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**COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY**  
**Regularly Scheduled Meeting Agenda**  
**Thursday, May 26, 2016, 1:30 P.M.**

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CDC Conference Room  
1076 N State St.  
Ukiah, CA 95852

1. **Roll Call**
2. **Approval of April 21, 2016 minutes** (Attached) – Pages 4-7
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on May 19, 2016.
4. **Committee Reports** (Standing Committees)
  - A. Orientation/Welcome Committee
  - B. Executive Committee
  - C. Budget/Audit Committee
  - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
  - A. Administration- *10 Minutes* (Attached) – Pages 8-9
    1. Executive Directors Report
  - B. Accounting- *10 Minutes* (Attached) – Pages 10-19
    1. Controller's Report
    2. Revenues and Expenses Summary Comments
    3. CDC and BBN Combined Summary of Revenues and Expenses Report
    4. HAP Tracking Report for HCV
    5. Admin Tracking Report for HCV
    6. Permanent Supportive Housing Utilization Report
    7. Supportive Opportunity for Permanent Housing Report
    8. Community Development and Sustainability Programming Report of Revenues and Expenditures
    9. College Court Revenues and Expenses Report
    10. BBN and PMF Revenues and Expenses Report

C. Development and Sustainability- *10 Minutes* (Attached) – Pages 20-26

1. Development and Sustainability Department Report
2. Energy Savings Report
3. Maintenance Unit Make-Ready Report
4. Maintenance Work Order Summary
5. Work Orders Quality Control Report
6. 2016 Housing Quality Standards Annual Report

D. Housing- *15 Minutes* (Attached) – Pages 27-31

1. Housing Manager Report
2. Occupancy Move in/Move out Report
3. TAR Report

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

- A. Letter from Clifford Taffet, General Deputy Assistant Secretary for Community Planning and Development, HUD, stating that the Continuum of Care (CoC) Program project application was selected for funding. – Pages 32-33

**9. Unfinished Business**

None

**10. New Business-15 Minutes**

- A. Discussion and Possible Action on Resolution #1061-16 Adopting Updated Utility Allowance Schedules for Use In All Rental Assistance Programs with an Effective Date of August 1, 2016 – Pages 34-41**

- B. Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957 – Page 42**

**11. Public Expression**

**12. Adjournment**

**PUBLIC EXPRESSION**

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the

agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 119 at least five business days prior to the meeting.

## **ADDITIONS TO AGENDA**

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.



Persons requiring a reasonable accommodation due to a disability may request such an accommodation at any time during this process.



**Community Development Commission of Mendocino County**  
**Regularly Scheduled**  
**Meeting Minutes**  
**April 21, 2016**

**Chair Person Dawn Deetz called the meeting to order at 1:30 PM., April 21, 2016. The meeting was held at the Fort Bragg Police Department Community Room, 250 Cypress St., Fort Bragg, CA 95437.**

**1. Roll Call**

The recording secretary took roll call and determined there was a quorum present.

**Commissioner Members Present**

Kathy Brigham  
Dawn Deetz  
Gary Mirata  
Vishnu  
Jeff Warner  
Richard Willoughby

**Commissioner Members Absent**

None

**Others Present**

None

**CDC Employees**

Todd Crabtree-Executive Director  
Larry Cuneo-Controller  
Michelle Leher-Office Representative I

**Members of the Public**

None

**2. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted April 10, 2016.

**3. Approval of the minutes**

**Approval of February 18, 2016 minutes**

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to approve the February 18, 2016 Minutes.

Ayes: Commissioner Brigham, Commissioner Deetz, Commissioner Mirata, Commissioner Vishnu, and Commissioner Willoughby. Noes: None. Abstained: Commissioner Warner. Absent: None

**4. Committee Reports**

None

## **5. Executive Director Report**

### **a. Administration**

Todd Crabtree presented his report as written. Todd attended the Ukiah City Council meeting on April 16, 2016. CDC was on the calendar for a contract to do housing and economic development services. The contract has a \$25,000 per year retainer. Primarily this will be for housing development and housing element activities. The contract was approved by the City Council.

CDC's Smile Committee presented plaques to employees that have been at CDC for 5 years or more and the last staff meeting. Heather Bough has been at CDC for over 25 years. Todd has been at CDC almost 16 years. There are a couple of employees coming up on 10 years and there are 9 employees that have 5 years or more. More than half the staff at CDC have been here for over five years. One of Todd's goals when he started was to turn CDC into a place that people would want to stay and retire from.

In May, Todd will be attending the California Housing Workers' Compensation Authority (CHWCA) meeting.

### **b. Accounting**

Larry Cuneo presented his report as written. Larry reviewed the CDC and BBN Combined Summary of Revenues and Expenses report. This report covers the first half of Fiscal Year.

The Housing Choice Voucher (HCV) program admin revenue is \$44,246 favorable. CDC has earned \$44,246 more than has expended. Approximately \$26,000 of the \$44,000 are extra funds that HUD distributed. Permanent Supportive Housing (PSH) programs revenue equals the expenses.

Community Development and Sustainability programs continue to bring in more revenue than they expend. They have a favorable \$16,647.

College Court has a favorable \$7,794. College Court has had less repair expense this year. BBN is in the process of paying off a loan to the Savings Bank. Then BBN will make a zero percent interest loan of \$99,000 to College Court. This will save CDC approximately \$30,000 that would have been interest paid to the Savings Bank.

Building Better Neighborhoods (BBN) and Property Management Fund (PMF) has a favorable \$105,214 so far this year.

Housing Choice Vouchers HAP has been spending about \$500,000 a month in rental assistance and HUD is reimbursing at the same amount.

The Board was very pleased with how the finances are looking. Todd mentioned that since the finances are getting better, the next step would be to start looking into development of some of CDC's properties. The properties at Sanderson and Glass Beach were not developed completely and there are some infill lots in Ukiah that can be developed. He would also like to look into buying the property next to Baechtel Creek.

**c. Development and Sustainability**

Todd Crabtree presented Craig Schlatter's report as written. The County stated they are going to have public hearings asking for ideas for what to spend approximately \$120,000 a year in business loan payoffs. Our first suggestion would be to use some funds for a new inland shelter. The second suggestion would be if they could help Rural Communities Development Corporation (RCHDC) with the units to be developed at Brush Street.

CDC office building received Energy Star certification. It is the first public building in Mendocino County to receive this certification. This is a great accomplishment.

The HUD annual inspection all CDC and BBN properties was completed. All units passed inspection and the inspector made comment that the curb appeal looked better than it has in years.

**d. Housing**

Larry Cuneo presented Heather Blough's report as written. The audit has started and housing files are being reviewed. The housing staff have been pulling files that are randomly selected by the auditors. This process is going smoothly.

Funding for the Continuum of Care (CoC) grants were announced. CDC was awarded three grants. One for Supportive Opportunities for Permanent Housing (SOPH), tenant based rental assistance in the amount of \$80,709. Another for Transitional Aged Youth (TAY) Tenant Based Rental Assistance (TRA) for \$41,659. And Tenant Based Rental Assistance (TRA) for \$1,522,294. Heather has attended many meetings to secure these grants.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

Article from the Ukiah Daily Journal, "Ukiah City Council discusses city's housing needs" by Justine Frederiksen on February 20, 2016.

**9. Unfinished Business**

None

**10. New Business**

**A. Discussion and Possible Action Regarding Resolution #1060-16  
Authorizing the Controller and Executive Director to Write Off of  
Uncollectable Debts**

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to Adopt Resolution #1060-16 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts

Ayes: Commissioner Brigham, Commissioner Mirata, Commissioner Deetz, Commissioner Vishnu, Commissioner Warner, and Commissioner Willoughby.  
Noes: None. Abstained: None. Absent: None.

Commissioner Mirata made a motion to close the CDC Board meeting and open the BBN, Inc. Board meeting. Motion seconded by Commissioner Warner to close CDC Board meeting.

Ayes: Commissioner Brigham, Commissioner Mirata, Commissioner Deetz, Commissioner Vishnu, Commissioner Warner, and Commissioner Willoughby.  
Noes: None. Abstained: None. Absent: None.

CDC Board meeting closed at 2:37 PM.

CDC Board meeting reopened at 2:40 PM and went into closed session.

**A. Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957**

Reported out of closed session at 3:03 PM.

Executive Director evaluations will be due to the Chair in a week. There will be a closed session in May meeting to discuss. Chair and Vice Chair are directed to negotiate with the Executive Director.

**11. Public Expression**

None

**12. Adjournment 3:05 PM**

Motion by Commissioner Mirata and Seconded by Commissioner Warner to adjourn.

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**Dawn Deetz, Chairperson**

**ATTEST:** \_\_\_\_\_  
**Todd Crabtree, Executive Director**

Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.



**COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY  
EXECUTIVE DIRECTOR'S REPORT**

**MEETING DATE: 5/26/16  
AGENDA ITEM: 5.A**

**DATE:** 5/10/16  
**TO:** Board of Commissioners  
**FROM:** Todd Crabtree, Executive Director  
**SUBJECT:** Administration

Personnel.

Housing Manager has one temporary Housing Specialist and Housing Specialist who has been out on long leave has returned to work on a part time basis.

Development and Sustainability Department has conducted interviews for hiring a Development and Sustainability Specialist Intern. An intern has been selected and has accepted. It is expected the intern would start in the summer (July/August) and work here for a year while completing their degree work.

Housing Assets/Housing Programs.

Working with Housing Manager on annual agency plan. Expect to have for board consideration at June 30 meeting.

Working on disposition of office building. We have been communicating with HUD and are working to prepare materials so hopefully can have office building no longer listed as a public housing building.

Development and Sustainability.

Been working on agreement with City of Ukiah for general housing and economic development services. Went to City Council meeting on April 20<sup>th</sup> for City Council consideration of the contract and contract was approved. Only step now is for city staff to sign.

Accounting.

Audit has started. So far things are progressing well. We are moving July Board meeting to June 30<sup>th</sup> in anticipation of completed audit and for audit presentation.

Met with Savings Bank to update our depository agreement so it is in compliance with current HUD standards.



Other:

Have started employee recognition program to replace performance incentive program as of October 1.

California Housing Workers' Compensation Authority CHWCA annual meeting in May. I will be attending in Santa Cruz. Expect dividend approval at this meeting.

Have started putting board agendas and minutes on the website.

[www.cdchousing.org](http://www.cdchousing.org)

EDDMAY10.16



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date.

To: Board of Commissioners Date: 5/11/2016

From: Larry Cuneo Agenda Date: 5/26/2016

Department Resource:	<u>Larry Cuneo</u>	Phone: <b>463-5462</b> <b>ex 116</b>	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

**■ Agenda Title: Controller's Report**

**■ Previous Actions: Reports submitted to Board of Commissioners for review.**

**■ Summary**

**Accomplishments:**

- The Commission's accounting staff continues to work with our auditors. CDC staff provided many documents to the auditors while they were here during April.
- Processed routine accounting transactions (AP, paying landlords, reporting to HUD, payroll, deposits, etc). Processed routine reports such as US Census Bureau labor report, monthly Voucher Management System (VMS) report, and quarterly worker's comp report, etc.
- The accountants have established a tenant accounting close out process. When a tenant leaves a College Court or BBN unit the client's balances are analyzed and reconciled. The security deposit (or a portion thereof) is returned to the tenant and various reports within the Yardi system are reviewed for completeness and finalizing.
- GASB 68 is a new governmental accounting pronouncement that must be initiated during the 2014-15 fiscal year. The 14-15 fiscal year is currently being audited and CalPERS has recently supplied the CDC with a report that is needed as we recognize a liability related to our retirement obligations.
- The Savings Bank loan that was collateralized via the College Court property was paid in full on 04/29/2016. The final payment to the Bank amounted to \$99,149.70.
- During the last two months the housing authority has experienced an increase in the change of property owners and/or property management companies. The change of ownership or management of rental properties creates additional work for the housing, accounting and reception staff.

**Planned activities:**

- During May and June we will be working with our auditors on the preparation of the audit report. The goal is to share the audit report with the Commissioners at the end of June.

COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY  
Summary of revenues and expenses from 10/01/15 through 04/30/16

Housing Choice Vouchers (HCV) Admin

The attached report covers the first seven months of the fiscal year. The CDC has accumulated \$33,876 of admin funds so far this fiscal year. Admin funds in the amount of \$429,753 were received, but only \$395,877 was expended.

Housing Choice Vouchers (HCV) HAP

The Housing Authority is providing approximately \$500,000 of rental assistance per month. HUD is sending approximately \$500,000 per month to the CDC. The HCV report reflect that HUD authorized an additional 10 HUD VASH units. Total units authorized were once 1156 and have increased to 1166 recently.

Permanent Supportive Housing (PSH) and (SOPH)

The PSH agreements between HUD and the CDC cover a July through June period. It is expected that revenues will cover all expenditures during 2015-16 for both the PSH and SOPH assistance programs.

Development and Sustainability (D&S)

The Development and Sustainability department will be funded during 2015-16 via agreements with P.G. & E. and the department will continue its participation in City and County federally-supported activities. The department has earned approximately \$15,622 more than it expended during the first seven months of the 2015-16 fiscal year.

College Court

Seven rental units are maintained at the College Court property. Revenues exceeded expense by \$8,960. This is a one-month increase of \$1,166. The loan payable to Savings Bank was paid in full on 04/29/2016.

Building Better Neighborhoods and Property Management Fund (BBN PMF)

BBN owns rental units and those properties are administered by CDC staff. Transactions related to these management efforts are recorded in the CDC's Property Management Fund (PMF). BBN pays the PMF fund \$55,000 per month for the maintenance of its properties and the service to its tenants.

The combined BBN-PMF effort realized a \$105,993 gain as of 04/30/2016.

CDC and BBN Combined Summary of Revenues and Expenses										
for the Period 10/01/2015 through 04/30/2016										
		Permanent Supportive Housing and SOPH	Development and Sustainability	College Court	BBN and PMF	Subtotal Column	Housing Choice Vouchers - HAP	Total Column		
<b>Revenues:</b>										
Rent				35,553	965,313	1,000,866		1,000,866		
HAP Revenue		765,422				765,422	3,577,555	4,342,977		
Admin Revenue	429,753	43,971				473,724		473,724		
Cable Charges					9,402	9,402		9,402		
Property Management Fees					385,000	385,000		385,000		
Revenues from PG and E			145,731			145,731		145,731		
City and County Dvlpmt Rev			78,626			78,626		78,626		
All Other Revenues			15,072	1,037	40,156	56,265		56,265		
Transfers Into the RR Fund					98,000	98,000		98,000		
<b>Total Revenues</b>	<b>429,753</b>	<b>809,393</b>	<b>239,429</b>	<b>36,590</b>	<b>1,497,871</b>	<b>3,013,036</b>	<b>3,577,555</b>	<b>6,590,591</b>		
<b>Expenses:</b>										
Payroll Expenses	298,179	32,978	146,029	8,028	336,383	821,597		821,597		
Property Management Expense					385,000	385,000		385,000		
Loan Interest Expense				6,224		6,224		6,224		
Appliances, Maint., Repairs				1,407	214,397	215,804		215,804		
All Other Expenses	97,698	10,993	77,778	3,970	56,615	247,054		247,054		
Transfers Out to Other Funds					98,000	98,000		98,000		
HAP Assistance Expenses		765,422				765,422	3,504,807	4,270,229		
Depreciation Expense				8,001	301,483	309,484		309,484		
<b>Total Expenses</b>	<b>395,877</b>	<b>809,393</b>	<b>223,807</b>	<b>27,630</b>	<b>1,391,878</b>	<b>2,848,585</b>	<b>3,504,807</b>	<b>6,353,392</b>		
<b>Revenues Less Expenses</b>	<b>33,876</b>	<b>0</b>	<b>15,622</b>	<b>8,960</b>	<b>105,993</b>	<b>164,451</b>	<b>72,748</b>	<b>237,199</b>		

HAP tracking sheet for Housing Choice Vouchers (HCV)										
A	B	C	D	E	F	G	H	I	J	
					(C+ D -E)					(E / I)
			HAP part of Fraud							
	Total	HUD's HAP				NRA				
	Authorized	Disbursements	Revenues and Int rev	HAP Expense per Month	Month's Net Income	Running Balance	Units Authorized	Units Served	Average HAP	
Month	ABA	to the CDC								
Sep of 2014						80,064.00				
Oct of 2014	460,223.00	478,693.00		480,234.00	(1,541.00)	78,523.00	1149	859	559.06	
Nov of 2014	460,222.00	480,157.00	552.00	486,874.80	(6,165.80)	72,357.20	1149	867	561.56	
Dec of 2014	460,222.00	467,962.00	2,178.00	488,049.20	(17,909.20)	54,448.00	1149	870	560.98	
Jan of 2015	462,511.00	488,018.00	1,140.50	494,959.08	(5,800.58)	48,647.42	1156	878	563.73	
Feb of 2015	463,896.00	492,850.00	177.00	487,705.55	5,321.45	53,968.87	1156	880	554.21	
Mar of 2015	463,896.00	492,850.00	2,014.00	488,481.86	6,382.14	60,351.01	1156	873	559.54	
Apr of 2015	497,846.00	555,901.00	2,132.50	493,185.88	64,847.62	125,198.63	1156	882	559.17	
May of 2015	497,845.00	495,840.00	3,704.00	496,824.61	2,719.39	127,918.02	1156	887	560.12	
June of 2015	497,845.00	495,840.00	1,333.50	499,200.83	(2,027.33)	125,890.69	1156	882	565.99	
July of 2015	503,495.00	484,663.00		503,639.53	(18,976.53)	106,914.16	1156	876	574.93	
Aug of 2015	497,845.00	494,425.00	1,821.00	504,863.15	(8,617.15)	98,297.01	1156	873	578.31	
Sep of 2015	497,845.00	494,425.00	5,938.00	501,053.01	(690.01)	97,607.00	1156	879	570.03	
Oct of 2015	486,375.00	515,600.00	500.00	499,117.21	16,982.79	114,589.79	1156	863	578.35	
Nov of 2015	482,703.00	507,199.00	776.00	497,471.00	10,504.00	125,093.79	1156	862	577.11	
Dec of 2015	482,703.00	507,199.00	667.00	506,653.00	1,213.00	126,306.79	1156	861	588.45	
Jan of 2016	507,651.00	516,417.00	1,140.50	497,228.00	20,329.50	146,636.29	1166	862	576.83	
Feb of 2016	507,651.00	510,085.00	177.00	498,397.00	11,865.00	158,501.29	1166	855	582.92	
Mar of 2016	507,651.00	505,030.00	4,569.00	507,525.00	2,074.00	160,575.29	1166	857	592.21	
Apr of 2016	507,651.00	505,030.00	3,166.00	498,416.00	9,780.00	170,355.29	1166	857	581.58	

Admin tracking sheet for Housing Choice Vouchers (HCV)												
A	B	C	D	E	F	G	H	I	J	K		
					HUD Receipts	Running			Admin	Earnings	Earnings	
					Less Monthly	Balance of	Units		Earnings	Before HUD's	Reduced	
					Admin	UNA...Admin	Authorized	Units	Proration	by Proration	Ratio	
Yr	Calendar	Received	Fraud	HCV Admin	Expenditures	Net Assets	per ACC	Housed	Proration			
	Month	From HUD	Revenues	Expenditures	Expenditures							
2014	September					(39,038.00)						
2014	October	49,850.00		45,844.00	4,006.00	(35,032.00)	1149	859	66,674.00	50,005.40		
2014	November	49,850.00	552.00	43,783.00	6,619.00	(28,413.00)	1149	867	67,265.31	50,448.98		
2014	December	49,850.00	2,178.00	46,242.00	5,786.00	(22,627.00)	1149	870	67,487.10	53,314.81		
2015	January	54,647.00	1,140.50	44,936.00	10,851.50	(11,775.50)	1156	878	69,271.16	54,724.22		
2015	February	47,296.00	177.00	45,350.00	2,123.00	(9,652.50)	1156	880	69,421.63	54,843.06		
2015	March	47,296.00	2,014.00	43,861.00	5,449.00	(4,203.50)	1156	873	68,895.06	54,427.10		
2015	April	70,350.00	2,132.50	63,877.00	8,605.50	4,402.00	1156	882	69,572.04	54,961.91		
2015	May	50,797.00	3,704.00	46,785.00	7,716.00	12,118.00	1156	887	69,948.14	55,259.03		
2015	June	50,797.00	1,333.50	48,911.00	3,219.50	15,337.50	1156	882	69,572.04	54,961.91		
2015	July	89,161.00		49,026.00	40,135.00	55,472.50	1156	876	69,120.72	54,605.37		
2015	August	54,903.00	1,821.00	48,421.00	8,303.00	63,775.50	1156	873	68,895.06	54,427.10		
2015	September	54,903.00	5,938.00	76,680.50	(15,839.50)	47,936.00	1156	879	69,346.38	54,783.64		
2015	October	54,903.00	500.00	47,828.00	7,575.00	55,511.00	1156	863	68,142.86	53,832.86		
2015	November	67,578.00	776.00	53,004.00	15,350.00	70,861.00	1156	862	68,067.64	53,773.44		
2015	December	56,384.00	667.00	55,350.00	1,701.00	72,562.00	1156	861	68,293.30	53,951.71		
2016	January	71,615.00	1,140.00	56,138.00	16,617.00	89,179.00	1166	862	69,521.46	55,617.17		
2016	February	56,259.00	177.00	56,669.00	(233.00)	88,946.00	1166	855	68,983.65	55,186.92		
2016	March	56,259.00	4,569.00	57,311.00	3,517.00	92,463.00	1166	857	69,137.31	55,309.85		
2016	April	55,760.00	3,166.00	69,577.00	(10,651.00)	81,812.00	1166	857	69,137.31	55,309.85		

**Permanent Supportive Housing Utilization Report**

Funding Period 07/01/2015 through 06/30/2016

previously referred to as Shelter Plus Care - TRA

Month	Units		Assistance		Percent of Grant Year		Percentage of Assistance Funds		Admin		Percent of Grant Year		Percentage of Admin Funds	
	Authorized	Leased	HUD Grant	Authorized	Payments	Elapsed	Expended	HUD Grant	Admin Expenses	Elapsed	Expended			
July	130	140	\$ 133,083	\$ 101,507	8.3%	6.4%	\$ 5,606	\$ 5,549	8.3%	8.2%				
August	130	136	133,083	103,584	16.7%	12.8%	5,606	5,697	16.7%	16.7%				
September	130	145	133,083	112,466	25.0%	19.9%	5,606	5,638	25.0%	25.1%				
October	130	146	133,083	112,278	33.3%	26.9%	5,606	5,644	33.3%	33.5%				
November	130	146	133,083	106,015	41.7%	33.6%	5,606	5,635	41.7%	41.9%				
December	130	146	133,083	108,503	50.0%	40.3%	5,606	5,863	50.0%	50.6%				
January	130	143	133,083	102,490	58.3%	46.8%	5,606	5,643	58.3%	59.0%				
February	130	139	133,083	99,484	66.7%	53.0%	5,606	4,922	66.7%	66.3%				
March	130	140	133,083	102,227	75.0%	59.4%	5,606	5,614	75.0%	74.6%				
April	130	136	133,083	106,421	83.3%	66.1%	5,606	6,722	83.3%	84.6%				
May	130		133,083		91.7%	66.1%	5,605		91.7%	84.6%				
June	130		133,083		100.0%	66.1%	5,605		100.0%	84.6%				
<b>Totals</b>			<b>\$ 1,596,996</b>	<b>\$ 1,054,975</b>			<b>\$ 67,270</b>	<b>\$ 56,927</b>						

HAP Funding Admin Funding  
**\$ 1,596,996** **\$ 67,270**

Total Funding  
**\$ 1,664,266**

**Permanent Supportive Housing Utilization Report**

Funding Period 07/01/2015 through 06/30/2016

previously referred to as Shelter Plus Care - Ford Street

Month	Units		Assistance		Percent of Grant Year		Percentage of Assistance Funds		Admin		Percent of Grant Year		Percentage of Admin Funds	
	Authorized	Leased	HUD Grant	Authorized	Payments	Elapsed	Expended	HUD Grant	Admin Expenses	Elapsed	Expended			
July	4	4	\$ 4,588	\$ 2,732	8.3%	5.0%	\$ 259	\$ 256	8.3%	8.2%				
August	4	4	4,588	3,704	16.7%	11.7%	259	345	16.7%	19.3%				
September	4	4	4,588	3,601	25.0%	18.2%	259	259	25.0%	27.6%				
October	4	4	4,588	2,594	33.3%	22.9%	259	159	33.3%	32.7%				
November	4	3	4,588	2,150	41.7%	26.8%	259	256	41.7%	40.9%				
December	4	4	4,588	7,473	50.0%	40.4%	260	253	50.0%	49.1%				
January	4	4	4,588	3,934	58.3%	47.6%	260	267	58.3%	57.6%				
February	4	4	4,588	4,055	66.7%	54.9%	260	304	66.7%	67.4%				
March	4	4	4,588	3,793	75.0%	61.8%	260	184	75.0%	73.3%				
April	4	4	4,588	4,005	83.3%	69.1%	260	353	83.3%	84.6%				
May	4		4,588		91.7%	69.1%	260		91.7%	84.6%				
June	4		4,588		100.0%	69.1%	260		100.0%	84.6%				
<b>Totals</b>			<b>\$ 55,056</b>	<b>\$ 38,041</b>			<b>\$ 3,115</b>	<b>\$ 2,636</b>						

HAP Funding Admin Funding  
**\$ 55,056** **\$ 3,115**

Total Funding  
**\$ 58,171**

Supportive Opportunity for Permanent Housing Report							HAP Funding	Admin Funding	Total Funding	
Funding Period 09/01/2015 through 06/30/2016							\$ 67,106	\$ 6,710	\$ 73,816	
also known as SOPH										
	Units Authorized	Units Leased	Assistance HUD Grant Authorized	Assistance Payments	Percent of Grant Year Elapsed	Percentage of Assistance Funds Expended	Admin Portion of HUD Grant Authorized	Admin Expenses	Percent of Grant Year Elapsed	Percentage of Admin Funds Expended
July			\$ -	-			\$ -	-		
August			-							
September	6	6	6,711	1,805	25.0%	2.7%	671	0	25.0%	0.0%
October	6	6	6,711	4,461	33.3%	9.3%	671	568	33.3%	8.5%
November	6	6	6,711	5,236	41.7%	17.1%	671	242	41.7%	12.1%
December	6	5	6,711	4,252	50.0%	23.5%	671	554	50.0%	20.3%
January	6	5	6,711	4,252	58.3%	29.8%	671	321	58.3%	25.1%
February	6	5	6,711	4,452	66.7%	36.4%	671	162	66.7%	27.5%
March	6	5	6,710	4,252	75.0%	42.8%	671	163	75.0%	30.0%
April	6	5	6,710	4,187	83.3%	49.0%	671	142	83.3%	32.1%
May	6		6,710		91.7%	49.0%	671		91.7%	32.1%
June	6		6,710		100.0%	49.0%	671		100.0%	32.1%
Totals			\$ 67,106	\$ 32,897			\$ 6,710	\$ 2,152		



# Development and Sustainability Programming

## Report of Revenues and Expenditures

### October 1, 2015 through April 30, 2016

	P.G. & E. Related Projects		City of Ukiah Funded Activities		County Funded Activities		Combined
	Oversight	Bond	Activities	Funded	Activities	Funded	
<b>Revenues:</b>							
Project Revenue	145,731	5,000	44,104	0	34,522	0	229,357
Admin Earnings	0	0	0	0	0	0	0
Activity Delivery Earnings	0	0	0	0	0	0	0
Interest Revenue from Banks	0	0	0	0	0	0	0
Bond Oversight Revenue	0	10,000	0	0	0	0	10,000
Other Revenue	0	72	0	0	0	0	72
<b>Total Revenues</b>	<b>145,731</b>	<b>15,072</b>	<b>44,104</b>	<b>0</b>	<b>34,522</b>	<b>0</b>	<b>239,429</b>
<b>Expenses:</b>							
Payroll Expenses	91,631	2,634	21,688	30,076	146,029		
Legal Expenses	298	321	584	0	1,203		
Staff Training and Travel	1,269	583	0	406	2,258		
Project and Subcontractors	48,781	0	19,691	0	68,472		
Computer Expenses	708	1,135	0	0	1,843		
Insurance (HARRP)	350	0	0	140	490		
All Other Expenses	2,058	651	145	658	3,512		
<b>Total Expenses</b>	<b>145,095</b>	<b>5,324</b>	<b>42,108</b>	<b>31,280</b>	<b>223,807</b>		
<b>2015-16 Revenues Less Expenses</b>	<b>636</b>	<b>9,748</b>	<b>1,996</b>	<b>3,242</b>	<b>15,622</b>		

**College Court**  
**Report of Revenues and Expenditures**  
**Revenue and Expenses for the Period 10/01/2014 through 04/30/2016**

Revenues:

Rent Revenue	35,553
Insurance Proceeds (sewer problem)	0
Transfers IN from other funds	0
All Other Revenue	1,037
<b>Total Revenues</b>	<b>36,590</b>

Expenses:

Payroll Expenses	8,028
Sewer and Utilities	1,137
Garbage Removal	1,668
Appliances and Appliance Repair	76
Maintenance and Supplies	1,331
All Other Expenses	1,165
Loan Interest Expense	6,224
Depreciation Expense	8,001
<b>Total Expenses</b>	<b>27,630</b>

Revenues Less Expenses **8,960**

Loan Payment Comments:

The Savings Bank loan was paid in full on 04/29/2016. The \$196,000 City Redevelopment loan will continue to accrue interest at a rate of \$490 per month.

Building Better Neighborhoods												
Revenue and Expenses for the Period 10/01/2015 through 04/30/16												
	Baechtel	Glass Beach	Marlene Brookside	Sanderson Way	Sea Cliff	Ukiah 30	Replacement Reserve	Total BBN	CDC's Project Management Fund (PMF)	BBN and PMF Combined		
Revenues:												
Rent	318,871	126,012	117,239	87,087	105,558	210,546	0	965,313				
Cable Charges	9,402							9,402				
Property Management Fees								0	385,000			
All Other Revenues	3,644	2,133	497	85	4,405	1,052	98,000	11,816	28,340			
Transfers Into the RR Fund								98,000				
Total Revenues	<b>331,917</b>	<b>128,145</b>	<b>117,736</b>	<b>87,172</b>	<b>109,963</b>	<b>211,598</b>	<b>98,000</b>	<b>1,084,531</b>		<b>413,340</b>	<b>1,497,871</b>	
Expenses:												
Payroll Expenses												336,383
Property Management Expense	164,570	41,860	36,260	25,130	52,990	64,190		385,000				
All Other Expenses	7,985	5,154	1,714	2,051	5,296	2,582		24,782		31,833		
Sewer and Utilities	49,549	650	0	600	4,062	9,646		64,507		105		
Garbage Removal	6,537	7,666	112	2,606	6,639	938		24,498		81		
Appliances and Appliance Repa	878	783	683	28	260	2,343		4,975		0		
Materials, Supplies and Repair	25,189	15,124	12,996	5,351	10,329	14,714	17,790	101,493		18,738		
Transfers Out to RR Fund	42,140	10,780	8,820	5,880	13,720	16,660		98,000		0		
Depreciation Expense	69,384	56,378	34,685	24,507	46,235	62,062		293,251		8,232		
Total Expenses	<b>366,232</b>	<b>138,395</b>	<b>95,270</b>	<b>66,153</b>	<b>139,531</b>	<b>173,135</b>	<b>17,790</b>	<b>996,506</b>		<b>395,372</b>	<b>1,391,878</b>	
Revenues Less Expenses	<b>(34,315)</b>	<b>(10,250)</b>	<b>22,466</b>	<b>21,019</b>	<b>(29,568)</b>	<b>38,463</b>	<b>80,210</b>	<b>88,025</b>		<b>17,968</b>	<b>105,993</b>	



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

To: Board of Commissioners Date: 5/11/2016

From: Development & Sustainability Department Agenda Date: 5/26/2016

Department Resource:	<b><u>Craig Schlatter</u></b>	Phone: <b>463-5462</b> <b>ext. 109</b>	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

**■ Agenda Title: Development & Sustainability Department Report**

- Previous Actions: Reports submitted monthly for review.**
- Summary of Accomplishments for Period and Future Planned Activities**

Board Members:

The Development and Sustainability Department has made changes to reports to better reflect accomplishments and updates from staff. This month's reports include the following:

1. Staff Report (this report)
2. Energy Savings Report
3. Maintenance Unit Make-Ready Report
4. Maintenance Work Order Summary
5. Work Orders Quality Control Report
6. 2016 Housing Quality Standards Annual Report

We look forward to comments and suggestions you have on how to improve these reports.

Please see below for a summary and details on significant accomplishments and activities for the period.

Useful acronyms for this report:

- CDBG – Community Development Block Grant program
- HCD – State of California Department of Housing and Community Development
- NOFA – Notice of Funding Availability
- PG&E – Pacific Gas and Electric Company
- MLEW – Mendo-Lake Energy Watch
- RHTR – Rural and Hard to Reach
- IOU – Investor Owned Utility
- REAP – CDC's Responsible Energy Awareness Practices program
- PSWC-NAHRO - Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials

## **Team (all Staff)**

- Conducted weekly and bi-weekly planning meetings for maintenance activities.
- Developed work order workflow diagram for better communication and coordination.
- Interviewed Stevenson Center for Community and Economic Development applicants; selected intern.

## **Development**

### **Community and Economic Development Programming**

- Creekside Village multi-family housing rehabilitation project is 100% complete, excepting punch list items.
- City Council approved CDC-City of Ukiah new administrative services agreement; agreement being routed for signatures.

### **Facilities Maintenance, Capital Improvements, Housing Development**

- Completed new vendor procurements for service contracts.
- Requested our architect evaluate a claim for replacement of several damaged Glass Beach windows under warranty.
- Architect is to investigate Seacliff Unit D and prepare a cost estimation along with a recommendation and specifications to repair the water damage in the bathroom area.

## **Sustainability**

### **Energy Efficiency and Sustainability Programming**

- Awarded Energy Star certification by the U.S. Environmental Protection Agency.
- Met with Manchester Unified school district about energy efficiency assistance; coordinated lighting assessment with MLEW third party contractor.

## **Near-Term General Department Priorities**

- Execute contract with Stevenson Center for Community and Economic Development for new intern; intern will work 28 hours/week for 11 months on energy watch and City of Ukiah housing element responsibilities.
- Secure signatures on CDC-City of Ukiah agreement; begin implementation of activities.
- Complete make-ready vacancy turns at two units in May.
- Design and implement new preventative maintenance plan.
- Complete procurement of all vendor services; execute contracts.
- Finalize Creekside Village; issue notice of completion and close out project.
- Present on Innovative Partnerships at the PSWRC-NAHRO Conference in Sacramento on May 16.

## **■ Past/Current Concerns & Planned Solutions/Actions for Addressing Concerns**

Concerns outlined in previous report:

None

Status of progress towards previously identified concerns:

N/A

Concern(s) encountered since last report:

None for period.

Discussion of why a concern:

N/A

Actions planned or taken to address identified concern:

N/A

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**DEVELOPMENT AND SUSTAINABILITY DEPARTMENT**

**Energy Savings Report - May 2016**

**Energy Efficiency Direct Install Projects (April - May)**

<b>Recent Projects Location</b>	<b>Type</b>	<b>Estimated kW savings</b>	<b>Estimated kWh savings</b>	<b>Incentives Provided to customers</b>
Fort Bragg	Nonprofit	0	1,600	\$ 300.00
Fort Bragg	Small-Med Business	6.482	25,791	\$ 4,838.78

**Energy Efficiency Direct Install Projects (2016 YTD)**

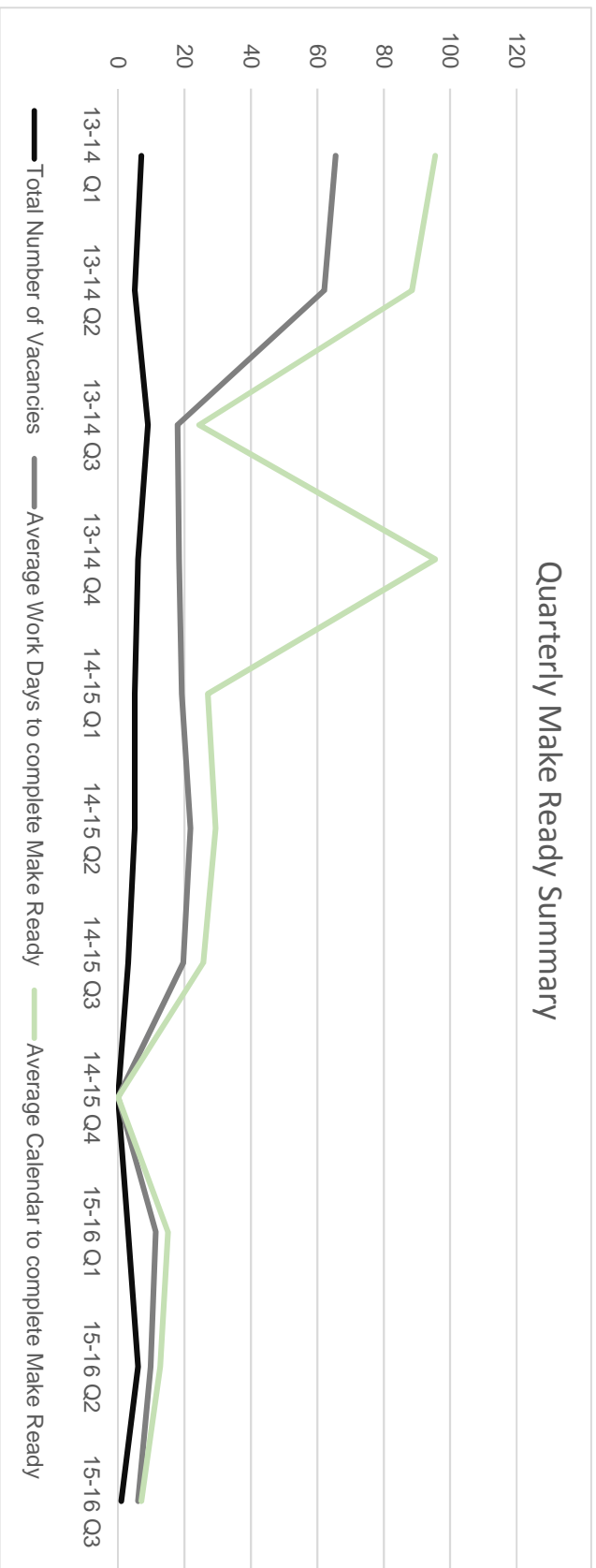
<b>Projects Completed</b>	<b>Total estimated monthly savings (\$0.13/kWh)</b>	<b>Total estimated kW savings</b>	<b>Total estimated kWh savings</b>	<b>Total Incentives provided to customers</b>
2	\$3,560.83	6.482	27,391	\$ 5,138.78

**Schools Support Services (other services)**

<b>School District Name</b>	<b>Meeting Date</b>	<b>Next Steps</b>	<b>Proposed MLEW Support Services</b>	<b>Energy Expenditure Plan Amount for District</b>
Manchester Unified	4/28/2016	Tentative-Austin & TEAA Audit, 5/9/16	Energy Expenditure Plan Submittal & Incentives on lighting measures	N/A, ~\$75,000 proposed in expenditure plan
Kelseyville Unified	TBD	Schedule Introductory Meeting with Kelseyville Superintendent	Unknown, only solar installation projects remain for Kelseyville Schools	\$355,485.00

# DEVELOPMENT AND SUSTAINABILITY DEPARTMENT Maintenance Unit Make-Ready Report May 2016

Quarterly Make Ready Summary

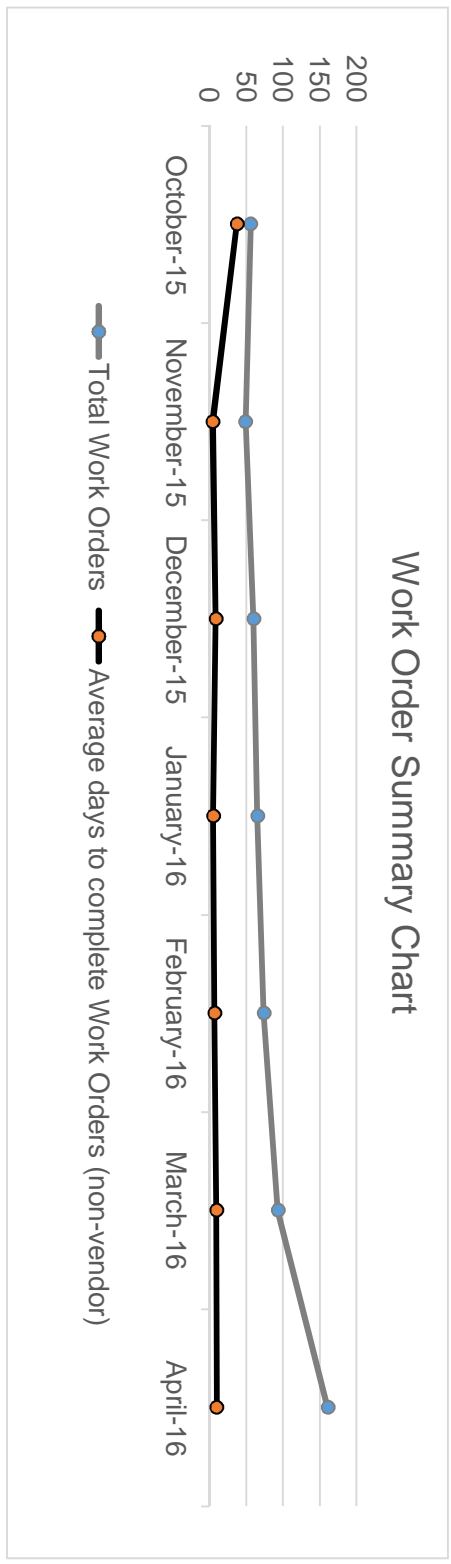


Month	Total Number of Vacancies	Average Work Days to complete Make Ready	Average Calendar to complete Make Ready	Annual Summary
October-15	1	10	13	Annual Summary Annual Vacancies 10 Annual Avg. Work Days to Complete 10 Annual Avg. Calendar Days to Complete 13
November-15	1	14	21	
December-15	1	10	11	
January-16	3	11	15	
February-16	1	11	13	
March-16	2	8	10	
April-16	1	6	7	
May-16				
June-16				
July-16				
August-16				
September-16				

**DEVELOPMENT AND SUSTAINABILITY DEPARTMENT  
Maintenance Work Order Summary May 2016**

	Total Work Orders	Routine Work Orders	Preventative Maintenance Work Orders	Emergency Work Orders	Vendor Work Orders	Average days to complete Work Orders (non-vendor)
October-15	56	38	0	4	14	37
November-15	49	37	0	6	6	4
December-15	60	38	0	11	11	8
January-16	65	51	0	0	14	5
February-16	74	57	0	1	16	7
March-16	93	42	35	0	16	9
April-16	161	116	15	9	11	10
May-16	0					
June-16	0					
July-16	0					
August-16	0					
September-16	0					
October-16	0					
November-16	0					
December-16	0					
<b>Year To Date</b>	<b>393</b>	<b>266</b>	<b>50</b>	<b>10</b>	<b>57</b>	<b>10</b>

Work Order Summary Chart





**DEVELOPMENT AND SUSTAINABILITY DEPARTMENT**  
**Quality Control Report - Maintenance Work Orders**

As of 5/6/16

<b>Quality Control Report: October 1, 2015 - April 18, 2016 (Fiscal Year-to-Date)</b>					
<b>Property Name</b>	<b>Total # of WOs</b>	<b># of WOs Inspected</b>	<b>Inspected WOs as % of Total # of WOs</b>	<b># QC WO issues</b>	<b>% of WO issues corrected</b>
CDC Office Building	20	16	80%	0	100%
Ukiah 30	60	8	13%	4	100%
College Court	12	5	42%	4	100%
Marlene-Brookside	29	8	28%	5	80%
Baechtel Creek	148	21	14%	7	100%
Seacliff	38	14	37%	5	100%
Sanderson	17	9	53%	4	100%
Glass Beach	35	18	51%	4	100%
<b>Totals</b>	<b>359</b>	<b>99</b>	<b>40%</b>	<b>33</b>	<b>98%</b>

<b>Quality Control Report: March 2016 (inspected 4-18-16)</b>					
<b>Property Name</b>	<b>Total # of WOs for Month</b>	<b># of WOs Inspected</b>	<b>Inspected WOs as % of Total # of WOs</b>	<b># QC WO issues</b>	<b>% of WO issues corrected</b>
CDC Office Building	4	4	100%	0	100%
Ukiah 30	19	3	16%	1	100%
College Court	2	1	50%	0	100%
Marlene-Brookside	7	2	29%	1	100%
Baechtel Creek	31	5	16%	2	100%
Seacliff	11	6	55%	0	100%
Sanderson	4	2	50%	1	100%
Glass Beach	19	6	32%	2	100%
<b>Totals</b>	<b>97</b>	<b>29</b>	<b>43%</b>	<b>7</b>	<b>100%</b>

**DEVELOPMENT AND SUSTAINABILITY DEPARTMENT  
2016 Housing Quality Standards Annual Report**

<b>Initial Inspection</b>			
71 Units Inspected	99%	Pass	1% Failed

<b>Final Inspection</b>			
71 Units Inspected	100%	Pass	0% Failed

**Baechtel Creek Village**

50% Inspected  
87% Pass  
13% Pass with comment  
0% Fail

**Glass Beach**

53% Inspected  
0% Pass  
100% Pass with comment  
0% Fail

**Ukiah 30**

65% Inspected  
93% Pass  
7% Pass with comment  
7% Fail

**Sanderson Way**

56% Inspected  
100% Pass  
0% Pass with comment  
0% Fail

**Marlene Brookside**

54% Inspected  
86% Pass  
14% Pass with comment  
0% Fail

**Seacliff Apartments**

32% Inspected  
100% Pass  
0% Pass with comment  
0% Fail

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Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

To: Board of Commissioners Date: 5/9/2016

From: Heather Blough Agenda Date: 5/26/2016

Department Resource:	<b><u>Heather Blough</u></b>	Phone: <b>463-5462</b> <b>ex 115</b>	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

**■ Agenda Title: Manager’s Report**

**■ Previous Actions: Reports submitted for scheduled meetings for review.**

**General:**

- Continuing Supervision with Staff, mostly monthly at this time.
- Continuing to process Reasonable Accommodations

**Housing Assets:  
(BBN, CC, PBV)**

- Occupancy as of 4/30/2016 is 98%.
- Working with Leasing and Property Specialist to track and monitor the different types of vacant unit time. These make up total turn time for the units. Down time is lease end to work order issue, Make Ready time is work order issue to work order completion, and Lease up time is work order completion to new lease date. Current Fiscal year to date averages: Down time: 4 days – Lease up: 10 days.
- Working with Sustainability and Development Manager on transitioned maintenance activities to that department.

**Housing Programs  
(VASH, HCV, PSH, PBV)**

- March 2016 Voucher Management System reflected 857 units leased on the first of the month.
- Formal notification has been received regarding the large fraud case.
- Continue to conduct “distance” appointments for recertifications for housing programs (except PBV) during this period.
- Working with Office Rep I, who is assigned to the waitlist for Housing Choice Voucher and Project Based Voucher. We have established target voucher issue amounts, based on meeting with Controller, which determined we could increase the leasing rate to between 875 and 900. Difficulty with this is lack of available housing for clients issued vouchers to rent. In 2015 CDC issued 132 vouchers. So far in 2016 CDC has issued 50 vouchers (as of the date of this writing) and 11 have leased with their voucher.

- During this period the Quality Control Specialist is managing the case load while training new staff. She is still handling 30 to 40% of the work for that caseload, but is managing to get in QC as well as to begin the SEMAP reviews.
- Held two landlord workshops in Willits. Turnout was not as we had hoped, in that we only had about 6 at each workshop. Discussing what to do next time to generate a better response and attendance.
- Have attended monthly, and also special meetings of the Continuum of Care (CoC). The second round of funding was announced, Sponsor Based Rental Assistance (SRA) was approved, however the homeless resource centers funding stream, which has Health and Human Services as the grantee were not funded. The CoC is considering an appeal.
- Plan to hold the Resident Advisory Meeting on June 1<sup>st</sup>, for the Agency Plan comments, due to the Board at their June 30 Meeting.
- Utility Allowance study completed, under separate action item.
- Have been in contact with the HUD Field Office regarding the Supportive Opportunity for Permanent Housing (SOPH) grant. Funds are not in the Line of Credit Control System (eLOCCS), and were re-captured, based on what CDC's field office representative is saying. Checking on this weekly. The representative for CDC is saying he anticipates HUD re-releasing the funds. It is interesting, as SOPH was re-funded in tier one of the most recent CoC competition.
- HCV waiting list is down to 230 applicants. Responses to "Call Up" letters have been in the 50% range. In 2015 910 applicants were removed for various reasons: no response to a call up (704), over income (14), returned mail (119), voucher expired (50), among a few others. Wait list opening is in the early planning stages at this time.

*PBV*= Project Based Vouchers,  
*HCV*= Housing Choice Vouchers,  
*VASH*= Veterans Affairs Supportive Housing,  
*BBN*= Building Better Neighborhoods, Inc.,  
*CC*= College Court,  
*CoC*=Continuum of Care  
*TRA*= Tenant Based Rental Assistance  
*SRA*=Sponsor Based Rental Assistance  
*HMIS*=Homeless Information Management  
 System  
*PSH*=Permanent Supportive Housing  
*HAP*=Housing Assistance Payments  
*SOPH*=Supportive Opportunity for Permanent  
 Housing

Project	Total Units	Occupied Units	Off Line **	Make Ready	Vacant Units	Actual Occupancy	Adjusted Occupancy (Available Units- off line units)
College Court	7	7	0	0	0	100.00%	100.00%
Baechtel Creek	60	59	0	1	0	98.33%	98.33%
Seacliff	19	18	0	0	1	94.74%	94.74%
Ukiah 30	23	23	0	0	0	100.00%	100.00%
Sanderson Village	9	9	0	0	0	100.00%	100.00%
Glass Beach	15	15	0	0	0	100.00%	100.00%
Marlene Brookside	13	13	0	0	0	100.00%	100.00%
<b>Total</b>	<b>146</b>	<b>144</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>98.63%</b>	<b>98.63%</b>

Vacant Units and their Status				
Address	Bed size	Projected Ready Date	Anticipated Lease Date	Applicatin Approved and waiting
531 Cypress St. # E, FB	2	4/11/2016	5/16/2016	Yes
29 Alder Ct., Willits	1	4/30/2016	5/16/2016	Yes

Units Inspected	
Total units to be inspected for the year	146
Vacant Units Exempted	0
Number of Units inspected for the month	10
Number completed year to date	113
Percentage completed year to date	<b>77.40%</b>

Pending Vacancies				
Address	Type of notice	Status	Lock out	Vacate date
8 Alder Ct., Willits	30 Day	Deceased-Family moving		5/15/2016
1530 N. Bush St. #B Ukiah	Under Occupied	Voucher Issued		7/18/2016

Month-FY 15-16	Avg Down time	Avg Lease up time
10	1	0
11	6	6
12	4	11
1	4	7
2	4	12
3	2	12
4	6	20
5		
6		
7		
8		
9		
<b>Overall Average</b>	<b>4</b>	<b>10</b>

Down Time: Lease end to work order issue  
 Lease up time: Work order close to new lease

## Agency Owned and Managed Accounts Receivable

4/30/2016

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way			\$ -			\$ -	
Marlene/Brookside	\$ 365.94	\$ 61.96	\$ 427.90	\$ 240.00		\$ 667.90	MT
Glass Beach		\$ 272.93	\$ 272.93	\$ 1,729.00	\$ 1,307.00	\$ 3,308.93	MT,LF, Hap
Baechtel Creek	\$ 187.20	\$ 16.00	\$ 203.20			\$ 203.20	Repay,Rent,LF
SeaCliff	\$ 28.00	\$ 41.60	\$ 69.60	\$ 1,225.00	\$ 804.00	\$ 2,098.60	Rent,Mt,LF, Apr Hap
Ukiah 30	\$ 18.86	\$ 546.39	\$ 565.25		\$ -	\$ 565.25	Repay-Window,MT
<b>Subtotal BBN</b>	<b>\$ 600.00</b>	<b>\$ 938.88</b>	<b>\$ 1,538.88</b>	<b>\$ 3,194.00</b>	<b>\$ 2,111.00</b>	<b>\$ 6,843.88</b>	
College Court	\$ -	\$ 5.00	\$ 5.00			\$ 5.00	LF
<b>Subtotal Agency</b>	<b>\$ -</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5.00</b>	
<b>Total Combined</b>	<b>\$ 600.00</b>	<b>\$ 943.88</b>	<b>\$ 1,543.88</b>	<b>\$ 3,194.00</b>	<b>\$ 2,111.00</b>	<b>\$ 6,848.88</b>	

3/31/2016

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way			\$ -		\$ -	\$ -	
Marlene/Brookside	\$ 408.00		\$ 408.00	\$ 240.00		\$ 648.00	Repayment
Glass Beach	\$ 335.00	\$ 54.40	\$ 389.40	\$ 504.00		\$ 893.40	MT, Rent-3 Day
Baechtel Creek	\$ 243.00	\$ 30.00	\$ 273.00	\$ 378.00		\$ 651.00	Repay, MT
SeaCliff			\$ -	\$ 818.00	\$ 28.00	\$ 846.00	2 MI, March Hap
Ukiah 30	\$ 0.50	\$ 174.79	\$ 175.29			\$ 175.29	Repay-Window,MT
<b>Subtotal BBN</b>	<b>\$ 986.50</b>	<b>\$ 259.19</b>	<b>\$ 1,245.69</b>	<b>\$ 1,940.00</b>	<b>\$ 28.00</b>	<b>\$ 3,213.69</b>	
College Court		\$ 10.00	\$ 10.00			\$ 10.00	MT
<b>Subtotal Agency</b>	<b>\$ -</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10.00</b>	
<b>Total Combined</b>	<b>\$ 986.50</b>	<b>\$ 269.19</b>	<b>\$ 1,255.69</b>	<b>\$ 1,940.00</b>	<b>\$ 28.00</b>	<b>\$ 3,223.69</b>	

\*Other-includes such things as maintenance charges, late fees, or utilities that CDC paid which were tenant responsibility

\* Note: LF= late fees which are \$25 if rent is not paid by close of business on the 5th of the month

MT= Maintenance chg.

MI=Move In



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT

April 05, 2016

Mr. Todd Crabtree  
Executive Director  
Community Development Commission of Mendocino County  
1076 N State Street  
Ukiah, CA 95482

Dear Mr. Crabtree:

Congratulations! I am delighted to inform you that the Fiscal Year (FY) 2015 Continuum of Care (CoC) Program project application(s) your organization submitted was selected for funding in the total amount of \$1,603,003.

The CoC Program is an important part of HUD's mission. CoCs all over the country continue to improve the lives of homeless men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2015 CoC Program Competition. The programs and CoCs funded through the CoC Program continue to demonstrate their value by improving accountability and performance every year. HUD commends your organization for its work and encourages it to continue to strive for excellence in the fight against homelessness.

The conditionally obligated funds for your award(s) are detailed in the enclosure, which lists: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each conditionally selected application. Your local field office will be sending a letter to provide your organization with more information about finalizing your award(s), including execution of your grant agreement(s). Your organization will not have access to these funds until all conditions are satisfied and the grant agreement is fully executed.

Sincerely,

Clifford Taffet  
General Deputy Assistant Secretary  
for Community Planning and Development

Enclosure



Enclosure

CA0238L9T091504

SOPH TRA

\$80,709

CA0239L9T091508

Tenant based 2015 ap, 2016 award, 2017 apr

\$1,522,294

Total Amount:

**\$1,603,003**



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 5/9/2016

FROM: Heather Blough, Housing Manager AGENDA DATE: 5/26/2016

DEPARTMENT RESOURCE:	<u>H. Blough</u>	PHONE: <b>463-5462</b> <b>ex 115</b>	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Est. Time for Item: 5 min Urgent <input type="checkbox"/> Routine <input checked="" type="checkbox"/>				

■ **AGENDA TITLE: Discussion and Possible Action Regarding Resolution 1061-16 Adopting Updated Utility Allowance Schedules for Use In All Rental Assistance Programs with an Effective Date of August 1, 2016.**

■ **Previous Actions: The Board adopted the most recent Utility Allowance on 04/16/2015 (with an effective date of 8/1/2015) with Resolution 1042-15.**

■ **Summary**

CDC contracted with the Nelrod Company to conduct an annual survey of the utilities for Mendocino County. The new utility allowances will be effective August 1, 2016 for all annual, re-examinations, interim re-exams and new leases effective that date or later. These need to be approved this far in advance because an annual re-exam that is effective on 8/1 needs to have the data entry, calculations, and notifications sent to clients by 6/30. Housing specialists will be meeting with clients who are scheduled to have an annual re-exam effective on 8/1 beginning the first part of May.

This annual review is required as part of our Section Eight Management Assessment Program (SEMAP), and regulation, and the Housing Choice Voucher regulation. The utility allowances used for rent calculation varies according to location, bedroom size and types of utilities paid by the tenant. There are several pages attached to this report.

Regulations state if there has been a change of 10% or more in the cost of a utility service, the PHA must adjust the utility allowance. Utility allowances are based on cost of the utility as well as HUD developed consumption rates.

In general bottled gas, natural gas and fuel oil are going down, electricity is going up, and water, sewer and trash are either remaining the same or going up with the exception of trash on the coast which is going down one dollar.

■ **RECOMMENDED ACTION/MOTION: Adopt resolution # 1061-16 Approving the Attached Updated Utility Allowance Schedules for All Rental Assistance Programs to be Effective 8/1/2016.**

■ **E.D. RECOMMENDATION:** Agree  Disagree  No Opinion  Staff Report Attached

**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Apartment (5 or More Units)</b>				Date (mm/dd/yyyy)	
Utility or Service <b>Inland</b>		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$13.00	\$15.00	\$18.00	\$21.00	\$23.00	\$25.00
	b. Bottle Gas/Propane	\$25.00	\$31.00	\$36.00	\$41.00	\$46.00	\$50.00
	c. Electric	\$15.00	\$18.00	\$23.00	\$29.00	\$34.00	\$40.00
	d. Electric Heat Pump	\$6.00	\$7.00	\$10.00	\$12.00	\$14.00	\$17.00
	e. Oil / Other	\$28.00	\$34.00	\$41.00	\$49.00	\$54.00	\$62.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$14.00	\$15.00
Other Electric (Lights & Appliances)		\$22.00	\$26.00	\$35.00	\$43.00	\$54.00	\$64.00
Air Conditioning		\$1.00	\$2.00	\$3.00	\$4.00	\$4.00	\$5.00
Water Heating	a. Natural Gas	\$9.00	\$9.00	\$14.00	\$17.00	\$20.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$35.00	\$39.00	\$44.00
	c. Electric	\$14.00	\$17.00	\$24.00	\$31.00	\$35.00	\$39.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$36.00	\$44.00	\$47.00
Water		\$40.00	\$41.00	\$50.00	\$58.00	\$68.00	\$78.00
Sewer		\$74.00	\$75.00	\$80.00	\$85.00	\$89.00	\$94.00
Trash Collection		\$29.00	\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>PGE Climate Credit \$-4.69</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>
	<b>Ukiah Electric Fee \$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
Address of Unit				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
Number of Bedrooms				Other		\$	
				Other		\$	
				<b>Total</b>		<b>\$</b>	



**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Row House/ Townhouse &amp; Semi-Detached/ Duplex</b>				Date (mm/dd/yyyy)	
Utility or Service	<b>Inland</b>	Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$22.00	\$27.00	\$31.00	\$34.00	\$38.00	\$41.00
	b. Bottle Gas/Propane	\$44.00	\$53.00	\$61.00	\$69.00	\$75.00	\$82.00
	c. Electric	\$22.00	\$26.00	\$33.00	\$39.00	\$47.00	\$56.00
	d. Electric Heat Pump	\$9.00	\$11.00	\$14.00	\$16.00	\$19.00	\$22.00
	e. Oil / Other	\$49.00	\$57.00	\$70.00	\$83.00	\$96.00	\$109.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$14.00	\$15.00
Other Electric (Lights & Appliances)		\$26.00	\$30.00	\$42.00	\$56.00	\$70.00	\$84.00
Air Conditioning		\$2.00	\$3.00	\$3.00	\$4.00	\$5.00	\$6.00
Water Heating	a. Natural Gas	\$9.00	\$9.00	\$14.00	\$17.00	\$20.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$35.00	\$39.00	\$44.00
	c. Electric	\$14.00	\$17.00	\$24.00	\$31.00	\$35.00	\$39.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$36.00	\$44.00	\$47.00
Water		\$40.00	\$41.00	\$50.00	\$58.00	\$68.00	\$78.00
Sewer		\$74.00	\$75.00	\$80.00	\$85.00	\$89.00	\$94.00
Trash Collection		\$29.00	\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>PGE Climate Credit \$-4.69</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>
	<b>Ukiah Electric Fee \$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Other		\$	
				Total		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Detached House/Mobile Home</b>				Date (mm/dd/yyyy)	
Utility or Service <b>Inland</b>		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$27.00	\$32.00	\$36.00	\$40.00	\$45.00	\$49.00
	b. Bottle Gas/Propane	\$53.00	\$63.00	\$72.00	\$80.00	\$89.00	\$97.00
	c. Electric	\$34.00	\$39.00	\$47.00	\$54.00	\$62.00	\$70.00
	d. Electric Heat Pump	\$14.00	\$16.00	\$19.00	\$22.00	\$24.00	\$27.00
	e. Oil / Other	\$54.00	\$65.00	\$80.00	\$93.00	\$109.00	\$124.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$14.00	\$15.00
Other Electric (Lights & Appliances)		\$32.00	\$38.00	\$51.00	\$66.00	\$80.00	\$95.00
Air Conditioning		\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$8.00
Water Heating	a. Natural Gas	\$9.00	\$9.00	\$14.00	\$17.00	\$20.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$19.00	\$27.00	\$35.00	\$39.00	\$44.00
	c. Electric	\$14.00	\$17.00	\$24.00	\$31.00	\$35.00	\$39.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$36.00	\$44.00	\$47.00
Water		\$40.00	\$41.00	\$50.00	\$58.00	\$68.00	\$78.00
Sewer		\$74.00	\$75.00	\$80.00	\$85.00	\$89.00	\$94.00
Trash Collection		\$29.00	\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>PGE Climate Credit \$-4.69</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>
	<b>Ukiah Electric Fee \$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
Address of Unit				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Other		\$	
Number of Bedrooms				Total		\$	



**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Apartment (5 or More Units)</b>				Date (mm/dd/yyyy)	
Utility or Service <b>Coast</b>		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$15.00	\$17.00	\$20.00	\$22.00	\$25.00	\$27.00
	b. Bottle Gas/Propane	\$30.00	\$35.00	\$39.00	\$44.00	\$50.00	\$55.00
	c. Electric	\$16.00	\$19.00	\$25.00	\$31.00	\$38.00	\$46.00
	d. Electric Heat Pump	\$6.00	\$7.00	\$10.00	\$12.00	\$15.00	\$17.00
	e. Oil / Other	\$31.00	\$36.00	\$44.00	\$52.00	\$62.00	\$70.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$13.00	\$15.00
Other Electric (Lights & Appliances)		\$22.00	\$26.00	\$36.00	\$46.00	\$56.00	\$67.00
Air Conditioning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Heating	a. Natural Gas	\$9.00	\$10.00	\$14.00	\$17.00	\$21.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$20.00	\$27.00	\$35.00	\$41.00	\$44.00
	c. Electric	\$15.00	\$17.00	\$25.00	\$31.00	\$37.00	\$42.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$39.00	\$44.00	\$49.00
Water		\$85.00	\$87.00	\$103.00	\$119.00	\$135.00	\$150.00
Sewer		\$41.00	\$41.00	\$48.00	\$54.00	\$60.00	\$66.00
Trash Collection		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- CA Climate Credit \$-4.69</b>		\$-5.00	\$-5.00	\$-5.00	\$-5.00	\$-5.00	\$-5.00
<b>specify:</b>							
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
Address of Unit				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
Number of Bedrooms				Other		\$	
				Other		\$	
				<b>Total</b>		<b>\$</b>	



**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Row House/ Townhouse &amp; Semi-Detached/ Duplex</b>				Date (mm/dd/yyyy)	
Utility or Service <b>Coast</b>		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$33.00	\$37.00	\$41.00	\$45.00
	b. Bottle Gas/Propane	\$50.00	\$58.00	\$64.00	\$74.00	\$82.00	\$91.00
	c. Electric	\$23.00	\$27.00	\$36.00	\$45.00	\$54.00	\$63.00
	d. Electric Heat Pump	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00
	e. Oil / Other	\$54.00	\$65.00	\$78.00	\$93.00	\$106.00	\$122.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$13.00	\$15.00
Other Electric (Lights & Appliances)		\$26.00	\$31.00	\$44.00	\$58.00	\$72.00	\$86.00
Air Conditioning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Heating	a. Natural Gas	\$9.00	\$10.00	\$14.00	\$17.00	\$21.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$20.00	\$27.00	\$35.00	\$41.00	\$44.00
	c. Electric	\$15.00	\$17.00	\$25.00	\$31.00	\$37.00	\$42.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$39.00	\$44.00	\$49.00
Water		\$85.00	\$87.00	\$103.00	\$119.00	\$135.00	\$150.00
Sewer		\$41.00	\$41.00	\$48.00	\$54.00	\$60.00	\$66.00
Trash Collection		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- CA Climate Credit \$-4.69</b>		<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>
<b>specify:</b>							
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
Address of Unit				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



**Allowances for Tenant  
Furnished Utilities and other  
Services**

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

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Community Development Commission of Mendocino County, CA</b>		Unit Type: <b>Detached House/Mobile Home</b>				Date (mm/dd/yyyy)	
Utility or Service <b>Coast</b>		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$34.00	\$39.00	\$44.00	\$48.00	\$56.00
	b. Bottle Gas/Propane	\$58.00	\$69.00	\$77.00	\$88.00	\$96.00	\$107.00
	c. Electric	\$37.00	\$45.00	\$54.00	\$62.00	\$71.00	\$79.00
	d. Electric Heat Pump	\$14.00	\$17.00	\$20.00	\$22.00	\$25.00	\$28.00
	e. Oil / Other	\$60.00	\$73.00	\$88.00	\$104.00	\$119.00	\$137.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$4.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$8.00	\$13.00	\$14.00	\$16.00
	c. Electric	\$7.00	\$8.00	\$10.00	\$12.00	\$13.00	\$15.00
Other Electric (Lights & Appliances)		\$33.00	\$40.00	\$54.00	\$68.00	\$83.00	\$97.00
Air Conditioning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Heating	a. Natural Gas	\$9.00	\$10.00	\$14.00	\$17.00	\$21.00	\$22.00
	b. Bottle Gas/Propane	\$17.00	\$20.00	\$27.00	\$35.00	\$41.00	\$44.00
	c. Electric	\$15.00	\$17.00	\$25.00	\$31.00	\$37.00	\$42.00
	d. Oil / Other	\$18.00	\$21.00	\$31.00	\$39.00	\$44.00	\$49.00
Water		\$80.00	\$81.00	\$97.00	\$112.00	\$128.00	\$146.00
Sewer		\$59.00	\$60.00	\$73.00	\$87.00	\$100.00	\$114.00
Trash Collection		\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>CA Climate Credit \$-4.69</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>	<b>-\$5.00</b>
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Other		\$	
				Total		\$	
Number of Bedrooms				Other		\$	
				Total		\$	





**RESOLUTION NO. 1061-16**

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY ADOPTING AN UPDATED UTILITY ALLOWANCE FOR ALL  
RENTAL ASSISTANCE PROGRAMS**

**WHEREAS** the Community Development Commission of Mendocino County is required to conduct an annual survey of utility allowances for all rental assistance programs; and

**WHEREAS**, the Community Development Commission of Mendocino County has reviewed the most recent survey and agrees with the prepared utility allowance, and chooses to adopt it as presented, as consumption data and costs have changed;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Community Development Commission of Mendocino County that the new utility allowances, attached hereto and made a part hereof, are approved and will be implemented effective August 1, 2016

The foregoing Resolution was introduced by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, passed and adopted on this 26th day of May, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

**WHEREUPON**, the Chairperson declared Resolution No. 1061-16, adopted, **AND SO ORDERED.**

\_\_\_\_\_  
Dawn Deetz, Chairperson

ATTEST:

\_\_\_\_\_  
Todd Crabtree, Executive Director



**COMMUNITY DEVELOPMENT COMMISSION  
AGENDA SUMMARY**

BOARD AGENDA #10B

Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 5/10/16  
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 5/26/16

<b>DEPARTMENT RESOURCE:</b>	<b>Todd Crabtree</b>	<b>PHONE: 463-5462</b>	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 20 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **AGENDA TITLE:** Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957

■ **SUMMARY:** The Board of Commissioners hires the Executive Director. Board conducts a yearly evaluation. Executive Director was hired in May of 2006.

■ **ALTERNATIVES:** No action.

■ **RECOMMENDED ACTION/MOTION:** Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session).

■ **E.D. RECOMMENDATION:** Agree  Disagree  No Opinion  Staff Report Attached