



**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY**
Regularly Scheduled Meeting Agenda
Thursday, September 15, 2016, 1:30 P.M.

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

1. **Roll Call**
2. **Approval of June 30, 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 September 8, 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 8-12
 1. Executive Directors Report

Accounting- 10 Minutes (Attached) – Pages 13-21

 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. Development and Sustainability Programming Report of Revenues and Expenditures
 8. College Court Revenues and Expenses Report
 9. BBN and PMF Revenues and Expenses Report
 - B. **Development and Sustainability- 10 Minutes** (Attached) – Pages 22-27
 1. Development and Sustainability Department Report
 2. Maintenance Unit Make-Ready Report
 3. Maintenance Work Order Summary
 4. Energy Savings Report

D. Housing- *15 Minutes* (Attached) – Pages 28-32

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

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to CDC Staff

11. New Business-*15 Minutes*

A. Discussion and Possible Action Regarding Resolution #1066-16 Adopting Updated Payment Standards for use in the Housing Choice Voucher Program effective 11/1/2016 – Page 33-35

B. Discussion and Possible Action Regarding Resolution #1067-16 Authorizing the Executive Director and Controller to Write Off Uncollectable Debts – Pages 36-38

12. Public Expression

13. 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
June 30, 2016

Chair Person Dawn Deetz called the meeting to order at 1:35 PM., June 30, 2016. The meeting was held at Community Development Commission Conference Room, 1076 N. State St., Ukiah, CA 95482.

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

Wallace Rowe, CPA

CDC Employees

Heather Blough- Housing Manager
Larry Cuneo-Controller
Michelle Leher-Office Representative I
Craig Schlatter- Development and Sustainability Manager

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted June 23, 2016.

3. Approval of the minutes

Approval of May 26, 2016 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the May 26, 2016 Minutes.

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

4. Committee Reports

Budget/ Audit Committee met at 12:30 PM for an in-depth presentation by Wallace Rowe, CPA, of CDC's annual audit report.

Commissioner Warner made a motion to change agenda item 10B to 5A and was seconded by Commissioner Willoughby.

5. Executive Director Report

a. Administration

Heather Blough presented Todd Crabtree's report as written. CDC received a check for \$45,000 for the Holly Ranch Village stairs settlement. Todd's contract was renewed for another three years.

b. Accounting

Larry Cuneo presented his report as written. Now that the audit is completed, the accounting department will focus more on their monthly activities. In August they will begin to work on the budget for FY 2016-17. The budget will be presented to the Board on the September Board meeting.

c. Development and Sustainability

Craig Schlatter presented his report as written with one update. One of the maintenance technicians has resigned. The position will be posted internally for three days then will be open to the public.

Commissioner Warner commented on the Energy Efficiency Direct Install Projects in Fort Bragg. Craig mentioned that the success of the program in Fort Bragg is the result of contractor referrals.

d. Housing

Heather Blough presented her report as written. The organizations, Ukiah Community Center and the coast Hospitality Center, lost funds in the most recent funding round from the Continuum of Care. This would have funded Coordinated Entry required for all Continuum of Care funded programs, and will be utilized for Emergency Solutions grant. The community will need to figure out how to keep Coordinated Entry activities funded so that other programs are not in jeopardy.

Due to HUD's priority shift to Housing First, it has been more difficult to receive funds for other programs. This last year the Continuum of Care did not receive high enough scores to have all the programs funded.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

Article from the Ukiah Daily Journal, "NorCal Christian Ministries working with Homeless Resource Center in Ukiah" by Sarah Reith on June 13, 2016

Article from the Ukiah Daily Journal, "Ukiah asked to consider housing project for mentally ill" by Justine Fredericksen on June 16, 2016

Article from the Fort Bragg Advocate News, "Mental health housing proposal raised" by Chris Calder on June 16, 2016

9. Unfinished Business

None

10. New Business

a. TIMED ITEM 1:40 PM Public Hearing, Discussion and Possible Action Regarding Resolution # 1062-16 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan

Closed Public Hearing at 1:41 PM.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1062-16 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan

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

b. Discussion and Possible Action Regarding Resolution #1063-16 Adoption of Agency Audit 2014-15

Wallace Rowe, CPA, was present to discuss the audit with the Board. Mr. Rowe stated that the auditor's opinion on the financial statements on noncompliance and internal controls are unmodified or unqualified opinions. There were no findings found in all aspects of the audit and there were no recommendations.

Motion by Commissioner Willoughby and Seconded by Commissioner Vishnu to Adopt Resolution #1063-16 Adopting the Agency Audit 2014-15

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

c. Discussion and Possible Action Regarding Resolution #1064-16 Adoption of the Agency's Salary Schedule Which Becomes Effective May 18, 2016

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to Adopt Resolution #1064-16 Adoption of the Agency's Salary Schedule Which Becomes Effective May 18, 2016

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

d. Discussion and Possible Action Regarding Resolution #1065-16 Adopting the Removal of CDC Office Building from HUD Public Housing Inventory

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to Adopt Resolution #1065-16 Adopting the Removal of CDC Office Building from HUD Public Housing Inventory

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

11. Public Expression

None

12. Adjournment 2:12 PM

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

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: 9/15/16
AGENDA ITEM: 5.A**

DATE: 9/4/16
TO: Board of Commissioners
FROM: Todd Crabtree, Executive Director
SUBJECT: Administration

Personnel.

Working with Development and Sustainability Manager to interview possible Maintenance Tech Specialist.

Also will be advertising soon for Baechtel Creek Village Resident Manager with a focus on maintenance.

Possible new Commissioner. Unable to attend this meeting but expected that our Orientation Committee (Jeff and Gary) will reach out and meet to discuss. I have already met with her.

Housing Assets/Housing Programs.

Working with Housing Manager on the Coordinated Entry situation with Continuum of Care funding. We have released RFP and if we do not have what we need we also have a job announcement ready.

Working on disposition of office building. We have been communicating with HUD. We have approval from HUD Special Applications Office. Now we need to work on the agreement with the HUD San Francisco office.

Working with Housing Manager on ideas to increase HCV lease up. Working on increasing payment standards as action item this week. Also looking into landlord referral incentive program.

Development and Sustainability.

Primarily been working on filling Maintenance Tech position and advertising for BCV Manager position.

Accounting.

Working with Controller on finances and looking into the next fiscal year.

Other:

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

Have California Association of Housing Authorities Northern California meeting from September 8-10. Should have some things to report from that meeting.

Strategic planning meeting was August 18th in Willits. Attached. Looking at this as a to do list to get more done.

Have started putting board agendas and minutes on the website.

www.cdchousing.org

EDDSEPT4.16

Community Development Commission of Mendocino County
Strategic Planning Day
Changing and Fine Tuning of Operations

The CDC staff met at the Baechtel Creek development on Thursday 08/18/2016. One of the day's activities was related to taking an overall and/or longer term view of the CDC operations.

The staff was asked to pretend they were a member of the Board of Commissioners. They were then asked, "How should we change or fine tune the operations of the CDC?" Each person was given a blank answer sheet and they were ask not to write their names on the paper: their comments were to be anonymous. The responses were collected, read aloud and summarized on a large pad of paper. What follows are the responses.

The lines are separating responses prepared by individual staff persons.

=====
Develop additional funding sources to house more households. Hire additional staff. Build additional units.
=====

=====
More focus on team collaboration. More opportunities to work with other departments.
=====

=====
Try to become clear and consistent in how and what we do for better or worse then build from there.
=====

=====
Transition into infill development. More financial forecasting. More HCV trend forecasting.
=====

=====
Increase collaboration between departments.
=====

=====
Based on our discussions of earlier today we should emphasis the whole agency and avoid department-by-department thinking. We should improve our public image so we can integrate with other agencies better.
=====

=====
More education to the new landlords pertaining to how the program works. Buying or building more one and two bedroom units in the Ukiah area.
=====

=====
Public Awareness:

I believe the public generally sees the CDC as "HUD" and is not aware of what else we do, so perhaps an awareness campaign of what the CDC does in its entirety would be a positive way to promote the CDC in this community.

=====
Our Office:

Our main CDC office building should portray the belief of well-maintained properties, therefore we may want to invest some funds to give our office a "face lift" and look less run down.
=====

=====
When a department is running at full capacity (fully staffed) it allows for more opportunity and growth potential.

=====
For the housing programs department especially being understaffed for the past couple of years has been difficult to focus on anything other than getting the current work done.

=====
If the department was running at full capacity it would allow the focus to easily be changed to allow for growth and addition funding sources.
=====

Increase communication between departments (staff and managers) to plan and build procedures and policies for:

Employee handbook (safety) and Department specific policies and procedures.

Create structured and productive scheduled meetings for all departments to plan for specific issues such as capital projects development and key organizational work. Subcommittees could be formed of persons from related and unrelated departments.

=====
On the whole, the work done by the CDC has seemed to be viewed very favorable by our Commissioners. However, the input of the Board for the most part is usually confined to (directed to) only the upper management at the CDC, though I believe it would be very beneficial for all members of the CDC to hear praises, concerns, or any other input that members of the Board have to share.

Attendance at the Board meetings is not necessary, but a brief summary of the major topics (maybe in a bi-monthly e-mail) would be useful in staying up-to-date on high level topics.

=====
1) Build meaningful and mutually beneficial partnerships with a variety of outside organizations to leverage shared resources to produce the greatest amount of change possible in the community.

2) Be sustainable and environmentally conscious with resources to avoid unnecessary waste of electricity and other energy resources.

=====
x) Continue focus on compliance and excellence in all activities.

x) Explore obtaining or building one and two bedroom units.

x) Foster additional "community" feel in the work environment.

=====
1) Information and outreach to the community and landlords regarding the benefits of our programs (HCV, Energy Watch, etc.)

2) Development vacant lots, buying more property to help single or small families (one and two bedroom units)

3) Focus on development in Ukiah and Willits areas

=====
Fully staff the housing specialist positions

=====
Hire a full-time specialist so we do not have to keep paying for a temp nor do other coworkers have to be overloaded with so much more work.

=====
CDC should focus on the job at hand of housing as a whole: funding, training, making CDC run as smooth as possible.

Stay in the loop of the ever-changing market... site development, improvements in all areas, staying in tune with all improvements.

Making the job of each employee the best it can be at the CDC with training.

Keeping everyone working towards the same goal: housing for everyone that needs it.

Community Development Commission of Mendocino County
Strategic Planning Day
Fiscal Year 2016-17 Priorities

The CDC staff met at the Baechtel Creek development on Thursday 08/18/2016 to reflect on the past year's accomplishments, to plan for the next year's activities and to hear from staff what improvements they would like to see in the coming year or years. Staff was asked what items should take priority during the coming year. This is a listing of items mentioned.

- Main office building curb appeal improvements
- Maximize HCV program's assistance funding\voucher utilization
 - outreach to new landlords
 - educating new landlords
 - educate our assisted clients (how to be a successful renter ... a good tenant)
- Continue high quality programs with an aim to attract additional funding
- Development capital improvements
- Better management of the Commission's door keys
- Embody sustainability as an agency
- Agency wide teamwork
- Intra departmental education and communication
- Install utility meters on BBN units without them
- Networking, building collaborations and partnerships within our community
- Community feedback with public participation
- Increase\improve community perception \ awareness of the CDC
- Open HCV program wait list



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

To: Board of Commissioners Date: 8/31/2016

From: Larry Cuneo Agenda Date: 9/15/2016

Department Resource:	<u>Larry Cuneo</u>	Phone: 463-5462 ex 116	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:

- HUD requested housing authorities to perform a special review of available HAP funds. The Commission's accounting department compared rental assistance expenses per our general ledger with expenditures as previously reported into HUD's Voucher Management System (VMS). HUD is working with housing authorities nationwide in an effort to understand recent rental assistance spending patterns. They will use this information while allocating next year's HAP allocations to the various housing authorities.
- Processed the routine accounting transactions and related reports (payroll, AP, paying landlords, deposits, monthly VMS report, etc).
- Michelle Leher, Office Representative, has been maintaining the Housing Choice Voucher waiting list. She has recently contacted all applicants on the current list. At this point in time there are less than 200 persons on the wait list.

Planned activities:

- During September we will start the year-end adjusting and closing efforts as September is the last month of our fiscal year.

COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY
Summary of revenues and expenses from 10/01/15 through 07/31/16

Housing Choice Vouchers (HCV) Admin

The attached report covers the first ten months of the 2015-16 fiscal year. The CDC has earned \$24,056 more this year than expended on the administration of the HCV rental assistance program. Even though more admin funds were earned than expended during this fiscal year to date the program has an admin related deficit. The deficit was established last year as the GASB 68 pension related changes were implemented.

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. During the first ten months of the fiscal year we have distributed \$4,968,673 in rental assistance and HUD has sent the CDC \$5,127,583 for this purpose. HAP expenditures were a bit less in the last two months (\$486,680 for June and \$484,359 for July.) The program is supporting fewer clients of late. Approximately twenty less families are currently being assisted as compared with several months ago.

Permanent Supportive Housing (PSH)

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 the PSH assistance programs.

Development and Sustainability (D&S)

The Development and Sustainability department will be funded during 2015-16 via agreements with PG & E and the department will continue its participation in City and County federally-supported activities. The department has earned approximately \$17,000 more than it expended during the first ten months of the 2015-16 fiscal year.

College Court

Seven rental units are maintained at the College Court property. Revenues exceeded expense by \$13,190 through 07/31/2016.

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 \$125,655 gain as of 07/31/2016.

CDC and BBN Combined Summary of Revenues and Expenses									
for the Period 10/01/2015 through 07/31/2016									
		Permanent Supportive Housing and SOPH	Development and Sustainability	College Court	BBN and PMF	Subtotal Column	Housing Choice Vouchers - HAP	Total Column	
Revenues:									
Rent				50,790	1,378,233	1,429,023		1,429,023	
HAP Revenue		1,038,069				1,038,069	5,127,583	6,165,652	
Admin Revenue	602,056	139,707				741,763		741,763	
Cable Charges					13,882	13,882		13,882	
Property Management Fees					550,000	550,000		550,000	
Revenues from PG and E			188,536			188,536		188,536	
City and County Dvlpmt Rev			92,123			92,123		92,123	
All Other Revenues			15,072	1,307	62,774	79,153		79,153	
Transfers Into the RR Fund					140,000	140,000		140,000	
Total Revenues	602,056	1,177,776	295,731	52,097	2,144,889	4,272,549	5,127,583	9,400,132	
Expenses:									
Payroll Expenses	491,300	124,567	193,728	11,890	483,507	1,304,992		1,304,992	
Property Management Expense					550,000	550,000		550,000	
Loan Interest Expense				7,648		7,648		7,648	
Appliances, Maint., Repairs				2,178	187,152	189,330		189,330	
All Other Expenses	86,700	15,140	84,717	5,761	215,155	407,473		407,473	
Transfers Out to Other Funds					140,000	140,000		140,000	
HAP Assistance Expenses		1,038,069				1,038,069	4,968,673	6,006,742	
Depreciation Expense				11,430	443,420	454,850		454,850	
Total Expenses	578,000	1,177,776	278,445	38,907	2,019,234	4,092,362	4,968,673	9,061,035	
Revenues Less Expenses	24,056	0	17,286	13,190	125,655	180,187	158,910	339,097	

HAP tracking sheet for Housing Choice Vouchers (HCV)										
A	C	D	E	F	G	H	I	J		
				(C+D-E)				(E/I)		
		HAP part of Fraud			HAP Equity					
	HUD's HAP Disbursements to the CDC	Revenues and Int rev	HAP Expense per Month	Month's Net Income	Running Balance	Units Authorized	Units Served	Average HAP		
Sep of 2015					41,616.32					
Oct of 2015	515,600.00	500.00	499,117.21	16,982.79	58,599.11	1156	863	578.35		
Nov of 2015	507,199.00	776.00	497,471.00	10,504.00	69,103.11	1156	862	577.11		
Dec of 2015	507,199.00	667.00	506,653.00	1,213.00	70,316.11	1156	861	588.45		
Jan of 2016	516,417.00	728.00	497,228.00	19,917.00	90,233.11	1166	862	576.83		
Feb of 2016	510,085.00	1,036.00	498,397.00	12,724.00	102,957.11	1166	855	582.92		
Mar of 2016	510,085.00	4,569.00	507,525.00	7,129.00	110,086.11	1166	857	592.21		
Apr of 2016	513,319.00	3,743.00	498,416.00	18,646.00	128,732.11	1166	856	582.26		
May of 2016	512,118.00	300.00	492,827.00	19,591.00	148,323.11	1166	845	583.23		
Jun of 2016	505,736.00	1,212.00	486,680.00	20,268.00	168,591.11	1166	837	581.46		
Jul of 2016	515,040.00	1,254.00	484,359.00	31,935.00	200,526.11	1172	835	580.07		

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	Proration	by Proration	
Yr	Calendar	Received	Fraud	HCV Admin	Expenditures	Net Assets	per ACC	Housed			Ratio	
Month	From HUD		Revenues	Expenditures								
2015	September					(32,876.00)						
	retirement related prior period adjustment					(237,388.00)						
2015	October	54,903.00	500.00	204,512.00	(204,512.00)	(237,388.00)	1156	863	68,142.86	68,142.86	53,832.86	
2015	November	67,578.00	776.00	47,828.00	7,575.00	(229,813.00)	1156	862	68,067.64	68,067.64	53,773.44	
2015	December	56,384.00	667.00	53,004.00	15,350.00	(214,463.00)	1156	861	68,293.30	68,293.30	53,951.71	
2016	January	71,615.00	1,140.00	55,350.00	1,701.00	(212,762.00)	1166	862	69,521.46	69,521.46	55,617.17	
2016	February	56,259.00	177.00	56,138.00	16,617.00	(196,145.00)	1166	855	68,983.65	68,983.65	55,186.92	
2016	March	56,259.00	4,569.00	56,669.00	(233.00)	(196,378.00)	1166	857	69,137.31	69,137.31	55,309.85	
2016	April	55,760.00	3,166.00	57,311.00	3,517.00	(192,861.00)	1166	856	69,060.48	69,060.48	55,248.38	
2016	May	55,761.00	240.00	69,577.00	1,833.00	(203,512.00)	1166	845	68,215.35	68,215.35	54,572.28	
2016	June	55,761.00	1,212.00	54,168.00	(4,258.00)	(201,679.00)	1166	837	67,600.71	67,600.71	54,080.57	
2016	July	58,075.00	1,254.00	61,231.00	(7,395.00)	(205,937.00)	1172	835	67,447.05	67,447.05	53,957.64	
				66,724.00	(213,332.00)							

Permanent Supportive Housing Utilization Report

Funding Period 07/01/2016 through 06/30/2017

Continuum of Care Program

HAP Funding Admin Funding
 \$ 1,527,852 \$ 75,151

Total Funding
 \$ 1,603,003

Month	Assistance		HUD Grant Authorized	Assistance Payments	Percent of Grant Year Elapsed	Percentage of Assistance Funds Expended	Admin		Percent of Grant Year Elapsed	Percentage of Admin Funds Expended
	Units Authorized	Units Leased					Portion of HUD Grant Authorized	Admin Expenses		
July	136	136	\$ 127,321	\$ 103,000	8.3%	6.7%	\$ 6,263	\$ 6,372	8.3%	8.5%
August	136		127,321			6.7%	6,263			8.5%
September	136		127,321			6.7%	6,263			8.5%
October	136		127,321			6.7%	6,263			8.5%
November	136		127,321			6.7%	6,263			8.5%
December	136		127,321			6.7%	6,263			8.5%
January	136		127,321			6.7%	6,263			8.5%
February	136		127,321			6.7%	6,263			8.5%
March	136		127,321			6.7%	6,263			8.5%
April	136		127,321			6.7%	6,263			8.5%
May	136		127,321			6.7%	6,263			8.5%
June	136		127,321			6.7%	6,263			8.5%
Totals			\$ 1,527,852	\$ 103,000			\$ 75,156	\$ 6,372		

Development and Sustainability Programming

Report of Revenues and Expenditures

October 1, 2015 through July 31, 2016

	P.G. & E. Related Projects	Bond Oversight	City of Ukiah Funded Activities	County Funded Activities	Combined
Revenues:					
Project Revenue	188,536	5,000	57,601	34,522	285,659
Interest Revenue from Banks	0	0	0	0	0
Bond oversight Revenue	0	10,000	0	0	10,000
Other Revenue	0	72	0	0	72
Total Revenues	188,536	15,072	57,601	34,522	295,731
Expenses:					
Payroll Expenses	117,080	8,847	32,158	35,643	193,728
Legal Expenses	745	321	584	0	1,650
Staff Training and Travel	2,913	1,262	0	406	4,581
Project and Subcontractors	48,781	0	20,953	0	69,734
Computer Expenses	1,008	1,135	0	0	2,143
Insurance (HARRP)	500	0	0	200	700
All Other Expenses	4,140	651	157	961	5,909
Total Expenses	175,167	12,216	53,852	37,210	278,445
2015-16 Revenues Less Expenses	13,369	2,856	3,749	(2,688)	17,286

College Court			
Report of Revenues and Expenditures			
Revenue and Expenses for the Period 10/01/2015 through 07/31/2016			
Revenues:			
	Rent Revenue	50,790	
	Insurance Proceeds (sewer problem)	0	
	Transfers IN from other funds	0	
	All Other Revenue	1,307	
	Total Revenues	52,097	
Expenses:			
	Payroll Expenses	11,890	
	Sewer and Utilities	1,530	
	Garbage Removal	2,540	
	Appliances and Appliance Repair	98	
	Maintenance and Supplies	2,080	
	All Other Expenses	1,691	
	Loan Interest Expense	7,648	
	Depreciation Expense	11,430	
	Total Expenses	38,907	
	Revenues Less Expenses	13,190	
Loans Payable:			
	The \$196,000 City of Ukiah Redevelopment loan accrues interest at a rate of \$490 per month.		
	As of 07/31/2016 the loan principal payable was \$196,000 and the interest payable amounted to \$107,776.		
	The College Court project borrowed \$99,000 from BBN in April of 2016.		
	As of 07/31/2016 the outstanding portion of this loan amounted to \$97,350.		

Building Better Neighborhoods		Revenue and Expenses for the Period 10/01/2015 through 07/31/16											CDC's Project	BBN and PMF
		Baechtel Creek	Glass Beach	Marlene Brookside	Sanderson Way	Sea Cliff	Ukiah 30	Replacement Reserve	Total BBN	Management Fund (PMF)	BBN and PMF Combined			
Revenues:														
Rent	455,286		181,627	167,855	121,797	151,885	299,783	0	1,378,233					
Cable Charges	13,882								13,882					
Property Management Fees									0		550,000			
All Other Revenues	4,749		4,551	4,976	338	7,887	1,305		23,806		38,968			
Transfers Into the RR Fund								140,000	140,000					
Total Revenues	473,917		186,178	172,831	122,135	159,772	301,088	140,000	1,555,921		588,968		2,144,889	
Expenses:														
Payroll Expenses											483,507			
Property Management Expense	235,100		59,800	51,800	35,900	75,700	91,700		550,000					
All Other Expenses	11,263		6,173	2,298	2,530	7,100	4,332		33,696		54,015			
Sewer and Utilities	69,939		731	0	735	6,533	13,064		91,002		104			
Garbage Removal	9,993		11,160	181	3,755	9,807	1,285		36,181		157			
Appliances and Appliance Rep	2,276		1,016	1,252	166	1,486	3,281		9,477		0			
Materials, Supplies and Repair	44,629		19,665	14,093	6,690	13,448	20,426	32,205	151,156		26,519			
Transfers Out to RR Fund	60,200		15,400	12,600	8,400	19,600	23,800		140,000		0			
Depreciation Expense	101,800		82,840	41,430	35,720	69,960	99,910		431,660		11,760			
Total Expenses	535,200		196,785	123,654	93,896	203,634	257,798	32,205	1,443,172		576,062		2,019,234	
Revenues Less Expenses	(61,283)		(10,607)	49,177	28,239	(43,862)	43,290	107,795	112,749		12,906		125,655	



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

To: Board of Commissioners Date: 9/1/2016
 From: Development & Sustainability Department Agenda Date: 9/15/16

Department Resource:	<u>Craig Schlatter</u>	Phone: 463-5462 ext. 109	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**

Useful acronyms for this report:

CDBG – Community Development Block Grant Program
 HOME – Home Investment Partnerships 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
 IOU – Investor Owned Utility

Team (all Staff)

- Conducted weekly and bi-weekly planning meetings for department activities.
- Development and Sustainability Specialist/Intern started July 18.
- Advertised open maintenance technician position; interviewed applicants.
- Conducted strategic planning with all department staff August 18.

Development

Community and Economic Development Programming

- Completed Creekside Village multi-family housing rehabilitation project; secured sign-off of building permit and recorded Notice of Completion.
- Presented CDBG application recommendations to Ukiah City Council and secured approval; prepared and submitted \$1.5 million CDBG application on behalf of City.
- Secured approval from City of Fort Bragg for up to \$150,000 in CDBG funds for water conservation, energy efficiency, and repairs at CDC's Fort Bragg sites; City of Fort Bragg submitted application for funding.
- Completed annual CDBG and HOME reports for City of Ukiah and County of Mendocino; submitted reports to HCD.

Facilities Maintenance, Capital Improvements, Housing Development

- Completed three vacancy make-ready turns in one month, even with understaffed department (one maintenance tech position unfilled).
- Procured laundry equipment leasing company for laundry services at all housing sites.
- Scheduled scoping meetings to plan short- and long-term projects and goals.

- Signed contract for Seacliff Bathroom Repair Project and issued Notice to Proceed; work is scheduled to be completed by September 16.
- Released Requests for Proposals for Meadowbrook HVAC replacement and Coastal Windows Repair projects.

Sustainability

Energy Efficiency and Sustainability Programming

- MLEW flyers for marketing campaigns; launched “Hard to Reach” marketing campaign in Lake and Mendocino Counties.
- Made MLEW presentations to Mendocino Council of Governments and Lakeport Library.
- Launched Local Government campaign; made several new contacts with local government representatives.

Near-Term General Department Priorities

- Work with City of Ukiah and HCD to close out CDBG grant #13-CDBG-8940.
- Present MLEW at farmer’s markets and other community locations to educate and increase awareness of MLEW services.
- Complete Office Building painting and south side improvements.
- Procure new flooring contractor and fire extinguisher servicing contractor.
- Hire maintenance technician.
- Complete Resident Manager-Maintenance job description; advertise for position.
- Resume quality control inspections in September.

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

Concerns outlined in previous report:

Participation of schools in CDC’s new Schools Support program is still low.

Status of progress towards previously identified concerns:

With renewed focus on Schools Support and our intern focusing on outreach, the team is making good progress. Our goal for 2016 was to assist five schools, and to date we have assisted three.

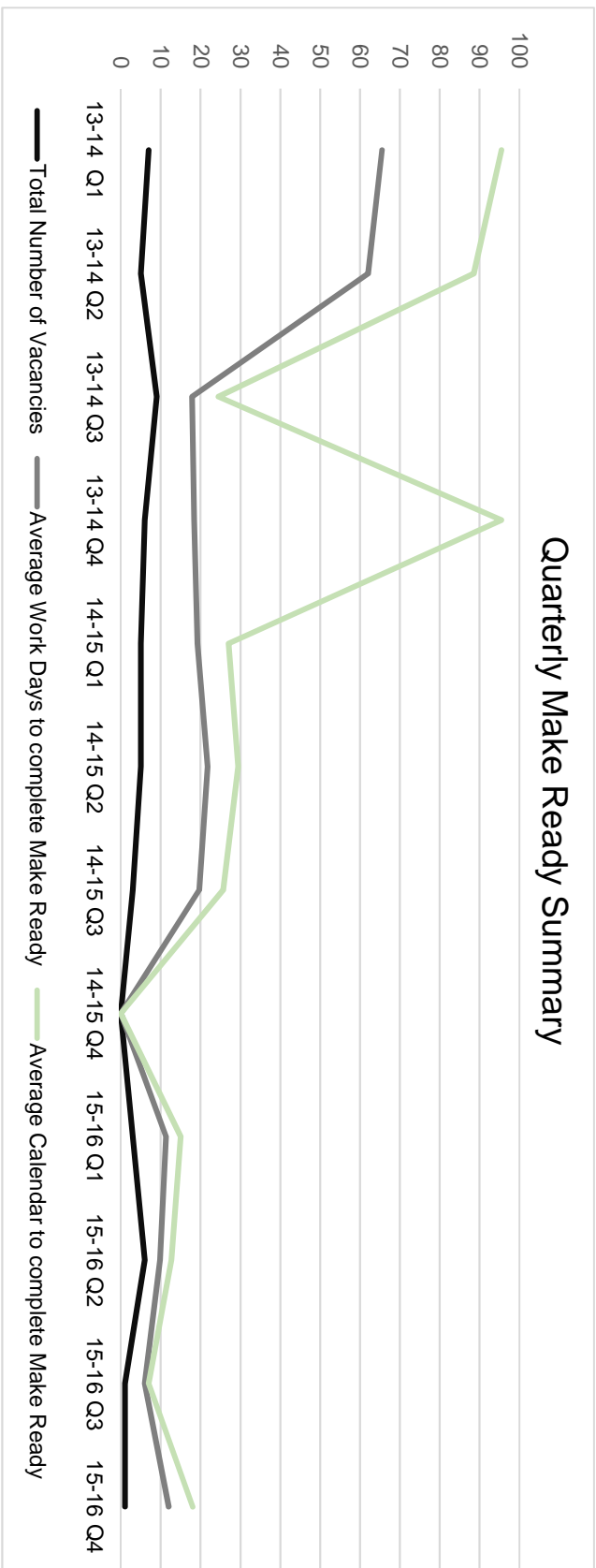
Concern(s) encountered since last report:

There are no significant concerns for the period.

Despite having one vacant position, the maintenance team has continued their record of accomplishment, quickly turning units and completing work orders. Sustainability and Housing and Community Development programs and projects also are performing well. The Department is in a good position to start the upcoming fiscal year.

DEVELOPMENT AND SUSTAINABILITY DEPARTMENT Maintenance Unit Make-Ready Report

Quarterly Make Ready Summary

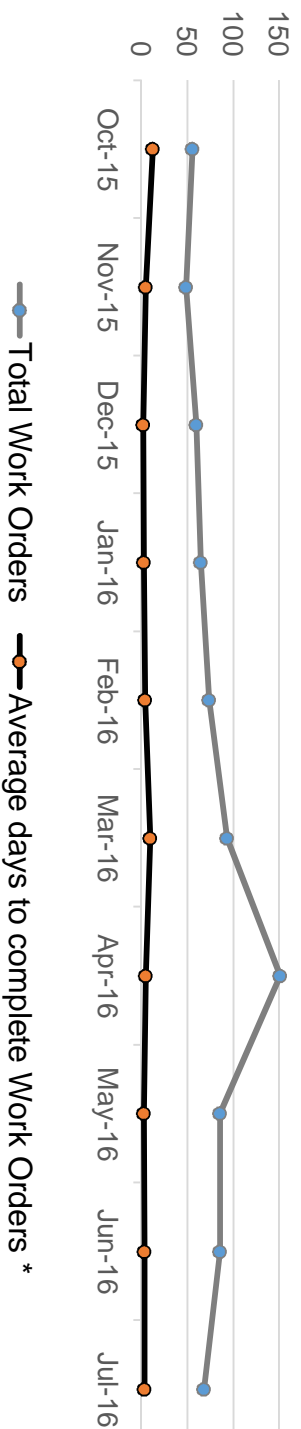


Month	Total Number of Vacancies	Average Work Days to complete Make Ready	Average Calendar to complete Make Ready	Annual Summary
October-15	1	10	13	Annual Summary Annual Vacancies 13 Annual Average Work Days to Complete 12
November-15	1	14	21	
December-15	1	10	11	
January-16	3	11	15	
February-16	1	11	13	Annual Average Calendar Days to Complete 15
March-16	2	8	10	
April-16	1	6	7	
May-16	2	13	16	
June-16	0	0	0	
July-16	1	12	18	
August-16				
September-16				
2 0 1 1 5 - 2 0 0 1 1 6				

DEVELOPMENT AND SUSTAINABILITY DEPARTMENT Maintenance Work Order Summary

	Total Work Orders	Routine Work Orders	Preventative Maintenance Work Orders	Emergency Work Orders	Vendor Work Orders	Average days to complete Work Orders *
Oct-15	56	38	0	4	14	13
Nov-15	49	37	0	6	6	5
Dec-15	60	38	0	11	11	2
Jan-16	65	51	0	0	14	2
Feb-16	74	57	0	1	16	4
Mar-16	93	42	35	0	16	10
Apr-16	151	116	15	9	11	4
May-16	86	57	1	2	26	3
Jun-16	86	72	2	2	10	3
Jul-16	68	51	0	1	16	3
Aug-16	0					
Sep-16	0					
Oct-16	0					
Nov-16	0					
Dec-16	0					
Year To Date	623	446	53	15	109	5

Work Order Summary Chart



*Workdays for CDC to complete work orders (excludes vendor work orders).

DEVELOPMENT AND SUSTAINABILITY DEPARTMENT
Maintenance Work Order Summary

Additional Notes

An analysis of work orders completed between June 1 and July 31 was conducted to determine the number of days to complete investigative vs other maintenance work order categories. Below is a summary of the findings.

- A total of 154 work orders were completed.
- Of that total, 23 work orders, or 15%, were investigative work orders.
- **The average number of days to complete investigative work orders was 9.**
- **The average number of days to complete all other maintenance work orders is 3.**
Note: This does not include vendor or make ready work orders.

Things to keep in mind:

- Investigative work orders may sometimes take longer to complete as it often requires detailed scoping of work or locating and ordering of special materials or parts needed.
- Any single work order (of any kind) does not always mean that only one job or task was completed. Many work orders include multiple repair requests.

Energy Savings Board Report

8/31/16

Energy Efficiency Direct Install Projects (June-August 2016)				
Recent Projects Location	Type	Estimated kW savings	Estimated kWh savings	Incentives Provided to customers
Fort Bragg	Small-Med Business	2.73	13,180	\$ 2,919.18
Clearlake	Small-Med Business	0.77	4,295	\$ 548.56
Clearlake	Small-Med Business	0.73	3,738	\$ 643.21
Kelseyville	Small-Med Business	3.9	38,664	\$ 3,677.60
Middletown	Small-Med Business	0.45	5,489	\$ 924.00
Willits	Small-Med Business	1.79	7,015	\$ 1,659.00
Willits	Small-Med Business	0.73	12,079	\$ 2,151.08

Energy Efficiency Direct Install Projects (2016 YTD)				
Projects Completed	Total estimated monthly savings (\$0.11/kWh)	Total estimated kW savings	Total estimated kWh savings	Total Incentives provided to customers
36	\$4,746.65	88.5	517,817	\$ 87,815.32

Upcoming MLEW Events			
Event	Type	When/Where	Description
RHTR In-Person	Energy Efficiency Policy Discussion	San Luis Obispo, October 6-7	CDC will join our rural colleagues for a quarterly in-person meeting of the Rural Hard to Reach Working Group to discuss topics for implementers of rural energy efficiency partnerships
PG&E Gov't Partnership Meeting	Energy Efficiency Topics Conference	San Ramon, November 9	Annual meeting between PG&E partnerships to discuss upcoming programmatic changes and other relevant topics



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

To: Board of Commissioners Date: 8/24/2016

From: Heather Blough Agenda Date: 9/15/2016

Department Resource:	<u>Heather Blough</u>	Phone: 463-5462 ex 115	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 8/31/2016 is at 98%
- Several unit transfers in play as household composition changes, thus impacting eligibility for unit size
- There have recently been 4 CDC initiated terminations of tenancy for BBN, Inc. properties. Three of the tenants vacated without CDC needing to file an unlawful detainer, one has been filed

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

- July 2016 Voucher Management System reflected 835 units leased on the first of the month.
- Continue to conduct “distance” appointments for re-certifications for housing programs (except PBV) during this period. Anticipate discontinuing this in the next few months.
- Temporary staff position ended.
- Returning staff person, who had been increased to 4 days per week, is now reduced to 3 days per week again.
- Quality Control Specialist has transitioned the bulk of the Housing Specialist activities back to the returning staff person, has caught up on the SEMAP Audit, and is working with Office Rep I on application processing activities for the HCV and PBV programs. Anticipate opening the waiting for Housing Choice Vouchers list this fall.
- Still working with the Field Office on meeting grant conditions for the Continuum of Care grants funded through this last round. Two of four grant

agreements have been signed by the Executive Director, and sent back to HUD.

- Working, as well, with Field Office on combining the SOHP and TRA grants. The consolidation agreements for these grants has, as well, been signed by the Executive Director and been sent back to HUD.
- Notice of Funding Availability dropped for the CoC funded housing programs in June, with applications due to the CoC on August 11th, and the collaborative application and project applications due to HUD on September 14th, 2016. Have spent the bulk of the last few months working on these grants. Submitting a reallocated application for Coordinated Entry, and reducing the funding request for the Tenant Based Rental assistance. This is the first time I have submitted a reallocated application, however, coordinated entry needs to be funded, so that we are in compliance with the regulation for the Continuum of Care funding CDC receives.
- CDC and the County HHS have identified funding for Coordinated Entry for this year, and the CDC has issued an RFP for this activity.
- The SRA grant will not be extended, however, we can transition this funding stream to Tenant Based Rental assistance, to serve 2 households. Anticipate combining this with TRA as well, next year.
- Success rate for voucher holders seeking housing has dropped to 28%. This means that for every 100 vouchers issued, only 28 will result in a lease up/housing assistance payments contract. Strategic planning session, and specialist meetings have been and are being used to identify strategies to engage landlords and to educate voucher holders in order to maximize leasing whenever possible. The extreme housing shortage in the county is a big part of the equation, as well.
- Proposed 2017 payment standards have been released. Under separate agenda item, CDC is proposing to increase the payment standard to optimize leasing opportunities for voucher holders.

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 Housing

Project	Total Units	Occupied Units	Off Line **	Make Ready	Vacant Units	Actual Occupancy	Adjusted Occupancy (Available Units- off line units)
College Court	7	6	0	1	0	85.71%	85.71%
Baechtel Creek	60	59	0	1	0	98.33%	98.33%
Seacliff	19	19	0	0	0	100.00%	100.00%
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%
Total	146	144	0	2	0	98.63%	98.63%

Vacant Units and their Status				
Address	Bed size	Projected Ready Date	Anticipated Lease Date	Applicatin Approved and waiting
1461 N. Bush St. #F Ukiah	1	8/31/2016	9/2/2016	Yes
60 Alder Ct., Willits	1	9/1/2016	Unit For	Manager

Unit turn days		
Month-FY 15-16	Avg Down Time	Avg Lease Up Time
10	0	0
11	1	1
12	5	9
1	1	7
2	4	8
3	2	10
4	2	20
5	7	4
6	0	0
7	6	25
8	0	2
9		

Units Inspected

Total units to be inspected for the year	146
Vacant Units Exempted	0
Number of Units inspected for the month	6
Number completed year to date	146
Percentage completed year to date	100.00%

Overall Average	3	8
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Down Time: Lease end to work order issue
 Lease up time: Work order close to new lease

Pending Vacancies		Type of notice	Status	Lock out	Vacate date
Address					
213 Tedford Ave Ukiah	3 Day Pay or Quit	Eviction - Filed			9/30/2016
531 Cypress St. #G FB	6 mo. Over Income	Looking for Housing			12/31/2016
904 John Cimolino FB	Under Occupied	Transfer to SC #G			1/16/2017

Agency Owned and Managed Accounts Receivable

8/31/2016

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way	\$ -	122.15	\$ 122.15			\$ 122.15	LF & Repy-MT
Marlene/Brookside	\$ 153.00	\$ 151.94	\$ 304.94	\$ 649.00		\$ 953.94	Repay-Rnt,3Day,LF
Glass Beach		\$ 439.20	\$ 439.20	\$ 1,171.00		\$ 1,610.20	MT-Repy,LF,New MI
Baechtel Creek	\$ 2.00	\$ 5.00	\$ 7.00	\$ 446.00		\$ 453.00	Late Fee
SeaCliff	\$ 214.00	\$ 104.65	\$ 318.65	\$ 748.00	\$ 93.00	\$ 1,159.65	MT, LF
Ukiah 30	\$ 1,274.00	\$ 337.95	\$ 1,611.95	\$ 600.00	\$ 154.00	\$ 2,365.95	Repay,3Day,MT
Subtotal BBN	\$ 1,643.00	\$ 1,160.89	\$ 2,803.89	\$ 3,614.00	\$ 247.00	\$ 6,664.89	
College Court	\$ -	\$ 5.00	\$ 5.00			\$ 5.00	LF
Subtotal Agency	\$ -	\$ 5.00	\$ 5.00	\$ -	\$ -	\$ 5.00	
Total Combined	\$ 1,643.00	\$ 1,165.89	\$ 2,808.89	\$ 3,614.00	\$ 247.00	\$ 6,669.89	

7/31/2016

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way		71.65	\$ 71.65		\$ -	\$ 71.65	LF & MT
Marlene/Brookside	\$ 163.94	\$ 30.00	\$ 193.94	\$ 140.00		\$ 333.94	Repymt-Rent & MT
Glass Beach		\$ 155.49	\$ 155.49	\$ 914.00		\$ 1,069.49	3 Day,Mt,Repy & LF
Baechtel Creek	\$ 21.00	\$ 37.37	\$ 58.37	\$ 571.00		\$ 629.37	LF,MT,Repay-Rent
SeaCliff		\$ 115.65	\$ 115.65	\$ 1,307.00		\$ 1,422.65	MT
Ukiah 30	\$ 737.00	\$ 309.81	\$ 1,046.81	\$ 650.00	\$ 135.00	\$ 1,831.81	Repym-Rnt,3Day-Mt
Subtotal BBN	\$ 921.94	\$ 719.97	\$ 1,641.91	\$ 3,582.00	\$ 135.00	\$ 5,358.91	
College Court		\$ 5.00	\$ 5.00			\$ 5.00	LF
Subtotal Agency	\$ -	\$ 5.00	\$ 5.00	\$ -	\$ -	\$ 5.00	
Total Combined	\$ 921.94	\$ 724.97	\$ 1,646.91	\$ 3,582.00	\$ 135.00	\$ 5,363.91	

*Other-includes such things as maintenance charges, late fees, utilities paid by CDC that 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



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

TO: Board of Commissioners DATE: 8/26/2016

FROM: Heather Blough, Housing Manager AGENDA DATE: 9/15/2016

DEPARTMENT RESOURCE:	<u>H. Blough</u>	PHONE: 463-5462 ex 115	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 1066-16 Adopting Updated Payment Standards for use in the Housing Choice Voucher Program effective 11/1/2016**

■ **Previous Actions: The Board adopted the most recent payment standards on 8/18/2011 with Resolution 984-11, on 10/24/2013 with Resolution 1027-13, on 9/17/2014 with Resolution 1037-14, and on 11/5/2015 with Resolution 1055-15**

■ **Summary**

In 2015 the Fair Market Rents increased by 24% which required CDC to adjust its payment standards to be within the regulatory range of 90% to 110% of the Fair Market Rents. CDC choose 90% of the FMR for all bedroom sizes that year.

In 2016 the Fair Market Rents are decreased by 5% to 16%. Fortunately, the previously adopted payment standards were still within the regulatory range required so the Commission approved keeping the payment standards the same as the previous year.

The proposed 2017 payment standards will be decreasing again. It is recommended that CDC increase the payment standards this upcoming year. The reasons for this recommendation are:

1. Scarcity of housing in this county
2. Units under contract continue to decline
3. The declining success rate of voucher holders in leasing a unit- current success rate is 28%

The payment standards presented here for approval are at 109% of the Proposed Fair Market Rents for 2017.

When calculating tenant rent, housing assistance payments, and utility re-imbusement payments, the beginning point is the payment standard approved by the Board of Commissioners.

■ **RECOMMENDED ACTION/MOTION: Adopt resolution #1066-16 approving the updated payment standards for the Housing Choice Voucher Program to be effective 11/1/2016**

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

Payment Standards proposed to be effective 11/1/2016					
Bedroom size	2016 Final FMR	2017 Proposed FMR	2017 @ 109%-proposed PS	2016 PS	Increase by
0	733	706	\$ 770	730	\$ 40
1	789	776	\$ 846	782	\$ 64
2	1056	1031	\$ 1,124	1032	\$ 92
3	1505	1460	\$ 1,591	1422	\$ 169
4	1609	1590	\$ 1,733	1719	\$ 14
	8/26/2016				

RESOLUTION APPROVING UPDATED PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM, TO BE EFFECTIVE 11/1/2016:

Whereas, the U. S. Department of Housing and Urban Development (HUD) requires Housing Authorities that administer the Housing Choice Voucher Program to review and update their payment standards, and regulations require the payment standards to fall within 90% to 110% of the Fair Market Rent; and

Whereas, HUD provided proposed 2017 Fair Market Rents for Mendocino County on August 25th 2016 to be effective 10/1/2016; and

Whereas, the previously approved payment standards were between 90% and 110% of the final Fair Market Rents for 2016; and

Whereas, the payment standards attached hereto and made a part hereof are within the regulatory required 90 to 110 percent of the proposed Fair Market Rents for 2017; and

Whereas, the number of households the Commission can assist is impacted by the payment standards; and

Whereas, payment standard review and update is required for the Section Eight Management Assessment Program, and

Now, therefore, be it resolved that the Community Development Commission of Mendocino County, Housing Authority (CDC) approves the attached updated payment standards for the Housing Choice Voucher Program tenant based rental assistance.

The foregoing resolution was introduced by Commissioner _____ and seconded by Commissioner _____ and passed and adopted on this 15th day of September 2016.

Ayes:

Noes:

Absent:

Abstained:

Whereupon the Chairperson declared Resolution 1066-16 adopted and so ordered.

Dawn Deetz, Chairperson

Todd Crabtree, Executive Director



**COMMUNITY DEVELOPMENT COMMISSION
AGENDA SUMMARY**

BOARD AGENDA #11B

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

TO: Board of Commissioners DATE: 8/30/2016

FROM: Heather Blough, Housing Manager AGENDA DATE: 9/15/2016

DEPARTMENT RESOURCE:	<u>H Blough</u>	PHONE: 463-5462 ex 115	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 type="checkbox"/>

■ **AGENDA TITLE: Discussion and Possible Action on Resolution # 1067-16 Authorizing the Executive Director and Controller and to Write Off Uncollectable Debts.**

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS: On 4/21/2016 the Board authorized the Executive Director and Controller to write off \$728 in uncollectable debts.**

■ **SUMMARY:**

CDC has established policies for the write off of tenant accounts receivable as follows:

Debts may be written off in the PHA's reasonable discretion.

When the Board approves the write offs, they are then submitted to a collection agency for further action. Fifty percent of any funds recovered by the collection agency are paid to CDC. The Collection agency keeps the balance.

Additionally, debts by former rental assistance participants in the Housing Choice Voucher Program, as well as the Project Based Voucher Program are entered into the Enterprise Income Verification System so that other Housing Authorities will be aware of the debt.

Attached please find a list of debts that are recommended for write off.

■ **RECOMMENDED ACTION/MOTION:** Approve Resolution #1067-16 authorizing the Executive Director and Controller to write off the listed debts.

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

Recommended Write off 9/15/2016

CDC

Tenant Nubmer	Balance Owed	program	Reason for write off
t0004568	236.00	HCV	billed, no response
t0000942	1,188.00	HCV	billed, no response
t0002192	1,356.00	HCV	billed, no response
t0002043	1,425.00	HCV	billed, no response
4,205.00		Total amount to write off	

RESOLUTION NO. 1067-16

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR AND
CONTROLLER TO WRITE OFF ACCOUNTS DECLARED UNCOLLECTABLE**

WHEREAS, in the operation of the Community Development Commission of Mendocino County it becomes necessary to write off certain accounts debts of former tenants and or clients, and

WHEREAS, charged-off accounts will remain a legal debt to the Community Development Commission unless forgiven by judgment, statute of limitations, or legal action, and

Whereas, further collection efforts will be undertaken by an outside collection agency for the accounts attached hereto and made a part hereof,

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Community Development Commission of Mendocino County do hereby authorize the Executive Director and Controller to write off uncollectable debts in the amount totaling \$4,205.00.

PASSED AND ADOPTED, BY THE Board of Commissioners of the Community Development Commission of Mendocino County on this 15th day of September, 2016 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the chairperson declared Resolution No. 1067-16 adopted, AND SO ORDERED.

Dawn Deetz, Chairperson

ATTEST:

Todd Crabtree, Executive Director