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

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

\*\*\*Timed item at 1:40 PM, 10A

1. **Roll Call**
2. **Approval of May 26, 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 June 23, 2016.
4. **Committee Reports** (Standing Committees)
  - A. Orientation/Welcome Committee
  - B. Executive Committee
  - C. Budget/Audit Committee- 12:30 PM
  - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
  - A. Administration- *10 Minutes* (Attached) – Pages 8
    1. Executive Directors Report
  - B. Accounting- *10 Minutes* (Attached) – Pages 9-18
    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. 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 19-24

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

D. Housing- *15 Minutes* (Attached) – Pages 25-30

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. Article from the Ukiah Daily Journal, “NorCal Christian Ministries working with Homeless Resource Center in Ukiah” by Sarah Reith on June 13, 2016 – Pages 31-32

B. Article from the Ukiah Daily Journal, “Ukiah asked to consider housing project for mentally ill” by Justine Fredericksen on June 16, 2016 – Pages 33-34

C. Article from the Fort Bragg Advocate News, “Mental health housing proposal raised” by Chris Calder on June 16, 2016– Pages 35-38

**9. Unfinished Business**

None

**10. New Business-*15 Minutes***

**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 – Pages 39-50**

**B. Discussion and Possible Action Regarding Resolution #1063-16 Adoption of Agency Audit 2014-15– Page 51-52**

**C. Discussion and Possible Action Regarding Resolution #1064-16 Adoption of the Agency’s Salary Schedule Which Becomes Effective May 18, 2016 – Pages 53-56**

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

– Pages 57-58

### **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**  
**May 26, 2016**

**Chair Person Dawn Deetz called the meeting to order at 1:30 PM., May 26, 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**

None

**CDC Employees**

Heather Blough- Housing Manager  
Todd Crabtree-Executive Director  
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 May 19, 2016.

**3. Approval of the minutes**

**Approval of April 21, 2016 minutes**

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to approve the April 21, 2016 Minutes.

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

#### **4. Committee Reports**

None

#### **5. Executive Director Report**

##### **a. Administration**

Todd Crabtree presented his report as written with a couple updates. He received an e-mail from the attorney regarding the Holly Ranch Village stairs and they have come to a settlement of \$45,000. This is the last unresolved issue with Holly Ranch Village.

HUD has requested that CDC do a disposition of the CDC office building to remove the building from HUD's Public Housing records. Part of this process required CDC to get an appraisal of the building. The appraised value of the building and property is \$700,000.

##### **b. Accounting**

Larry Cuneo presented his report as written. He reviewed the CDC and BBN Combined Summary of Revenues and Expenses report.

The Housing Choice Voucher (HCV) program admin has earned \$33,000 more than it has expended. HUD sent out a notice the admin proration rate will be 84%. This proration rate is going up so this will help earn more admin revenue. HUD also sent a notice that they are going to take back \$10,000.

All the other programs are doing well. Overall CDC and BBN have earned \$164,400 more than was spent in the first seven months of the fiscal year.

##### **c. Development and Sustainability**

Craig Schlatter presented his report as written. The CDC and the City of Ukiah agreement was approved and the Stevenson Center Contract has also been executed. The Stevenson Center contract was for the intern that will be starting at CDC in July.

The maintenance department has been working on cleaning up and organizing the maintenance shop. They are now working on inventory, labeling and organizing the remaining items. They have also been cleaning out and organizing some of CDC's storage sheds. In June the maintenance team will be focusing on small projects. Most of these projects are curb appeal related.

Craig went over the new department reports with the Board.

Energy Savings Report shows the location of where the energy projects are located. Through the Mendo-Lake Energy Watch administered by the CDC, incentives such as financial assistance and rebates are provided to clients. The report shows the amount of energy savings and financial incentives. School Support Services are technical assistance services provided by CDC to assist schools in accessing Proposition 39 funding. Proposition 39 was the Clean Energy Jobs Act passed three years ago by California voters. Maintenance Unit Make-Ready Report shows the time the maintenance team is in the unit.

Maintenance Work Order Summary shows the number of work orders the maintenance team has handled per month.

Work Orders Quality Control Report shows the number of units that are inspected monthly. Craig completes the quality control inspections. 2016 Housing Quality Standards Annual Report will be provided annually. A HUD inspector does inspections on the BBN units annually. This report reflects those inspections.

The Board was very pleased with the new reports.

**d. Housing**

Heather Blough presented her report as written. Heather is working with HUD to combine Permanent Supportive Housing (PSH) and the Supportive Opportunities for Permanent Housing (SOPH) programs. SOPH is the grant that CDC assumed from Ford Street. These programs have the same funding, regulations and use the same calculations.

There are regulatory changes happening with these programs and the Continuum of Care (CoC) with all the agencies in the community that work with the program are trying to come together to compete in a larger scale. Funding has been lost for both homeless resource centers on the coast and in Ukiah. The proposed funding for the Sponsor Based Rental Assistance (SRA) program is only half of the previous years reward.

CDC received a notice from HUD for the CoC programs in the amount of \$1,603,003. CDC has received notice for two out of four grants. Heather Blough is expecting that the CDC will receive a grant for transitional aged youth for four units.

**6. Announcements**

None

**7. Board Correspondence**

None

**8. Media/Information**

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.

**9. Unfinished Business**

None

**10. New Business**

**A. 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**

Motion by Commissioner Willoughby and Seconded by Commissioner Warner to Adopt Resolution #1061-16 Adopting Updated Utility Allowance Schedules for Use in All Rental Assistance Programs with an Effective Date of August 1, 2016

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 Executive Director Yearly Evaluation (Closed Session) – Government Code 54957**

Reported out of closed session at 3:15 PM.

Commissioner Warner reported out that the Chair and Vice Chair will be meeting with the Executive Director, Todd Crabtree after the CDC meeting is closed.

**11. Public Expression**

None

**12. Adjournment 3:05 PM**

Motion by Commissioner Willoughby 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:** 6/30/16  
**AGENDA ITEM:** 5.A

**DATE:** 6/16/16  
**TO:** Board of Commissioners  
**FROM:** Todd Crabtree, Executive Director  
**SUBJECT:** Administration

Personnel.

Signed new contract.

Development and Sustainability Department has intern starting in mid July.

Housing Assets/Housing Programs.

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

Working with Housing Manager on the Coordinated Entry situation with Continuum of Care funding.

Working on disposition of office building. We have been communicating with HUD. We have responded to their questions and awaiting their response.

Development and Sustainability.

Closed Holly Ranch Village stairs settlement negotiations and signed. Expecting to be completed and payment made to us by Board meeting on the 30<sup>th</sup>.

Accounting.

Working with Controller on audit. Expect to have it ready for June 30<sup>th</sup> meeting. Have been working with Savings Bank on updated depository agreement and expect that to be signed soon.

Other:

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

No board meeting in July since this one was moved. August meeting will be in Baechtel Creek Village and will be our annual strategic planning meeting.

Have started putting board agendas and minutes on the website. [www.cdchousing.org](http://www.cdchousing.org)





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

To: Board of Commissioners Date: 6/16/2016

From: Larry Cuneo Agenda Date: 6/30/2016

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. At this point in time the audit report has been prepared and the related HUD REAC submission has been completed.
- 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, quarterly payroll and worker’s comp report, etc.
- The admin and accounting staff typically use a material amount of their vacation leave during the spring and summer months. We are experiencing the typical vacation patterns this year.
- Michelle Leher, Office Representative I, has been maintaining the Housing Choice Vouchers waiting list. She has recently contacted the applicants on the list to confirm their continuing interest in the program. At this point in time there are less than 200 persons on the wait list.

**Planned activities:**

- During July we will be working on getting a variety of accounting tasks up to date. Now that the 2014-15 audit related efforts have come to a close we will concentrate on the 2015-16 fiscal year which is now in its last quarter.

COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY  
Summary of revenues and expenses from 10/01/15 through 05/31/16

Housing Choice Vouchers (HCV) Admin

The attached report covers the first eight months of the fiscal year. The CDC has accumulated \$35,709 of admin funds so far this fiscal year. Admin funds in the amount of \$485,754 were received, but only \$450,045 was expended. The CDC is planning to purchase a new copier before the end of the fiscal year. A portion of these HCV admin funds will go towards that purchase.

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 eight months of the fiscal year we have distributed \$3,997,634 in rental assistance and HUD has sent the CDC \$4,089,913 for this purpose.

Permanent Supportive Housing (PSH) and Supportive Opportunity for Permanent Housing (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 PG&E and the department will continue its participation in City and County federally-supported activities. The department has earned approximately \$10,618 more than it expended during the first eight months of the 2015-16 fiscal year.

College Court

Seven rental units are maintained at the College Court property. Revenues exceeded expense by \$10,557. 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 \$103,854 gain as of 05/31/2016.

CDC and BBN Combined Summary of Revenues and Expenses										
for the Period 10/01/2015 through 05/31/2016										
		Permanent Supportive Housing and SOPH	Development and Sustainability	College Court	BBN and PMF	Subtotal Column	Housing Choice Vouchers - HAP	Total Column		
Revenues:										
Rent				40,632	1,102,158	1,142,790				1,142,790
HAP Revenue		870,302				870,302	4,089,913			4,960,215
Admin Revenue	485,754	49,646				535,400				535,400
Cable Charges						10,907				10,907
Property Management Fees					440,000	440,000				440,000
Revenues from PG and E			145,731			145,731				145,731
City and County Dvlpmnt Rev			78,626			78,626				78,626
All Other Revenues			15,072	1,138	46,763	62,973				62,973
Transfers Into the RR Fund					112,000	112,000				112,000
Total Revenues	<b>485,754</b>	<b>919,948</b>	<b>239,429</b>	<b>41,770</b>	<b>1,711,828</b>	<b>3,398,729</b>	<b>4,089,913</b>			<b>7,488,642</b>
Expenses:										
Payroll Expenses	341,513	37,235	146,029	9,252	383,131	917,160				917,160
Property Management Expense					440,000	440,000				440,000
Loan Interest Expense				6,668		6,668				6,668
Appliances, Maint., Repairs				1,659	255,524	257,183				257,183
All Other Expenses	108,532	12,412	77,778	4,490	62,583	265,795				265,795
Transfers Out to Other Funds					112,000	112,000				112,000
HAP Assistance Expenses		870,302			354,736	870,302	3,997,634			4,867,936
Depreciation Expense				9,144		363,880				363,880
Total Expenses	<b>450,045</b>	<b>919,948</b>	<b>223,807</b>	<b>31,213</b>	<b>1,607,974</b>	<b>3,232,987</b>	<b>3,997,634</b>			<b>7,230,621</b>
Revenues Less Expenses	<b>35,709</b>	<b>0</b>	<b>15,622</b>	<b>10,557</b>	<b>103,854</b>	<b>165,742</b>	<b>92,279</b>			<b>258,021</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
May of 2016	507,651.00	512,118.00	240.00	492,827.00	19,531.00	189,886.29	1166	856	575.73

Admin tracking sheet for Housing Choice Vouchers (HCV)												
A	B	C	D	E	F	G	H	I	J	K		
Yr	Calendar Month	Received From HUD	Fraud Revenues	HCV Admin Expenditures	HUD Receipts Less Monthly Admin Expenditures	Running Balance of UNA...Admin Net Assets	Units Authorized per ACC	Units Housed	Admin Earnings Before HUD's Proration	Earnings Reduced by Proration	Ratio	
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		
2016	May	55,761.00	240.00	54,168.00	1,833.00	83,645.00	1166	856	69,060.00	55,248.38		

**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		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	129	133,083	97,291	91.7%	72.2%	5,605	5,126	91.7%	92.2%		
June	130		133,083		100.0%	72.2%	5,605		100.0%	92.2%		
Totals			\$ 1,596,996	\$ 1,152,266			\$ 67,270	\$ 62,053				

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		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	4,588	3,829	91.7%	76.0%	260	430	91.7%	98.4%		
June	4		4,588		100.0%	76.0%	260		100.0%	98.4%		
Totals			\$ 55,056	\$ 41,870			\$ 3,115	\$ 3,066				

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 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	11,256	33.3%	19.5%	671	568	33.3%	8.5%
November	6	6	6,711	5,236	41.7%	27.3%	671	242	41.7%	12.1%
December	6	5	6,711	4,252	50.0%	33.6%	671	554	50.0%	20.3%
January	6	5	6,711	4,252	58.3%	39.9%	671	321	58.3%	25.1%
February	6	5	6,711	4,452	66.7%	46.6%	671	162	66.7%	27.5%
March	6	5	6,710	4,252	75.0%	52.9%	671	163	75.0%	30.0%
April	6	5	6,710	4,187	83.3%	59.1%	671	142	83.3%	32.1%
May	6	5	6,710	3,760	91.7%	64.8%	671	119	91.7%	33.8%
June	6		6,710		100.0%	64.8%	671		100.0%	33.8%
Totals			\$ 67,106	\$ 43,452			\$ 6,710	\$ 2,271		

# Development and Sustainability Programming

## Report of Revenues and Expenditures

### October 1, 2015 through May 31, 2016

	P.G. & E. Related Projects	Bond Oversight	City of Ukiah Funded Activities	County Funded Activities	Combined
<b>Revenues:</b>					
Project Revenue	147,981	5,000	44,104	34,522	231,607
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
<b>Total Revenues</b>	<b>147,981</b>	<b>15,072</b>	<b>44,104</b>	<b>34,522</b>	<b>241,679</b>
<b>Expenses:</b>					
Payroll Expenses	92,294	4,813	23,449	31,781	152,337
Legal Expenses	298	321	584	0	1,203
Staff Training and Travel	1,269	1,262	0	406	2,937
Project and Subcontractors	48,781	0	19,691	0	68,472
Computer Expenses	708	1,135	0	0	1,843
Insurance (HARRP)	400	0	0	160	560
All Other Expenses	2,174	651	145	739	3,709
<b>Total Expenses</b>	<b>145,924</b>	<b>8,182</b>	<b>43,869</b>	<b>33,086</b>	<b>231,061</b>
<b>2015-16 Revenues Less Expenses</b>	<b>2,057</b>	<b>6,890</b>	<b>235</b>	<b>1,436</b>	<b>10,618</b>



<b>College Court</b>			
<b>Report of Revenues and Expenditures</b>			
<b>Revenue and Expenses for the Period 10/01/2014 through 05/31/2016</b>			
<b>Revenues:</b>			
	Rent Revenue	40,632	
	Insurance Proceeds (sewer problem)	0	
	Transfers IN from other funds	0	
	All Other Revenue	1,138	
	<b>Total Revenues</b>	<b>41,770</b>	
<b>Expenses:</b>			
	Payroll Expenses	9,252	
	Sewer and Utilities	1,276	
	Garbage Removal	1,945	
	Appliances and Appliance Repair	86	
	Maintenance and Supplies	1,573	
	All Other Expenses	1,269	
	Loan Interest Expense	6,668	
	Depreciation Expense	9,144	
	<b>Total Expenses</b>	<b>31,213</b>	
	<b>Revenues Less Expenses</b>	<b>10,557</b>	
<b>Redevelopment Loan Comments:</b>			
	The \$196,000 City of Ukiah Redevelopment loan accrues interest at a rate of \$490 per month.		

Building Better Neighborhoods												
Revenue and Expenses for the Period 10/01/2015 through 05/31/16												
	Baechtel	Glass	Marlene	Sanderson	Sea	Ukiah 30	Replacement	Total	CDC's Project	BBN and PMF		
	Creek	Beach	Brookside	Way	Cliff		Reserve	BBN	Management	Fund (PMF)	Combined	
<b>Revenues:</b>												
Rent	363,838	144,387	134,111	98,657	120,541	240,624	0	1,102,158				
Cable Charges	10,907							10,907				
Property Management Fees								0	440,000			
All Other Revenues	4,147	2,069	2,545	186	4,990	946		14,883	31,880			
Transfers Into the RR Fund							112,000	112,000				
<b>Total Revenues</b>	<b>378,892</b>	<b>146,456</b>	<b>136,656</b>	<b>98,843</b>	<b>125,531</b>	<b>241,570</b>	<b>112,000</b>	<b>1,239,948</b>	<b>471,880</b>	<b>1,711,828</b>		
<b>Expenses:</b>												
Payroll Expenses												
Property Management Expense	188,080	47,840	41,440	28,720	60,560	73,360		440,000				383,131
All Other Expenses	8,823	5,454	1,857	2,211	5,649	2,849		26,843				35,740
Sewer and Utilities	54,554	657	0	644	4,522	10,999		71,376				105
Garbage Removal	7,594	8,805	118	2,971	7,665	1,023		28,176				148
Appliances and Appliance Repa	878	945	744	125	894	3,176		6,762				0
Materials, Supplies and Repair	31,592	18,804	13,569	6,021	11,575	16,400	29,795	127,756				21,201
Transfers Out to RR Fund	48,160	12,320	10,080	6,720	15,680	19,040		112,000				0
Depreciation Expense	81,440	66,272	33,144	28,576	55,968	79,928		345,328				9,408
<b>Total Expenses</b>	<b>421,121</b>	<b>161,097</b>	<b>100,952</b>	<b>75,988</b>	<b>162,513</b>	<b>206,775</b>	<b>29,795</b>	<b>1,158,241</b>	<b>449,733</b>	<b>1,607,974</b>		
<b>Revenues Less Expenses</b>	<b>(42,229)</b>	<b>(14,641)</b>	<b>35,704</b>	<b>22,855</b>	<b>(36,982)</b>	<b>34,795</b>	<b>82,205</b>	<b>81,707</b>	<b>22,147</b>	<b>103,854</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: 6/16/2016

From: Development & Sustainability Department Agenda Date: 6/30/2016

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**

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
- RDA – State of California Redevelopment Agency
- PG&E – Pacific Gas and Electric Company
- MLEW – Mendo-Lake Energy Watch
- IOU – Investor Owned Utility
- REAP – CDC’s Responsible Energy Awareness Practices program
- PSWRC-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.
- Selected applicant and executed contract for Stevenson Center for Community and Economic Development intern at 28 hours/week; intern will start July 17.
- Development and Sustainability Manager and Sustainability and Energy Efficiency Specialist presented on Innovative Partnerships at the PSWRC-NAHRO 2016 regional conference in Sacramento

**Development**

**Community and Economic Development Programming**

- Completed Creekside Village multi-family housing rehabilitation project punch list items.
- Fully executed CDC-City of Ukiah administrative services agreement; work to commence immediately.
- Updated City of Ukiah CDBG local application process; conducted design phase public hearing for City of Ukiah 2016 CDBG NOFA.
- Submitted proposal to 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.

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

- Submitted proposal (separate from CDBG proposal) to City of Fort Bragg to utilize old City RDA funds to complete phase 2 feasibility studies at Glass Beach and Seacliff.
- Completed procurement process and executed new contracts for plumbing, electric, janitorial, and landscape vendor services.
- Released Invitation to Bid to contractors for two bathroom repair projects.
- Conducted preventative maintenance inspections for curb appeal at all housing sites and facilities; first phase of projects will be completed by June 30.

## **Sustainability**

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

- Created new handout materials for MLEW in-person events and posters to be displayed at sites of completed projects.
- Development and Sustainability Manager presented at the 2016 Statewide Energy Efficiency Collaborative conference in Riverside on June 15.

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

- Complete CDBG local application process with City of Ukiah; secure approval from City Council on grant activities and prepare and submit CDBG grant application to HCD.
- Present MLEW at farmer's markets and other community locations to educate and increase awareness of MLEW services.
- Finalize Creekside Village project; issue notice of completion and close out project.
- Complete make ready vacancy preparation at two vacant units expected in July.

### **■ 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:**

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

#### **Discussion of why a concern:**

As we have seen from past program offerings, poor performance in one area of the Energy Watch can affect others. PG&E also awarded a budget increase in 2016-17 to support new Energy Watch offerings such as the Schools Support program.

#### **Actions planned or taken to address identified concern:**

Actions taken to address the concern include the following:

- The graduate student intern has been hired to focus specifically on the Schools program.
- The Scheduler Planner Specialist will soon spend at least 50% of her time on the coordination and scheduling/planning aspects of the Energy Watch program, allowing the Sustainability and Energy Efficiency Specialist to market the Schools program more fully.

We also may plan a series of presentations to local school boards to increase awareness about MLEW program offerings, including the Schools program. Even after seven years of implementation, MLEW is still relatively unknown in Mendocino and Lake Counties.

## DEVELOPMENT AND SUSTAINABILITY DEPARTMENT

### Energy Savings Report - June 2016

#### Energy Efficiency Direct Install Projects (May-June)

Recent Projects Location	Type	Estimated kW savings	Estimated kWh savings	Incentives Provided to customers
Fort Bragg	Small-Med Business	1.58	6,097	\$ 1,356.36
Fort Bragg	Small-Med Business	1.18	4,578	\$ 2,280.00
Fort Bragg	Small-Med Business	2.11	9,606	\$ 7,174.87
Fort Bragg	Small-Med Business	4.12	9,264	\$ 2,359.63
Cobb	Small-Med Business	0.13	10,736	\$ 2,424.93
Middletown	Small-Med Business	2.05	25,098	\$ 3,775.14
Fort Bragg	Small-Med Business	6.482	25,791	\$ 4,838.78

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

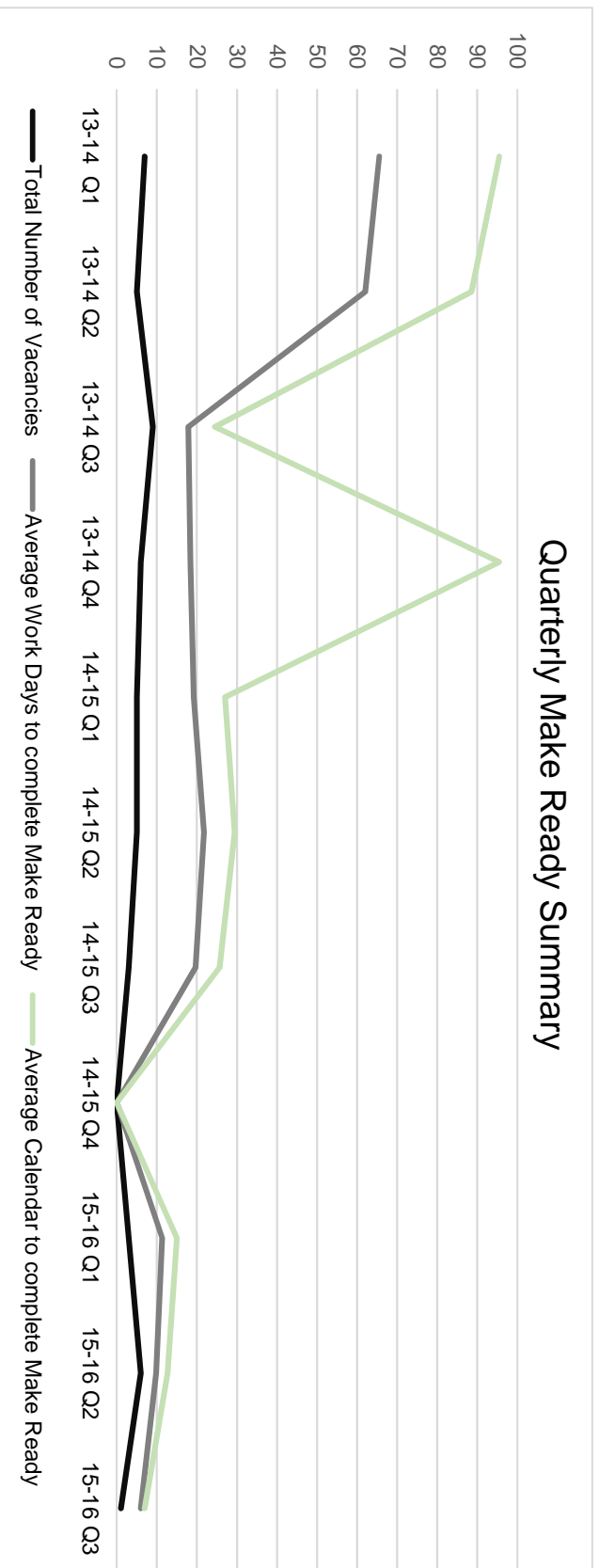
Projects Completed	Total estimated monthly savings (\$0.10/kWh)	Total estimated kW savings	Total estimated kWh savings	Total Incentives provided to customers
10	\$13,471.50	23.57	134,715	\$ 30,483.83

#### Ongoing Event Planning

Event	Type	When/Where	Description
Farmer's Market Table	Community Engagement	Throughout Mendocino and Lake Counties, Summer 2016	CDC will organize an MLEW display for use at various Farmer's Markets to raise MLEW awareness to network with the community.
Community Meet and Greet	Community Engagement	Library in Lake County July/August 2016	CDC and PG&E will organize an MLEW display at a Library or community center in Lake County to promote projects and educate on energy efficiency.
MLEW Hosted Training Class	Training Opportunity	Venue TBD, July/August 2016	CDC to host a training and invite members of the community to attend to learn about energy efficiency, water conservation, and sustainability topics.

# DEVELOPMENT AND SUSTAINABILITY DEPARTMENT Maintenance Unit Make-Ready Report

## Quarterly Make Ready Summary

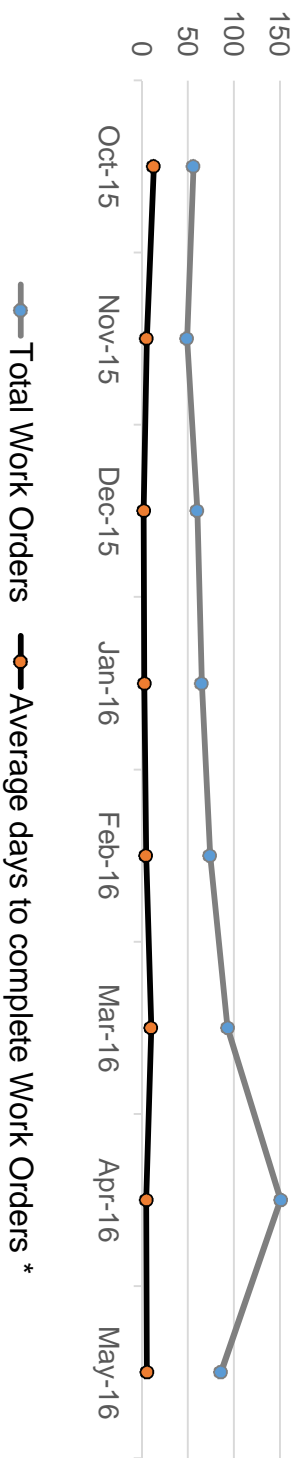


Month	Total Number of Vacancies	Average Work Days to complete Make Ready	Average Calendar to complete Make Ready	Annual Summary
October-15	1	10	13	Annual Vacancies
November-15	1	14	21	
December-15	1	10	11	12
January-16	3	11	15	Annual Avg. Work Days to Complete
February-16	1	11	13	11
March-16	2	8	10	Annual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

## 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	5
Jun-16	0					
Jul-16	0					
Aug-16	0					
Sep-16	0					
Oct-16	0					
Nov-16	0					
Dec-16	0					
<b>Year To Date</b>	<b>469</b>	<b>323</b>	<b>51</b>	<b>12</b>	<b>83</b>	<b>6</b>

Work Order Summary Chart



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

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

As of 5/23/16

<b>Quality Control Report: October 1, 2015 - May 23, 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	27	23	85%	0	100%
Ukiah 30	89	13	15%	5	100%
College Court	14	6	43%	4	100%
Marlene-Brookside	49	9	18%	6	100%
Baechtel Creek	195	29	15%	7	100%
Seacliff	56	19	34%	6	100%
Sanderson	26	11	42%	5	100%
Glass Beach	45	20	44%	4	100%
<b>Totals</b>	<b>501</b>	<b>130</b>	<b>37%</b>	<b>37</b>	<b>100%</b>

<b>Quality Control Report: April 2016 (inspected 5-23-16)</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	7	7	100%	0	100%
Ukiah 30	29	5	17%	1	100%
College Court	2	1	50%	0	100%
Marlene-Brookside	20	1	5%	1	100%
Baechtel Creek	47	8	17%	0	100%
Seacliff	18	5	28%	1	100%
Sanderson	9	2	22%	1	100%
Glass Beach	10	2	20%	0	100%
<b>Totals</b>	<b>142</b>	<b>31</b>	<b>32%</b>	<b>4</b>	<b>100%</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: 6/14/2016

From: Heather Blough Agenda Date: 6/30/2016

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 5/31/2016 is 100%
- Working with Sustainability and Development Manager on transitioned maintenance activities to that department.
- In process of updating resident leases.

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

- May 2016 Voucher Management System (VMS) reflected 841 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 person reduced to 4 days per week, while returning staff person is up to 3 8 hour days a week.
- Quality Control Specialist has transitioned the bulk of the Housing Specialist activities back to the temp and returning staff and has begun the Section Eight Management Assessment Program (SEMAP) Audit.
- Attended an all-day Community Health Improvement Planning Workshop. This forum was presented by Healthy Mendocino in partnership with the Health and Human Service Agency (HHSA) Public Health Department and North Coast Opportunities in order to complete a broad community health needs assessment.
- The California Housing and Community Development (HCD) has re-written the Emergency Solutions Grant (ESG) to enable non-entitlement jurisdictions to receive funding. Because the ESG regulations require

collaboration and involvement with the Continuum of Care (CoC), the CoC has held many meetings in order to facilitate this funding opportunity.

- Working with Executive Director to identify possible funding sources for the Coordinated Entry process which is required for the Continuum of Care funding (the funding stream that funds Permanent Supportive Housing, both tenant based and sponsor based rental assistance). There were funds lost in the last round of applications. The funds were a county grant that was then sub-contracted to the two “Homeless Resource Centers” in the county: inland is Ukiah Community Center, and on the coast is Hospitality Center. These two centers, along with The Arbor (a youth resource center) were identified as the “Front Doors” for coordinated entry. This means that if a person experiencing homelessness wanted to see what was available to them to be housed, they could go to one of these locations and receive an assessment for the best possible placement with available resources. Because two of these entities were not re-funded, so to speak, they have announced they will not be doing coordinated entry as originally designed. In fact, as the front page article in the Ukiah Daily Journal of 6/13/2016 indicates, the Ukiah Community Center will be closing, and renting that facility to a Faith Based Organization. The regulation for the Continuum of Care funding requires grantees to participate in Coordinated Entry. As a grantee of these funds, CDC is required to participate in Coordinated Entry, so having these centers close, and or reduce their participation in Coordinated Entry puts the entire Permanent Supportive Housing grants in jeopardy.
- Grant conditions have been requested by HUD for the large Tenant Based Rental Assistance (TRA) Permanent Supportive Housing (PSH) grant and for the continuation of the Supportive Opportunity for Permanent Housing (SOPH) grant that CDC agreed to assume from Ford Street Project. Have submitted the Match Memorandum for Understanding (MOU) and clarified a few questions for this.
- Continuing to be in contact with the HUD Field Office regarding the SOPH grant. There is some movement on this, however it is very slow. Have requested to combine this grant with the larger grant for ease of administration, as the grants are serving the same population and are the same component of the funding.
- Have been working with Ford Street Project and the HUD field office on the underfunded SRA grant. This grant was funded, but at 40%. It is anticipated that this grant will be reduced to an expectation of two two-bedroom units which would be reduced from four two-bedroom units. Ford Street Project has said they do not want to continue being a sponsor, but have requested rental assistance payments be made beyond the end of the current contract and grant term to the end of the current tenant’s lease terms. Still investigating if this can be done, although my thought is it cannot. A possible option is to locate a different sponsor, or request these funds be combined with the larger grant, as well.
- Because of the funding shift, many CoCs are facing closing of programs. Recent guidance was received from HUD suggesting extending grants if funds remain that have not been utilized. CDC has begun discussions with the HUD field office representative to take advantage of this.

- All applicants on the waiting list for Housing Choice Voucher have been contacted. In the process of sorting these responses, dropping applicants that did not respond, and issuing vouchers to those who are eligible. Goal is to wrap up this list before we open again, which may be in the late summer or early fall, depending on how long this process takes.

*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

<b>Project</b>	<b>Total Units</b>	<b>Occupied Units</b>	<b>Off Line **</b>	<b>Make Ready</b>	<b>Vacant Units</b>	<b>Actual Occupancy</b>	<b>Adjusted Occupancy (Available Units- off line units)</b>
College Court	7	7	0	0	0	100.00%	100.00%
Baechtel Creek	60	60	0	0	0	100.00%	100.00%
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%
<b>Total</b>	<b>146</b>	<b>146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>	<b>100.00%</b>

Vacant Units and their Status				
Address	Bed size	Projected Ready Date	Anticipated Lease Date	Applicatin Approved and waiting
No Vacancies				

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		
7		
8		
9		
<b>Overall Average</b>	<b>3</b>	<b>8</b>

**Units Inspected**

Total units to be inspected for the year	146
Vacant Units Exempted	0
Number of Units inspected for the month	7
Number completed year to date	120
Percentage completed year to date	<b>82.19%</b>

**Overall Average**

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

Pending Vacancies				
Address	Type of notice	Status	Lock out	Vacate date
1530 N. Bush St. #B Ukiah	Under Occupied	Voucher Issued		7/1/2016
920 John Cimolino Way FB	Under Occupied	Voucher Issued		7/31/2016
918 John Cimolino Way FB	Under Occupied	transf to SC when avail		

## Agency Owned and Managed Accounts Receivable

5/31/2016

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way		41.65	\$ 41.65			\$ 41.65	LF & MT
Marlene/Brookside	\$ 279.94	\$ 42.82	\$ 322.76	\$ 240.00		\$ 562.76	Repymt,LF, MT
Glass Beach	\$ 109.00	\$ 197.49	\$ 306.49	\$ 1,014.00		\$ 1,320.49	Rnt chg,LF & MT
Baechtel Creek	\$ 174.20	\$ 38.37	\$ 212.57	\$ 749.00	\$ 482.00	\$ 1,443.57	Repymt,Mt, LF MI
SeaCliff	\$ 28.00	\$ 155.65	\$ 183.65	\$ 1,609.00	\$ 142.00	\$ 1,934.65	LF, MT MI
Ukiah 30		\$ 685.01	\$ 685.01		\$ -	\$ 685.01	Lf,MT-Repymt
<b>Subtotal BBN</b>	<b>\$ 591.14</b>	<b>\$ 1,160.99</b>	<b>\$ 1,752.13</b>	<b>\$ 3,612.00</b>	<b>\$ 624.00</b>	<b>\$ 5,988.13</b>	
College Court	\$ -	\$ 10.40	\$ 10.40			\$ 10.40	LF, MT
<b>Subtotal Agency</b>	<b>\$ -</b>	<b>\$ 10.40</b>	<b>\$ 10.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10.40</b>	
<b>Total Combined</b>	<b>\$ 591.14</b>	<b>\$ 1,171.39</b>	<b>\$ 1,762.53</b>	<b>\$ 3,612.00</b>	<b>\$ 624.00</b>	<b>\$ 5,998.53</b>	

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,Mar/Apr 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 Rnt
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>	

\*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 charge

MI=Move In

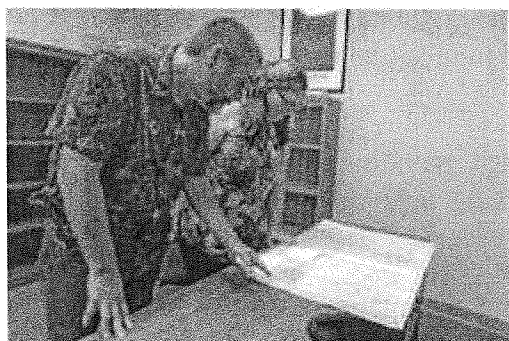
Ukiah Daily Journal (<http://www.ukiahdailyjournal.com>)

## NorCal Christian Ministries working with Homeless Resource Center in Ukiah

### Funding cutbacks bring changes to Homeless Resource Center

*By Sarah Reith, for The Ukiah Daily Journal*

Monday, June 13, 2016



Starting this week, there will be significant changes at the Homeless Resource Center at 888 N. State St. in Ukiah.

A day shelter operated by NorCal Christian Ministries, a coalition of churches and their supporters, will co-locate with the Homeless Resource Center until the end of August.

By Sept. 1, according to Veronica Wilson, director of Housing and Care Management at Unity Village of Ford Street, “the Homeless Resource Center as you think of it, operated by Ford Street, will close down and NorCal

Christian Ministries will occupy the whole space.”

Several things will be unchanged. The Food Bank will continue to provide uninterrupted service. Homeless clients who receive their mail at that address will continue to do so. Rep Payee clients, or those who receive financial assistance from the government, will continue to collect their benefits at the same location.

However, several funding streams the Ford Street Project and the Homeless Resource Center relied upon in the past will no longer be available.

As Jacque Williams, executive director of the Ford Street Project, explained, homeless service providers “have been asked to move away from transitional housing,” prioritizing, instead, a Housing First approach.

“That hit us hard,” she said of the denial of several grants from Housing and Urban Development. With the loss of a \$70,114 grant to the Homeless Resource Center and another \$64,472 grant for transitional housing, in the last few weeks the Homeless Resource Center faced an unanticipated loss of \$134,586.

The Community Development Commission, which was funding four of the units at Unity Village, will now fund two, which is another loss of \$27,000.

Williams stressed that she is grateful for “strong support through the Continuum of Care and the county,” the latter of which provided \$30,000 from the General Fund. However, she added that “given that the predominance of the funding comes from the supportive housing grants, we’re just going to hand those dollars back to the county as we map to the new model.”

She said the organization will honor the leases of tenants now living in transitional housing units at Ford Street, many of whom were “close to the end of their leases.” None of them, she went on, had signed new leases. “We now have to regroup and figure out how to fund housing going forward,” she concluded. Hence the changes at the Homeless Resource Center.

Tony Huerta, executive director of NorCal Christian Ministries, expressed his “desire to have the community of believers rally around this ministry.” The aim, he said, is to “address the spiritual malady” of those experiencing homelessness.

He plans to provide clients with a healthy breakfast, rides to Plowshares, and a safe place to stay during the day, especially during extreme weather. While the ministry will not be able to provide housing case management, clients in need of that service will be referred to the housing case manager at Ford Street.

Huerta also intends to offer “an encouraging word” from the Bible in the mornings, as well as AA, NA, and Celebrate Recovery meetings. “Sometimes people need to talk,” he said, adding that there will be Open Sharing sessions in the afternoons.

He said he and volunteers trained in first aid and mental health will provide staffing. Wilson projects that expenses, consisting of Huerta’s salary, the lease on the building, insurance and utilities (which are offset by solar panels on the roof), will be less than \$5,000 a month.

Funding for the project comes from churches and individuals in the community. The Calvary Baptist Church, Huerta reported, recently leased an 11-passenger van to the ministry for \$1 a year.

Wilson, who is also on the board of NorCal Christian Ministries, noted that the day shelter “will not deny services or turn anyone away because they have a different religious preference.”

“Funding to do it the way we’ve done it in the past has gotten spotty,” Williams noted, expressing “high hopes” for the integration of the community with faith-based partners. “I just trust that we’re going to figure this out,” she concluded.

NorCal Christian Ministries is looking for volunteers, including those who wish to serve on the board. For more information, call Tony Huerta at (707) 481-8398 or visit [www.norcalchristianministries.org](http://www.norcalchristianministries.org).

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URL: <http://www.ukiahdailyjournal.com/general-news/20160613/norcal-christian-ministries-working-with-homeless-resource-center-in-ukiah>

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## **Ukiah asked to consider housing project for mentally ill**

### **County awarded \$1.3 mil grant, needs willing community**

*By Justine Frederiksen, Ukiah Daily Journal*

Thursday, June 16, 2016

The Ukiah City Council Wednesday was asked to consider if the city might be the appropriate place for a new housing project that would provide shelter for those struggling with mental illness.

“These are the most hard-core among the people you see on the street, the ones that are causing police department calls, emergency trips to the emergency room and causing other complaints,” said Mike Pallesen, the director of development for Rural Communities Housing Development Corporation. “These are the hardest people for our social network to deal with.”

Pallesen said Mendocino County has received \$1.3 million from the state of California in the form of a Mental Health Service Act grant, which is intended to provide permanent housing for people who are mentally ill and either homeless or at risk of becoming so.

Pallesen said he was addressing the Ukiah City Council, after speaking with the Fort Bragg City Council, because his agency, along with Mendocino County’s Behavioral Health and Recovery Services, had been tasked by Board of Supervisors with finding a location.

“We are not going to try and push this down anyone’s throat,” Pallesen said. “It is very much my intention to seek a peaceful, cooperative solution that the community can get behind.”

Describing the project as following the U.S. Department of Housing and Urban Development’s model known as “Housing First,” Pallesen said it, and others like it, are intended to offer housing to people in the beginning stages of their treatment, which is very often for substance abuse problems. Other programs only offer housing once a person is sober.

“The principle is that providing housing first can help break the vicious cycle” for those who are not just mentally ill but also have drug and alcohol addictions and are very poor, he said, explaining that taking such people off the streets not only helps them, but the surrounding community.

“This is not just a ‘bleeding heart’ issue,” he said. “We are trying to help solve a social problem that’s also a financial problem,” whether it be constant calls to the police department, repeated trips on ambulances to the Ukiah Valley Medical Center or simply businesses losing customers because of loitering or panhandling.

“There’s also environmentally-sensitive areas repeatedly getting trashed, like the river, for example,” he continued. “Housing First is an attempt to deal with these issues in a constructive way, and there is also the hope that many of these people will recover somewhat from their issues.”

Pallesen also explained that this project was separate from the so-called Tiny Houses project, which has been funded through a different allocation to the county of \$1 million and is being planned for a site near the former Buddy Eller Center on Brush Street.

As he understands it, that project, Pallesen said, is intended to be “transitional housing,” while the project he was speaking of will be permanent housing. For it to become a reality, however, Pallesen said several decisions had to be made first, such as how big of a facility to build, and “where this project can best meet the community’s needs. We’re not going to go where the community doesn’t want us.”

Pallesen said he was looking for either an old hotel that could be re-purposed or a “good piece of land at a decent price,” explaining that the project would need to be located “a mile from a grocery store, a medical facility, a pharmacy and mental health services,” which meant that the Ukiah Valley would be an ideal place.

“You can’t put it in the boondocks,” he continued. “But I would hesitate to put it next to a childcare facility or a grade school.”

“Location is very important,” said Jacque Williams, the executive director of the Ford Street Project, explaining that her agency operates a very similar facility on South State Street, “right across from Ukiah Ford,” and while many of the residents there do not drive, they can easily walk to most places they need to go on a daily basis, such as Plowshares.

“I’m in favor of the project in general, I’m just not ready to say whether it’s a city of Ukiah project,” said Council member Maureen Mulheren. “Maybe it could be in Willits or Fort Bragg.”

“That’s what Fort Bragg said, except they switched the cities to (Willits and Ukiah),” Pallesen said.

“We’re seeking some sort of endorsement,” said Libby Guthrie, whose agency MCAVHN helped run the emergency winter shelter on Mazzone Street that closed in April. “We want a show of support for this, because (Not In My Back Yard)ism is going to happen everywhere. There is not a single place that is going to say, ‘Come on in.’ The public is always not going to want something like this in their neighborhood.”

“I don’t think you should approve this for the City of Ukiah unless you think it’s going to be right for the city -- that’s your job,” Pallesen said, adding that he would prefer to have a response from the city by the end of the summer.

“I would like to know the size and some possible locations first,” said Vice-Mayor Jim Brown, and most of the council agreed.

“I would like some more education before we endorse this,” said Council member Doug Crane.

The council did not vote on the matter because it was only scheduled as a presentation, which Pallesen said he was next taking to Willits and possibly Point Arena.

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URL: <http://www.ukiahdailyjournal.com/general-news/20160616/ukiah-asked-to-consider-housing-project-for-mentally-ill>

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## **Mental health housing proposal raised**

*By Chris Calder, [editor@advocate-news.com](mailto:editor@advocate-news.com), [@FBAdvocateNews](#) on Twitter*

Thursday, June 16, 2016

The county's main developer of subsidized housing told council members Monday night that \$1.3 million in federal funding that the county Board of Supervisors has recommended to be spent on the coast could result in as many as 40 units of permanent housing for the mentally ill in Fort Bragg.

Michael Palleson, RCHDC's Director of Development, told council members he is in the beginning stages of getting input from both Willits and Fort Bragg on the possibility and desirability of locating permanent housing for mental health clients in their communities.

Mendocino County has available \$1.3 million in federal funds designated for a "Housing First" development, which is based on the idea of providing mental health services to clients in a stable living arrangement. Palleson said the \$1.3 million would serve as "seed money" for the project. He said a similar project that opened in Arcata last September was paid for with a combination of federal funds, a loan from the City of Arcata and, mostly, federal tax credits

RCHDC developed and manages 48 units of low income family housing and 40 units of low income senior housing in Fort Bragg. The proposed project, he said, would be built mainly, but not necessarily exclusively, for mental health clients. Palleson said the project would ideally have 30-40 units to make the costs of hiring a property manager and other support cost-effective.

"You have to have some kind of economy of scale to do a good job," he said.

Council members agreed to a future meeting to hear more about the project and allow public input, but voiced a number of reservations.

"This is an issue that has completely polarized this community," said council member Lindy Peters. "You need to be aware of that when you bring this to us."

Palleson replied that he was aware of the sensitivity of the issue. "If this community does not want this facility, I have absolutely no interest in forcing it on anybody," he said.

Mayor Dave Turner said, "I'm excited about the concept of Housing First. I'm scared when I hear a number like 40 (units) ... I want to do our fair share, but not the whole share."

Peters and council members Mike Cimolino and Doug Hammerstrom questioned whether enough county services would be available to make the project work as described. Peters noted that most mental health services are based in Ukiah and said he believes that's where new housing for mental health

clients belongs.

Noting that Fort Bragg's city government does not provide social services, he said "we're the ones who will deal with people once they here, and we don't have the services to do it."

Cimolino also noted that most mental health services are in Ukiah and that he believes "the county could skillfully plan a facility inland."

"I'm not really against this. I would be against a large-scale facility. But the key here is the public," he said.

Fourth District County Supervisor Dan Gjerde, who attended the council meeting, said the Board of Supervisors proposal was an effort "to spread the money around" after approving a \$1.3 million for a "Tiny Houses" project to provide transitional housing for homeless people in Ukiah.

Council member Doug Hammerstrom said "I have some scepticism about whether this is the time to ask this community to do something like this."

Hammerstrom said the size of the proposed project at 30-40 units concerned him, also questioning whether the county could provide the services necessary to make he idea work.

Currently the Old Coast Hotel has five units of transitional housing. Robin Meloche, the county's Mental Health Services Act coordinator, said the proposed units would be permanent, not transitional, noting that permanent housing is now preferred over transitional housing when it comes to federal funding.

Palleson said he was not seeking an answer from the council right away but urged a public meeting at which specific sites could be discussed. Council members agreed they would like to see a meeting where more details of the project could be discussed and public input heard.

### **Transient Occupancy Tax**

A proposed ballot measure scheduled for next November's election that would raise the city's transient occupancy tax from 10 to 12 percent got unanimous council approval.

The increase is expected to raise an additional \$400,000, of which, according to a city staff report, "\$200,000 per year (would be spent) for marketing and promotion, \$100,000 to enhance Coastal Trail maintenance and security, \$50,000 to support establishment of the Noyo Center to complete the Oceanarium, and \$50,000 for special projects that support tourism and benefit the community, including, but not limited to, repair and maintenance of the school district's athletic fields."

John Glidewell, manager of the Surf and Sand and Beachcomber motels and the Beach House Inn, urged council members to approve the measure.

"We'd like to see the increase and we'd sure like to continue the discussion on how the money will be spent," he said.

Jim Hurst, longtime owner of the Harbor Lite Lodge, supported the increase, but said he believes the

measure should be a special tax with the use of additional money legally designated for specific purposes.

A special tax would require a two-thirds majority to pass, rather than the simple majority required of a general tax. It would also restrict the spending of the additional money to specified purposes, rather than priorities that could be changed at the council's discretion.

Hurst also objected to spending a large portion of the additional funds on promotion. He said events such as annual soccer tournaments, which have been hurt by the poor condition of Fort Bragg's playing fields, drive tourism more than promotion.

"You've got to have reasons for people to come here," he said. "Increasing the name recognition of Fort Bragg is not going to elevate the tourist economy."

Adding another \$100,000 to promotions, he said, would be "insignificant."

Eric Dwyer urged council members to make the measure a special tax.

"Pure and simple this is a raise for City Hall of \$400,000. There is not a guarantee and there never will be a guarantee that the money will be spent for particular reasons."

Mayor Dave Turner said he disagreed that more promotion is not needed, and said he doubts that measure could get two-thirds support as a special tax.

He acknowledged that how the money is spent will be up to future council decisions.

"If it's working, I think (future) councils will continue it, but it is not binding," he said

Council member Lindy Peters said the increase and spending priorities are based on input from local lodging owners.

"I think we've vetted this very well and the lodging community has told us their preferences," he said.

Final approval of the measure will be on the council's June 27 agenda as a consent calendar item.

#### **CDBG funds**

Jennifer Owen, special projects manager for the city's Community Development Department, gave a report on 2016 Community Development Block Grant funding and council members gave direction on spending the \$2 million in CDBG funds available for the coming year. Based on previous discussions, council members agreed on spending \$1.5 million on a new city water tank, \$400,000 on microenterprise funding and other business assistance, \$50,000 for work on the specific plan for the Georgia-Pacific millsite, and \$50,000 on developing an economic strategic plan for the city.

Owen also defended current CDBG projects, in particular the Giving Garden associated with the Hospitality Center at the Old Coast Hotel. She said she has been managing CDBG funding for the city for ten years and in that time the city has never been and has recently been asked to serve a second three-year her term on the state's CDBG advisory panel.

“We are very careful with CDBG funds,” she said, noting that in the past ten years the city has never been faulted on CDBG spending in state audits and never been required to repay any funds.

URL: <http://www.advocate-news.com/general-news/20160616/mental-health-housing-proposal-raised>

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**COMMUNITY DEVELOPMENT COMMISSION  
AGENDA SUMMARY**

BOARD AGENDA #10A

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

TO: Board of Commissioners DATE: 6/17/16  
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 6/30/16

DEPARTMENT RESOURCE:	<b>Todd Crabtree</b>	PHONE: <b>463-5462 ext 112</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: 15 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **AGENDA TITLE:** Public Hearing, Discussion and Possible Adoption of Resolution #1062-16 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS:** Board of Commissioners annually reviews CDC submittal of Agency Annual Plan to HUD.

■ **SUMMARY:** The CDC submits an annual plan to HUD. It is due July 18th.

■ **ALTERNATIVES:** Modify; deny; no action taken.

■ **RECOMMENDED ACTION/MOTION:** Hold public hearing, Adopt Resolution #1062-16 Approving PHA Certifications of Compliance with Annual Plans and Related Regulations: Board Resolution to Accompany the Annual PHA Plan.

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

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>				
A.1	<b>PHA Name:</b> <u>Community Development Commission of Mendocino County</u> <b>PHA Code:</b> <u>CA084</u> <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2016</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1166</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>					
<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)					
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>
	Lead HA:				



<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p><i>The PHA plans to submit a request to HUD to have its office building removed from HUD public housing records. This is because the PHA has not had public housing since 2010.</i></p>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>Previously approved Project Based HUD/VASH vouchers. 10 units in new construction senior housing.</p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>B.6</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><b>Goals for coming 5 Years:</b></p> <p><b>Financial</b></p> <ol style="list-style-type: none"> <li>1. Continue to be financially stable even in the face of chronic underfunding. <i>PHA has been able to attain financial stability. To assist in achieving this, PHA sold one property that was chronically losing money and drawing funds from other developments.</i></li> <li>2. Maximize available rental assistance funding to help as many families as possible. <i>PHA has consistently utilized 100% of available funding over the past year and has worked to assist as many families as possible with that funding.</i></li> </ol> <p><b>Housing Programs</b></p> <ol style="list-style-type: none"> <li>3. VASH utilization to 95% or above. <i>Due to VA staff shortages, this has not been possible. The VA has been seeking a second case manager for nearly a year.</i></li> <li>4. HCV utilization to 96% or above. <i>HCV utilization was 100% for the past fiscal year.</i></li> </ol> <p><b>Housing Assets</b></p> <ol style="list-style-type: none"> <li>5. Renovate agency managed senior housing in Willits. 60 units. <i>Multiple projects identified and are being implemented. Renovation expected to be completed in 2017-18.</i></li> <li>6. Assist affordable housing developer(s) with rehabbing at least 40 units. <i>Project near completion. Only punch list items remaining.</i></li> <li>7. Assist affordable housing developer(s) with the development of at least 20 units. <i>Have assisted by project basing 10 VASH units at site. This required a waiver approval from HUD for maximum percentage of PBV. Developer has broken ground and expects completion of development within a year.</i></li> <li>8. Develop at least 2 units for agency owned properties. <i>No progress on this yet.</i></li> <li>9. Provide weatherization for at least 150 affordable residential units. <i>Weatherization implemented at 205 units. Goal met.</i></li> </ol>
<p><b>B.7</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/>   <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

## Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

**A. PHA Information.** All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Annual Plan.** All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

**B.1 Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues

of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

**Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4))

**Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

**Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

**Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))

**B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

**B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

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Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Violence Against Women Act

The Community Development Commission of Mendocino County (CDC) supports the Violence Against Women Act (VAWA) and refers victims of domestic violence to the appropriate local agencies, including:

### **Ukiah Community Center**

888 North State, Ukiah CA 95482  
800-575-4357 or (707)462-8879

### **Project Sanctuary:**

#### INLAND

564 S. Dora St. Ste A-1 Ukiah, CA 95482

Mailing address: PO Box 450, Ukiah, CA 95482

707.462-9196, fax (707)462-5869

Business Hours: M-F 8:30-4:30

email: [projsanc@projectsanctuary.org](mailto:projsanc@projectsanctuary.org)

#### COAST

461 N. Franklin St., Fort Bragg, CA 95437

(707)961-1507 , fax (707)961-1539

Business Hours: M-F 8:30-4:30

email: [projsanc@projectsanctuary.org](mailto:projsanc@projectsanctuary.org)



# Community Development Commission of Mendocino County

1076 N. State St., Ukiah, CA 95482

707/463-5462  
Fax: 707/463-4188  
TDD: 707/463-5697

6/1/2016

To: Todd Crabtree, Executive Director From: Heather Blough, Housing Manager

Re: Resident Advisory Board meeting for the plan 2016 Date: 6/14/2016

The Resident Advisory Board meeting was held on June 1<sup>st</sup>, 2016, at 4:00 P.M. at the Baechtel Creek Village Community room in Willits. There were 12 RAB members invited, however only 4 attended, along with one other residents of Baechtel Creek Village, and a social worker from the Senior Center in Willits.

Comments / questions received on the PHA Plan are outlined below:

## **No Modification to the PHA plan/ 5 Year Plan was recommended or requested.**

The 5 people who attended are residents of Baechtel Creek Village, and while interested in the agency plan draft that we reviewed, were specifically wanting to discuss the Baechtel Creek Village development where they live.

The issues discussed are really to be discussed with property management and facilities management. These items will be addressed at the June 22, 2016 tenant meeting which was scheduled previously.

No written comments have been received as of this date.



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



<p><b>Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)</b></p>	<p><b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing <b>OMB No. 2577-0226</b> <b>Expires 02/29/2016</b></p>
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or \_\_\_ Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

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PHA Name

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PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_\_ - 20\_\_\_\_\_

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

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Name of Authorized Official

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Title

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Signature

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Date



## Civil Rights Certification

### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

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PHA Name

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PHA Number/HA Code

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

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Title

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Signature

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Date

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**Certification by State or Local  
 Official of PHA Plans Consistency  
 with the Consolidated Plan or  
 State Consolidated Plan  
 (All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

\_\_\_\_\_  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
 Consolidated Plan and the AI.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date



**COMMUNITY DEVELOPMENT COMMISSION  
AGENDA SUMMARY**

BOARD AGENDA #10B

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

TO: Board of Commissioners DATE: 06/15/2016

FROM: Larry Cuneo, Controller AGENDA DATE: 06/30/2016

<b>DEPARTMENT RESOURCE:</b>	ACCOUNTING	<b>PHONE:</b> 463-5462 x 116	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
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Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item:	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>
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■ **AGENDA TITLE:** Discussion and Possible Action Regarding Resolution # 1063-16  
Adoption of Agency Audit 2014-2015

■ **SUMMARY:** Resolution #1063-16 is required to adopt completed Agency Audit for the fiscal year October 1, 2014 through September 30, 2015. Audit has been presented.

■ **ALTERNATIVES:** No action.

■ The audit report will be mailed to the Commissioners prior to the June 30, 2016 meeting. Copies of the report will be available at the meeting

■ **RECOMMENDED ACTION/MOTION:** Adopt Resolution #1063-16 Adopting Agency Audit 2014-2015

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

**RESOLUTION NO. 1063-16**

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY APPROVING THE COMMISSION  
AUDIT FOR THE 2014-2015 FISCAL YEAR**

**WHEREAS**, the Community Development Commission of Mendocino County desires to adopt its final Audit for the 2014-15 Fiscal Year beginning October 1, 2014 and ending September 30, 2015, and

**WHEREAS**, the Board of Commissioners has reviewed the information presented to the Board by the staff of the Commission and the presentation of the completed, bound audit by the auditors to the Board, and

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners does hereby adopt the completed Audit for the Community Development Commission of Mendocino County for the 2014-15 Fiscal Year.

**PASSED AND ADOPTED**, BY THE Board of Commissioners of the Community Development Commission of Mendocino on the 30th day of June 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**WHEREUPON**, the chairperson declared Resolution No. 1063-16 adopted, AND SO ORDERED.

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Dawn Deetz, Chairperson

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Todd Crabtree, Executive Director



**COMMUNITY DEVELOPMENT COMMISSION  
AGENDA SUMMARY**

BOARD AGENDA #10C

Agenda Summaries must be submitted no later than noon Thursday, 13 days prior to the meeting date

TO: Board of Commissioners DATE: 6/15/16

FROM: Larry Cuneo, Controller AGENDA DATE: 6/30/2016

<b>DEPARTMENT RESOURCE:</b>	ACCOUNTING	<b>PHONE:</b> 463-5462 x116	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
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Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 15 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>
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■ **AGENDA TITLE:** Discussion and Possible Action Regarding Resolution # 1064-16 Adopting the Agency's Salary Schedule Which Becomes Effective May 18, 2016

■ **SUMMARY:** Resolution #1064-16 required to adopt the Salary Schedule Listing Pay Rate Ranges Effective May 18, 2016.

■ **ALTERNATIVES:** No action.

■ **RECOMMENDED ACTION/MOTION:** Adopt Resolution # 1064-16 Adopting the Agency's Salary Schedule Which Becomes Effective May 18, 2016.

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

**COMMUNITY DEVELOPMENT COMMISSION of MENDOCINO COUNTY  
PAY RATE SCHEDULE EFFECTIVE MAY 18, 2016**

POSITIONS	PAY FREQUENCY	5% sequence								3% sequence			
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 1	STEP 2	STEP 3
HOUSING PROGRAMS SPECIALIST	ANNUAL MONTHLY BI-WEEKLY HOURLY	31,782.40 2,648.53 1,222.40 15.28	33,363.20 2,780.27 1,283.20 16.04	35,027.20 2,918.93 1,347.20 16.84	36,774.40 3,064.53 1,414.40 17.68	38,604.80 3,217.07 1,484.80 18.56	40,539.20 3,378.27 1,559.20 19.49	42,556.80 3,546.40 1,636.80 20.46	44,678.40 3,723.20 1,718.40 21.48	46,904.00 3,908.67 1,804.00 22.55	48,318.40 4,026.53 1,858.40 23.23	49,774.40 4,147.87 1,914.40 23.93	51,272.00 4,272.67 1,972.00 24.65
Executive Director	ANNUAL MONTHLY Period	120,000.00 10,000.00											
See also note 3 below.													
HOUSING INSPECTOR	ANNUAL MONTHLY BI-WEEKLY HOURLY	37,315.20 3,109.60 1,435.20 17.94	39,187.20 3,265.60 1,507.20 18.84	41,142.40 3,428.53 1,582.40 19.78	43,201.60 3,600.13 1,661.60 20.77	45,364.80 3,780.40 1,744.80 21.81	47,632.00 3,969.33 1,832.00 22.90	50,024.00 4,168.67 1,924.00 24.05	52,520.00 4,376.67 2,020.00 25.25	55,140.80 4,595.07 2,120.80 26.51	56,804.80 4,733.73 2,184.80 27.31	58,510.40 4,875.87 2,250.40 28.13	60,257.60 5,021.47 2,317.60 28.97
COMMUNITY DEVELOPMENT SPECIALIST	ANNUAL MONTHLY BI-WEEKLY HOURLY	40,976.00 3,414.67 1,576.00 19.70	43,035.20 3,586.27 1,655.20 20.69	45,177.60 3,764.80 1,737.60 21.72	47,444.80 3,953.73 1,824.80 22.81	49,816.00 4,151.33 1,916.00 23.95	52,312.00 4,359.33 2,012.00 25.15	54,932.80 4,577.73 2,112.80 26.41	57,678.40 4,806.53 2,218.40 27.73	60,569.60 5,047.47 2,329.60 29.12	62,379.20 5,198.27 2,399.20 29.99	64,251.20 5,354.27 2,471.20 30.89	66,185.60 5,515.47 2,545.60 31.82
LEAD MAINTENANCE TECHNICIAN	ANNUAL MONTHLY BI-WEEKLY HOURLY	39,041.60 3,253.47 1,501.60 18.77	40,996.80 3,416.40 1,576.80 19.71	43,056.00 3,588.00 1,656.00 20.70	45,219.20 3,768.27 1,739.20 21.74	47,486.40 3,957.20 1,826.40 22.83	49,857.60 4,154.80 1,917.60 23.97	52,353.60 4,362.80 2,013.60 25.17	54,974.40 4,581.20 2,114.40 26.43	57,720.00 4,810.00 2,220.00 27.75	59,446.40 4,953.87 2,286.40 28.58	61,235.20 5,102.93 2,355.20 29.44	63,065.60 5,255.47 2,425.60 30.32
MAINTENANCE TECHNICIAN	ANNUAL MONTHLY BI-WEEKLY HOURLY	29,328.00 2,444.00 1,128.00 14.10	30,804.80 2,567.07 1,184.80 14.81	32,344.00 2,695.33 1,244.00 15.55	33,966.40 2,830.53 1,306.40 16.33	35,672.00 2,972.67 1,372.00 17.15	37,460.80 3,121.73 1,440.80 18.01	39,332.80 3,277.73 1,512.80 18.91	41,308.80 3,442.40 1,588.80 19.86	43,368.00 3,614.00 1,668.00 20.85	44,678.40 3,723.20 1,718.40 21.48	46,009.60 3,834.13 1,769.60 22.12	47,382.40 3,948.53 1,822.40 22.78
SCHEDULER PLANNER SPECIALIST	ANNUAL MONTHLY BI-WEEKLY HOURLY	37,315.20 3,109.60 1,435.20 17.94	39,187.20 3,265.60 1,507.20 18.84	41,142.40 3,428.53 1,582.40 19.78	43,201.60 3,600.13 1,661.60 20.77	45,364.80 3,780.40 1,744.80 21.81	47,632.00 3,969.33 1,832.00 22.90	50,024.00 4,168.67 1,924.00 24.05	52,520.00 4,376.67 2,020.00 25.25	55,140.80 4,595.07 2,120.80 26.51	56,804.80 4,733.73 2,184.80 27.31	58,510.40 4,875.87 2,250.40 28.13	60,257.60 5,021.47 2,317.60 28.97
OCCUPANCY ASSISTANT	ANNUAL MONTHLY BI-WEEKLY HOURLY	26,436.80 2,203.07 1,016.80 12.71	27,768.00 2,314.00 1,068.00 13.35	29,161.60 2,430.13 1,121.60 14.02	30,617.60 2,551.47 1,177.60 14.72	32,156.80 2,679.73 1,236.80 15.46	33,758.40 2,813.20 1,298.40 16.23	35,443.20 2,953.60 1,363.20 17.04	37,211.20 3,100.93 1,431.20 17.89	39,062.40 3,255.20 1,502.40 18.78	40,227.20 3,352.27 1,547.20 19.34	41,433.60 3,452.80 1,593.60 19.92	42,681.60 3,556.80 1,641.60 20.52
Office Representative 1	ANNUAL MONTHLY BI-WEEKLY HOURLY	31,262.40 2,605.20 1,202.40 15.03	32,822.40 2,735.20 1,262.40 15.78	34,465.60 2,872.13 1,325.60 16.57	36,192.00 3,016.00 1,392.00 17.40	38,001.60 3,166.80 1,461.60 18.27	39,894.40 3,324.53 1,534.40 19.18	41,891.20 3,490.93 1,611.20 20.14	43,992.00 3,666.00 1,692.00 21.15	46,196.80 3,849.73 1,776.80 22.21	47,590.40 3,965.87 1,830.40 22.88	49,025.60 4,085.47 1,885.60 23.57	50,502.40 4,208.53 1,942.40 24.28
LEASING & PROPERTY SPECIALIST	ANNUAL MONTHLY BI-WEEKLY HOURLY	41,246.40 3,437.20 1,586.40 19.83	43,305.60 3,608.80 1,665.60 20.82	45,468.80 3,789.07 1,748.80 21.86	47,736.00 3,978.00 1,836.00 22.95	50,128.00 4,177.33 1,928.00 24.10	52,644.80 4,387.07 2,024.80 25.31	55,286.40 4,607.20 2,126.40 26.58	58,052.80 4,837.73 2,232.80 27.91	60,964.80 5,080.40 2,344.80 29.31	62,795.20 5,232.93 2,415.20 30.19	64,688.00 5,390.67 2,488.00 31.10	66,622.40 5,551.87 2,562.40 32.03

**PAY RATE SCHEDULE EFFECTIVE MAY 18, 2016**

POSITIONS	PAY FREQUENCY	5% sequence									3% sequence		
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 1	STEP 2	STEP 3
QUALITY ASSURANCE SPECIALIST	ANNUAL MONTHLY BI-WEEKLY HOURLY	41,246.40 3,437.20 1,586.40 19.83	43,305.60 3,608.80 1,665.60 20.82	45,468.80 3,789.07 1,748.80 21.86	47,736.00 3,978.00 1,836.00 22.95	50,128.00 4,177.33 1,928.00 24.10	52,644.80 4,387.07 2,024.80 25.31	55,286.40 4,607.20 2,126.40 26.58	58,052.80 4,837.73 2,232.80 27.91	60,964.80 5,080.40 2,344.80 29.31	62,795.20 5,232.93 2,415.20 30.19	64,688.00 5,390.67 2,488.00 31.10	66,622.40 5,551.87 2,562.40 32.03
Development and Sustainability Assistant 1	ANNUAL MONTHLY BI-WEEKLY HOURLY	23,046.40 1,920.53 886.40 11.08	24,190.40 2,015.87 930.40 11.63	25,396.80 2,116.40 976.80 12.21	26,665.60 2,222.13 1,025.60 12.82	27,996.80 2,333.07 1,076.80 13.46	29,390.40 2,449.20 1,130.40 14.13	30,867.20 2,572.27 1,187.20 14.84	32,406.40 2,700.53 1,246.40 15.58	34,028.80 2,835.73 1,308.80 16.36	35,048.00 2,920.67 1,348.00 16.85	36,108.80 3,009.07 1,388.80 17.36	37,190.40 3,099.20 1,430.40 17.88
Sustainability Energy Efficiency Specialist	ANNUAL MONTHLY BI-WEEKLY HOURLY	47,444.80 3,953.73 1,824.80 22.81	49,816.00 4,151.33 1,916.00 23.95	52,312.00 4,359.33 2,012.00 25.15	54,932.80 4,577.73 2,112.80 26.41	57,678.40 4,806.53 2,218.40 27.73	60,569.60 5,047.47 2,329.60 29.12	63,606.40 5,300.53 2,446.40 30.58	66,788.80 5,565.73 2,568.80 32.11	70,137.60 5,844.80 2,697.60 33.72	72,238.40 6,019.87 2,778.40 34.73	74,401.60 6,200.13 2,861.60 35.77	76,627.20 6,385.60 2,947.20 36.84
CONTROLLER	ANNUAL MONTHLY BI-WEEKLY HOURLY	73,611.20 6,134.27 2,831.20 35.39	77,292.80 6,441.07 2,972.80 37.16	81,161.60 6,763.47 3,121.60 39.02	85,217.60 7,101.47 3,277.60 40.97	89,481.60 7,456.80 3,441.60 43.02	93,953.60 7,829.47 3,613.60 45.17	98,654.40 8,221.20 3,794.40 47.43	103,584.00 8,632.00 3,984.00 49.80	108,763.20 9,063.60 4,183.20 52.29	112,028.80 9,335.73 4,308.80 53.86	115,398.40 9,616.53 4,438.40 55.48	118,851.20 9,904.27 4,571.20 57.14
HOUSING MANAGER	ANNUAL MONTHLY BI-WEEKLY HOURLY	69,804.80 5,817.07 2,684.80 33.56	73,299.20 6,108.27 2,819.20 35.24	76,960.00 6,413.33 2,960.00 37.00	80,808.00 6,734.00 3,108.00 38.85	84,843.20 7,070.27 3,263.20 40.79	89,086.40 7,423.87 3,426.40 42.83	93,537.60 7,794.80 3,597.60 44.97	98,217.60 8,184.80 3,777.60 47.22	103,126.40 8,593.87 3,966.40 49.58	106,225.60 8,852.13 4,085.60 51.07	109,408.00 9,117.33 4,208.00 52.60	112,694.40 9,391.20 4,334.40 54.18
Development and Sustainability Manager	ANNUAL MONTHLY BI-WEEKLY HOURLY	63,897.60 5,324.80 2,457.60 30.72	67,100.80 5,591.73 2,580.80 32.26	70,449.60 5,870.80 2,709.60 33.87	73,964.80 6,163.73 2,844.80 35.56	77,667.20 6,472.27 2,987.20 37.34	81,556.80 6,796.40 3,136.80 39.21	85,633.60 7,136.13 3,293.60 41.17	89,918.40 7,493.20 3,458.40 43.23	94,411.20 7,867.60 3,631.20 45.39	97,240.00 8,103.33 3,740.00 46.75	100,152.00 8,346.00 3,852.00 48.15	103,147.20 8,595.60 3,967.20 49.59
Accountant Confidential	ANNUAL MONTHLY BI-WEEKLY HOURLY	40,976.00 3,414.67 1,576.00 19.70	43,035.20 3,586.27 1,655.20 20.69	45,177.60 3,764.80 1,737.60 21.72	47,444.80 3,953.73 1,824.80 22.81	49,816.00 4,151.33 1,916.00 23.95	52,312.00 4,359.33 2,012.00 25.15	54,932.80 4,577.73 2,112.80 26.41	57,678.40 4,806.53 2,218.40 27.73	60,569.60 5,047.47 2,329.60 29.12	62,379.20 5,198.27 2,399.20 29.99	64,251.20 5,354.27 2,471.20 30.89	66,185.60 5,515.47 2,545.60 31.82

Note 1: The Commission employees typically work 80 hours per pay period. The bi-weekly rates shown above are the hourly rates times 80 hours. There are approximately 26 80-hour pay periods in a typical CDC fiscal year. Eighty (80) hours times 26 pay periods equates to 2080 hours per fiscal year. The annual rates shown above are the hourly rate times the 2080 hours per year. The monthly amounts above are calculated by dividing the annual amounts by 12.

Note 2: CDC pay rate steps start at 5% increases, transition to 3% increases and are then capped upon reaching the maximum hourly pay rate for their respective position. There are 9 steps in the 5% increase sequence and there are 3 steps in the 3% increase sequence.

Note 3: The Executive Director works at the CDC at the discretion of the Board of Commissioners. An employment agreement lists the responsibilities and compensation of the Executive Director. The agreement in place at this time covers the period 05/18/16 to 05/18/19. The agreement states an annual salary of \$120,000 will be paid in installments that follow the normal bi-weekly payroll processing pattern used for all other CDC employees.

Note 4: This version of the Commission pay rate schedule was placed on the agenda for the Board of Commissioner's 06/30/2016 meeting.

**RESOLUTION NO. 1064-16**

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY ADOPTING THE SALARY SCHEDULE  
EFFECTIVE MAY 18, 2016**

**WHEREAS**, the Commission contracted with CalPERS in March of 1993 to provide retirement benefits for Commission employees, and

**WHEREAS**, the Commission agreed to be bound by Public Employees' Retirement Law, and

**WHEREAS**, the Board of Commissioners in their capacity as the Commission's Governing Body is required to approve the agency's salary schedule, and

**WHEREAS**, the Executive Director's pay rate and the pay rate of all Commission employees must be approved by the Board of Commissioners in an open session, and

**WHEREAS**, the format of the pay rate schedule must adhere to the requirements as identified by CalPERS,

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Community Development Commission of Mendocino County do hereby approve and adopt the attached pay rate schedule which is marked with an effective date of May 18, 2016.

**PASSED AND ADOPTED**, by the Board of Commissioners of the Community Development Commission of Mendocino County on this 30th day of June, 2016 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**WHEREUPON**, the chairperson declared Resolution No. 1064-16 adopted, AND SO ORDERED.

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Dawn Deetz, Chairperson

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Todd Crabtree, Executive Director





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

TO: Board of Commissioners DATE: 6/22/16  
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 6/30/16

<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 Resolution #1065-16  
 Removal of CDC Office Building from HUD Public Housing Inventory**

**■ SUMMARY:** The CDC completed a disposition of its public housing properties in June of 2010. The disposition application to HUD covered all public housing residential properties. HUD still lists the CDC office building in its public housing inventory. HUD staff have contacted us to remove the building from its inventory. This has meant contacting HUD’s Special Application Center (SAC) who handles all dispositions. We have worked with the attorney we had for our disposition application.

We have submitted the information they have requested. One requirement is a resolution from our Board of Commissioners approving the disposition. Since we do not have any more public housing, there is no reason to have our office building in HUD’s public housing inventory.

I am working with our attorney for wording on the resolution so I will be bringing the resolution to the Board meeting.

**■ ALTERNATIVES:** No action.

**■ RECOMMENDED ACTION/MOTION:** Approve Resolution #1065-16 for the Removal of CDC Office Building from HUD Public Housing Inventory

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

**RESOLUTION NO. 1065-16**

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
OF MENDOCINO COUNTY APPROVING REMOVAL OF CDC OFFICE  
BUILDING FROM HUD PUBLIC HOUSING INVENTORY**

Resolution to be handed out at Board meeting.