible for knowing and administering State and local laws and USDA-RD requirements regarding termination of leases or occupancy agreements and evictions.

b) Identify which person or staff position is responsible for knowing and administering State and local laws and Rural Development's requirements regarding the notification that must be given to a tenant or member when termination of lease or occupancy agreement is proposed and subsequent eviction procedures through the State or local judicial process.

The Eligibility Specialist is responsible for notification that must be given to a tenant or member when termination of lease or occupancy agreement is proposed and subsequent eviction procedures through the State or local judicial process.

16. Insurance.

a) Identify which person or staff position is responsible for knowing and complying with Rural Development requirements for fidelity coverage and acquiring such coverage.

The Finance Officer is responsible for knowing and complying with Rural Development requirements for fidelity coverage and acquiring such coverage.

USDA-Rural Development Management Plan

b) Identify which person or staff position is responsible for knowing and complying with Rural Development's insurance coverage requirements and acquiring such coverage.

The Finance Officer is responsible for knowing and complying with Rural Development insurance coverage requirements and acquiring such coverage.

17. Management agreement. Attach a copy of the management agreement, when applicable. (If an initial loan, attach a copy of the proposed management agreement, when applicable.)

Not applicable.

18. RCH board of director/adviser relationship. Discuss the relationship of the adviser and its effect on decisions made by the board.

Not applicable.

19. Management compensation.

CAHASC has elected to use an indirect cost allocation plan for administrative expenses, rather than the specified RD approved management fee per occupied unit for Richland Housing.

20. On-site management.

a) Describe who (owner, site manager, caretaker, board) will perform on-site management duties and responsibilities.

Richland Housing received approval from RD to:

- A) hire three key keepers, given the large geographic area of the units, or
- B) to hire a Resident Manager and two key keepers.

The agency has opted to go with plan A and review as needed.

USDA-Rural Development Management Plan

b) Describe the duties and responsibilities of the on-site management staff.

Duties and responsibilities of the on-site management staff include but are not limited to:

Walk the grounds

Post notices

Communicate work order needs to appropriate staff

Assist with lock outs

Pick up trash

Communicate with tenants

Communicate with local agencies, security personnel, law enforcement

Maintain regular and ongoing communication with Housing Authority Staff

Communicate lease violations to appropriate Housing Authority Staff

c) Identify whether the site manager will live in the project in a rent-free unit, pay rent, or live off-site.

The Resident Manager will live on-site in a rent free unit and Key keepers will live on-site in a pay rent unit.

d) Describe established office hours and indicate where they will be posted.

Office hours are Monday through Friday from 8:00 am to 4:00 pm, closed for lunch from 12:00 to 1:00pm. Hours are posted on the office door. Site hours are posted at each site, where possible in the office, community or laundry facility.

21. Validity of the management plan. The plan will be reviewed annually and revisions will be sent to USDA for approval accordingly. The plan must provide space at the end for the date, title and signature of borrower or borrower's authorized representative.

See signature page

USDA-Rural Development Management Plan

Signature Page:



Linda Nichols
Executive Director

9/21/11

Date

Signature of USDA-RD Representative/Specialist

Date

Approval Date: _____

USDA-Rural Development Management Plan



"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)."

Richland Housing -Orientation Sheet

USDA-RD/Farm Labor Units

Welcome! We would like to take some time to review some of the documents that were provided to you during your initial lease up appointment. In your packet you will find the following:

1. Locations

- Office: 1455 Butte House Road, Yuba City, CA 95993
- Unit : Unit Address
- Shared Common Areas: Soccer field, Hans Miller

2. Use and care of unit and appliances/facilities

- Care of Refrigerators
- Stoves
- Microwaves
- Whole house fans, recommended usage
- Ac/heating units
- Storage units

3. Review Lease

- Continued eligibility
- Use and maintenance and of unit, repair charges
- Behavior of family members, guest and others
- Required notification of changes in income, family composition etc.
- Rent/Rental assistance, due date, late fees
- Utilities and services
- Security deposit
- Absence from unit
- Move in inspection-move out inspection, annual inspections
- Lease violations/termination of lease

4. Grievance Procedures

- Review Grievance Procedures and timelines

Richland Housing -Orientation Sheet

USDA-RD/Farm Labor Units

5. House Rules

- Review House Rules

6. Pet Policy

- Review Pet Policy

7. Work Orders

- Review call-in number
- Process, signature required at time of completion
- Permission to enter
- General wear and tear
- Repair charges (distribute fee schedule)

8. Contacting your specialist

- 671-0220



USDA-RD/RICHLAND SITE WAITING LIST

234

Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
 2=Retired/Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
 3=Retired/Disabled Non-Farm Labor
 Ethnicity: 1=Hispanic or Latino 2=Not Hispanic or Latino
 Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
 5=White

ON WAIT LIST

26



USDA-RD/RICHLAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing-10 days or less needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Noted/Rejected Withdrawn (Status of eligibility within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Retired or Disabled Non Local Farm Labor
Ethnicity: 1=Hispanic or Latino 2=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST

REJECTED



USDA-RD/RICHLAND SITE WAITING LIST

1=Active Farm Labor, very low income households, then low-income households, then moderate income households
 2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
 3=Retired or Disabled Non-Farm Labor
 4=Hispanic or Latino Not-Hispanic or Latino
 Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
 5=White

ON WAIT LIST
REJECTED



USDA-RD/RICH/ LAND SITE WAITING LIST

Applicant's Name (Last, First, Middle)	Determine Application Submitted	Complete/Inc complete if incomplete date notified in writing 10 days of items needed	Priority 1 2 3	Income U L M	Ethnicity	Race	Final Disposition Housed/Rejected Withdrawn (Status of eligibility-within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
3=Retired or Disabled Non Local Farm Labor
Ethnicity: H=Hispanic or Latino, H=Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST
REJECTED



USDA-RD/RICHLAND SITE WAITING LIST

Applicants Name (Last First Middle)	Date/Time Application Submitted	Complete/Incomplete if incomplete date notified in writing-10 days or less needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Housed/Rejected Withdrawn (Status of eligibility within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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USDA-RD/RICHLAND SITE WAITING LIST

Priority: 1=Active Farm Labor; very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor; very low-income households, then low-income households, then moderate income households
3=Retired or Disabled Non-Farm Labor
Ethnicity: 1=Hispanic or Latino, 2=Not-Hispanic or Latino
Race: 1=American Indian/Alaska Native, 2=Asian, 3=Black or African American, 4=Native Hawaiian or Other Pacific Islander, 5=White

**ON WAIT LIST
RESERVED**



USDA-RD/RICHLAND SITE WAITING LIST

Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
3=Retired or Disabled Non Local Farm Labor
4=Hispanic or Latino Non-Hispanic or Latino
Ethnicity: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST

1990



USDA-RD/RICHLAND SITE WAITING LIST

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ON WAIT LIST

1



USDA-RD/RICH/LAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Deadline Application Submitted	Complete/Incomplete if incomplete date notified in writing 10 days or items needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Houses/Respected Withdrawn (Status of equality-within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Retired or Disabled Non Local Farm Labor
Ethnicity: 1=Hispanic or Latino 2=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST

REJECTED

**USDA-RD/RICHLAND SITE WAITING LIST**

Priority: 1=Active Farm Labor, very low income households, then low-income households, then low-income households, then low-income households
 2=Retired Disabled Farm Labor, very low-income households, then low-income households, then low-income households, then low-income households
 3=Retired Disabled Non Local Farm Labor
 Ethnicity: Hispanic or Latino Non-Hispanic or Latino
 Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
 5=White

WASH



USDA-RD RICHLAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing-10 days of terms needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Housed/Rejected/Withdrawn (Status of eligibility-within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Retired or Disabled Non Local Farm Labor
Ethnicity: Hispanic or Latino 1=Hispanic or Latino 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST
REJECTED



USDA-RURICHLAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing-10 days of items needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Houses/Refused Withdrawn (Status of eligibility-within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Retired or Disabled Non Local Farm Labor
Ethnicity: 1=Hispanic or Latino 2=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST
REJECTED



USDA-RD/RICH/LAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing 10 days of terms needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Withdrawn (Status of eligibility within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
[REDACTED]								

Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
3=Retired or Disabled Non Local Farm Labor
Ethnicity: H=Hispanic or Latino, N=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander 5=White

ON WAIT LIST
[REDACTED]



USDA-RODRICH LAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing 10 days of terms needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition House/Refused Withdrawn (Status of eligibility within 10 days of application)	Comments/Staff follow Up (Actions taken, communication with applicant, etc)
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Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Retired or Disabled Non Local Farm Labor
Ethnicity: H=Hispanic or Latino NH=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST

RECEIVED



USDA-RD/RICH/AND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing-10 days of terms needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Housed/Rejected Withdrawn (Status of equality-within 10 days of application)	Comments/Staff follow Up (Actions taken, communication with applicant, etc.)
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USDA-RORICHILAND SITE WAITING LIST

Applicants Name (Last, First, Middle)	Date/Time Application Submitted	Complete/incomplete if incomplete date notified in writing 10 days of items needed	Priority 1 2 3	Income V L M	Ethnicity	Race	Final Disposition Noted/Reflected Withdrawn (Status of eligibility within 10 days of application)	Comments/Follow Up (Actions taken, communication with applicant, etc)
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2 3 4

Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Refused, Disabled Farm Labor, very low-income households, then low-income households, then moderate income
3=Refused or Disabled Non Local Farm Labor
Ethnicity: 1=Hispanic or Latino 2=Not Hispanic or Latino
Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST

REJECTED



USDA-RD/RICHLAND SITE WAITING LIST

Priority: 1=Active Farm Labor; very low income households; then low-income households; then moderate income households
2=Retired, Disabled Non Local Farm Labor; very low-income households; then low-income households; then moderate income households
3=Retired or Disabled Non Local Farm Labor

Ethnicity: Hispanic or Latino 1=Not-Hispanic or Latino

Race: 1=American Indian/Alaska Native 2=Asian 3=Black or African American 4=Native Hawaiian or Other Pacific Islander
5=White

ON WAIT LIST
REJECTED

WALSH



USDA-RD/RICHLAND SITE WAITING LIST

Priority: 1=Active Farm Labor, very low income households, then low-income households, then moderate income households
2=Retired/Disabled Farm Labor, very low-income households, then low-income households, then moderate income households
3=Retired/Disabled Non Local Farm Labor
Ethnicity: 1=Hispanic or Latino 2=Non Hispanic or Latino
3=American Indian/Alaska N/A 4=Native Hawaiian
Race: 1=American Indian/Alaska N/A 2=Asian 3=Black or African American 4=Native Hawaiian Other Pacific Islander

ON WAIT LIST

Address

Inspection Form

Move In Inspection													Pre-Termination Inspection													Termination Inspection															
Date _____													Date _____													Date _____															
Tenant accepts the condition of the unit as listed below													The following inspection reveals any damages to determine any deductions from security deposit													The following inspection reveals any damages to determine any deductions from security deposit															
Entry/Hall													Entry/Hall													Entry/Hall															
Floor Covering	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Floor Covering	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Floor Covering	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other
Walls														Walls														Walls													
Ceiling														Ceiling														Ceiling													
Windows														Windows														Windows													
Window Tracks/Sills														Window Tracks/Sills														Window Tracks/Sills													
Curtain Rods														Curtain Rods														Curtain Rods													
Window Coverings														Window Coverings														Window Coverings													
Screens														Screens														Screens													
Outlets														Outlets														Outlets													
Lights														Lights														Lights													
Doors/Jambs														Doors/Jambs														Doors/Jambs													
Hardware/Doorstop														Hardware/Doorstop														Hardware/Doorstop													
Closet														Closet														Closet													
Comments:													Comments:													Comments:															

Tenant(s) _____

Address _____

Move In Inspection		Pre-Termination Inspection													Termination Inspection													
Date		The following inspection reveals any damages to determine any deductions from security deposit													The following inspection reveals any damages to determine any deductions from security deposit													
Date		New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Date
Living Room		Living Room													Living Room													
Floor Covering															Floor Covering													
Walls															Walls													
Ceiling															Ceiling													
Windows															Windows													
Window Tracks/Sills															Window Tracks/Sills													
Curtain Rods															Curtain Rods													
Window Coverings															Window Coverings													
Screens															Screens													
Outlets															Outlets													
Lights															Lights													
Doors/Jambs															Doors/Jambs													
Hardware/Doorstop															Hardware/Doorstop													
Closet															Closet													
Comments		Comments													Comments													

Move In Inspection		Pre-Termination Inspection													Termination Inspection													
Date		The following inspection reveals any damages to determine any deductions from security deposit													The following inspection reveals any damages to determine any deductions from security deposit													
Date		New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Date
Dining Area		Dining Area													Dining Area													
Floor Covering															Floor Covering													
Walls															Walls													
Ceiling															Ceiling													
Windows															Windows													
Window Tracks/Sills															Window Tracks/Sills													
Curtain Rods															Curtain Rods													
Window Coverings															Window Coverings													
Screens															Screens													
Outlets															Outlets													
Lights															Lights													
Doors/Jambs															Doors/Jambs													
Hardware/Doorstop															Hardware/Doorstop													
Closet															Closet													
Comments		Comments													Comments													

Address:

Inspection Form

Move In Inspection													Pre-Termination Inspection													Termination Inspection												
Date													Date													Date												
Tenant accepts the condition of the unit as listed below													The following inspection reveals any damages to determine any deductions from security deposit													The following inspection reveals any damages to determine any deductions from security deposit												
Bedroom #													Bedroom #													Bedroom #												
Floor Covering													Floor Covering												Floor Covering													
Walls													Walls												Walls													
Ceiling													Ceiling												Ceiling													
Windows													Windows												Windows													
Window Tracks/Sills													Window Tracks/Sills												Window Tracks/Sills													
Curtain Rods													Curtain Rods												Curtain Rods													
Window Coverings													Window Coverings												Window Coverings													
Screens													Screens												Screens													
Outlets													Outlets												Outlets													
Lights													Lights												Lights													
Doors/Jambs													Doors/Jambs												Doors/Jambs													
Hardware/Doorstop													Hardware/Doorstop												Hardware/Doorstop													
Closet													Closet												Closet													
Comments:													Comments:													Comments:												

Tenant(s) _____

Address _____

Move In Inspection Date _____

Tenant accepts the condition of the unit as listed below

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other
Floor Covering													
Walls/Ceiling													
Windows/Sills													
Screens													
Curtain Rods													
Window Coverings													
Doors/Jambs													
Lights/Outlets													
Fan													
Tub/Surround													
Toilet													
Sink/Faucet													
Mirror													
Comments													

Pre-Termination Inspection Date _____

The following inspection reveals any damages to determine any deductions from security deposit

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost
Floor Covering														
Walls/Ceiling														
Windows/Sills														
Screens														
Curtain Rods														
Window Coverings														
Doors/Jambs														
Lights/Outlets														
Fan														
Tub/Surround														
Toilet														
Sink/Faucet														
Mirror														
Comments														

Termination Inspection Date _____

The following inspection reveals any damages to determine any deductions from security deposit

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost
Floor Covering														
Walls/Ceiling														
Windows/Sills														
Screens														
Curtain Rods														
Window Coverings														
Doors/Jambs														
Lights/Outlets														
Fan														
Tub/Surround														
Toilet														
Sink/Faucet														
Mirror														
Comments														

Move In Inspection Date _____

Tenant accepts the condition of the unit as listed below

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other
Floor Covering													
Walls/Ceiling													
Windows/Sills													
Screens													
Curtain Rods													
Window Coverings													
Doors/Jambs													
Lights/Outlets													
Fan													
Tub/Surround													
Toilet													
Sink/Faucet													
Mirror													
Comments													

Pre-Termination Inspection Date _____

The following inspection reveals any damages to determine any deductions from security deposit

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost
Floor Covering														
Walls/Ceiling														
Windows/Sills														
Screens														
Curtain Rods														
Window Coverings														
Doors/Jambs														
Lights/Outlets														
Fan														
Tub/Surround														
Toilet														
Sink/Faucet														
Mirror														
Comments														

Termination Inspection Date _____

The following inspection reveals any damages to determine any deductions from security deposit

Bathroom #	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost
Floor Covering														
Walls/Ceiling														
Windows/Sills														
Screens														
Curtain Rods														
Window Coverings														
Doors/Jambs														
Lights/Outlets														
Fan														
Tub/Surround														
Toilet														
Sink/Faucet														
Mirror														
Comments														

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Address

Inspection Form

Move In Inspection														Pre-Termination Inspection														Termination Inspection													
Date _____														Date _____														Date _____													
Tenant accepts the condition of the unit as listed below														The following inspection reveals any damages to determine any deductions from security deposit														The following inspection reveals any damages to determine any deductions from security deposit													
Hallway/ Other Rooms														Hallway/ Other Rooms														Hallway/ Other Rooms													
New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Worn	Missing	Nail Holes	Other	Cost
Floor Covering														Floor Covering														Floor Covering													
Walls														Walls														Walls													
Ceiling														Ceiling														Ceiling													
Windows														Windows														Windows													
Curtain Rods														Curtain Rods														Curtain Rods													
Window Coverings														Window Coverings														Window Coverings													
Screens														Screens														Screens													
Lights														Lights														Lights													
Outlets														Outlets														Outlets													
Closets														Closets														Closets													
Doors/Jambs														Doors/Jambs														Doors/Jambs													
Hardware														Hardware														Hardware													
Other:														Other:														Other:													
Comments:														Comments:														Comments:													
Move In Inspection														Pre-Termination Inspection														Termination Inspection													
Date _____														Date _____														Date _____													
Tenant accepts the condition of the unit as listed below														The following inspection reveals any damages to determine any deductions from security deposit														The following inspection reveals any damages to determine any deductions from security deposit													
Patio/ Landscaping														Patio/ Landscaping														Patio/ Landscaping													
New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Mowed	Littered	Trim	Other	Cost	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Mowed	Littered	Trim	Other	Cost	New	Fresh Paint	Clean	OK	Dirty	Stained	Scratched	Scuffed	Broken	Mowed	Littered	Trim	Other	Cost
Floors														Floors														Floors													
Walls														Walls														Walls													
Lighting														Lighting														Lighting													
Unit Number														Unit Number														Unit Number													
Trees														Trees														Trees													
Shrubs														Shrubs														Shrubs													
Flowerbeds														Flowerbeds														Flowerbeds													
Lawns														Lawns														Lawns													
Sprinklers														Sprinklers														Sprinklers													
Parking Spaces														Parking Spaces														Parking Spaces													
Mailbox														Mailbox														Mailbox													
Storage														Storage														Storage													
Other:														Other:														Other:													
Comments:														Comments:														Comments:													

Tenant(s) _____
Address _____

Operational Check

	OK	IN-OP	LEAKS	BROKEN	NONE	OTHER
Stove						
Oven						
Fan						
Refrigerator						
Kitchen Faucets						
Bath Faucets						
Bath Fan						
Shower						
Diverter						
Tub/Slopper						
Toilet						
Heat/AC						
HVAC Filter						
Smoke Detector						
Keys						
Mailbox Key						
Laundry Room Key						

Equipment Detail

Stove
Make _____ Model _____ Serial Number _____
Refrigerator
Make _____ Model _____ Serial Number _____ Ice Trays (No _____)

Move in Inspection Acknowledgement

Tenant agrees that the above and the items listed on pages _____ through _____ of the INSPECTION FORM is a true and accurate statement of the unit at the time of taking occupancy. Tenant understands Tenant must return the unit in its original condition (normal wear and tear excepted) upon termination or pay any costs incurred to restore the unit to its original condition. Tenant is required to complete a move-out inspection with Management upon vacating the unit.

Tenant _____ Date _____
Tenant _____ Date _____
Tenant _____ Date _____
Manager _____ Date _____

Pre-Termination Inspection Results

Tenant is notified of the opportunity to repair identified deficiencies until termination of tenancy in order to avoid deduction from the security deposit. If damages occur after the time of the inspection, or if management fails to identify any damage at the time of the pre-inspection due to the presence of tenants possessions, management reserves the right to charge for such damages in order to return the unit to its original condition (normal wear and tear excluded).

Tenant _____ Date _____
Tenant _____ Date _____
Tenant _____ Date _____
Manager _____ Date _____

Date Vacated

All Keys Returned Yes _____ No _____

Forwarding Address _____

Tenant _____ Date _____
Tenant _____ Date _____
Tenant _____ Date _____
Manager _____ Date _____